

*ELIM @ Wimborne*

*Risk Assessment*

# COVID-19 Risk Assessment for EFGA Churches

**Church:** Wimborne Elim

**Assessment carried out by:** Eric Heylen, John Knox

**Date assessment was carried out:** 29-03-2021

**Date of next review:** 30-04-2021

# COVID-19 Risk Assessment for EFGA Churches

Elim Wimborne comprises of a main church building, a Lighthouse building (portacabin) and an Oasis building (portacabin). All buildings are separate from each other with their own access.

## **Definitions:**

**Leadership team:** Pastor Eric Heylen (senior pastor) and Pastor John Knox (finance)

**Maintenance team:** Pastor Eric Heylen, Philip and Alana Tappenden (cleaners) and Brett Duncan (general housekeeping)

**Worship team:** Emma Heylen (Worship leader, singer and guitarist), Paul Evans (guitarist), Bruce Parker (drummer), Carol Sammuller (pianist), Shana Heylen (support pianist)

**Steward:** Leadership team. The steward will be instructed to carry out all covid-19 mitigation measures that have been put in place as detailed in this risk assessment.

## **Church Guideline Notice:**

Notification on all the risks detailed below and their relevant mitigation methods shall be included in a guideline document that will be made available to everyone attending church. This document will also be made available on the social media platforms that the church presently uses.

## **Note:**

Following the 2021 'Lockdown', plans are to open for appropriate church services commencing the 2<sup>nd</sup> April 2021. All requirements to meet the mitigation measures detailed below shall be done at least 1 week before commencing.

Bible study and prayer meetings will continue to be held over digital platforms.

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<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
<b>General Risks</b>							
<p><b><u>Legionella</u></b></p> <p>Risk of Legionella infection to users of the building found in the water system</p>	All who enter the building for church services, maintenance, preparation, etc.	High (Low when measures carried out)	Weekly all taps are opened for at least 5 minutes.	No further action required.	Maintenance Team	Weekly	Ongoing
<p><b><u>Utility Services</u></b></p> <p>Gas, Water &amp; Electrical services faulty or shut-off</p>	All users of the building	Moderate (low when measures carried out)	Weekly use of the building allows the maintenance personnel to evaluate the working of these services	<p>The electrical and gas supply have not been shut off whilst the church has been closed.</p> <p>Yearly Gas safety check and improve the system if faulty</p> <p>5 yearly Electrical Inspection Condition Report (EICR) and improve the system if faulty.</p>	Maintenance Team	<p>Yearly gas safety checks</p> <p>EICR before 2023 March</p>	Ongoing

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<p><b><u>Pre-recorded worship and message services</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Worship and leadership team	Moderate (low when measures carried out)	<p>At present the worship is led by the Pastors family which is recorded at church.</p> <p>All biblical teachings are recorded at the preacher's home which is edited into a single service video uploaded to YouTube.</p>	<p>Where appropriate other speakers and worship leaders are to be included this will be recorded at their homes and edited into to a service published on YouTube or a similar style service.</p> <p>However, when the church services are held in the main hall, the guidelines as set out in the section entitled '<i>Church Practices</i>' will apply</p>	<p>Leadership Team</p> <p>Worship Team</p>	Ongoing	Ongoing
<p><b><u>Contractor attendance</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Maintenance members and contractors	Moderate (low when measures carried out)	Only essential and necessary Contractors allowed on site with only one member of the maintenance team.	Record all Contractors that visit the building and retain records for 21 days in line with Government Track and Trace guidance	Maintenance Team	Ongoing	Ongoing

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<p><b><u>Cleaning</u></b></p> <p>Risk that cleaning has not been done in a dormant building</p>	Everyone	Low	The cleaners fulfil their duties on a weekly basis.	<p>A deep clean, in line with recommended procedures by Elim HQ and government guidelines, has been carried out before the church re-opens and before each service.</p> <p>All chairs and door handles shall be sanitised as part of the routine deep cleaning procedure after each service.</p>	Maintenance Team	30-03-2021	Ongoing
<p><b><u>Refreshments (tea, coffee and confectionary)</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Everyone	High	The church always enjoyed free movement of collection and drop-off of refreshment cutlery and crockery. The clean-up team allowed for dirty utensils to be passed through a window which was then inserted into a	Coffee and tea will be prepared by one person with PPE and served (by one person with PPE) to people in their seats. Disposable cups and materials will be used. The kitchen or its equipment will not be used	<p>Leadership team</p> <p>Maintenance team</p> <p>Steward</p>	Before each church service	Ongoing

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			<p>dishwasher for cleaning. The cleaner would then unpack the dishwasher during their cleaning days.</p>	<p>for this purpose. Correct social distancing will be maintained at all times.</p> <p>The use of the kitchen will not be made available nor the equipment and facilities.</p> <p>Suitable signage will be procured and installed to remind people that the kitchen and its contents are not to be used.</p>			

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<p><b><u>Water dispenser</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Everyone who uses this facility	High (low when measures carried out)	The church allows everyone use of the water dispenser and provides paper disposable cups located adjacent in a separate cup holder.	The use of the water dispenser has now been discontinued. Individual, sanitised bottles of water will be made available. Bottles will be taken home by the individuals or discarded in the appropriate waste bin.	Leadership team Maintenance team Steward	Ongoing	March 2021 and Ongoing
<p><b><u>Discarding of sanitising wipes after a church service</u></b></p> <p>Risk of spread of virus</p>	Maintenance Team	High (low when measures carried out)	At present the church has not needed to sanitise equipment during a church service. This however is inappropriate in line with Covid-19 mitigation requirements and will need to be further addressed.	The refuse bags will be sealed before disposal thereof in non-recycling refuse bins for collection.  This risk assessment will be updated in line with the then current government guidelines.	Maintenance Team	Ongoing	Ongoing



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<p><b><u>Communal Spaces</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Everyone who attends a church service	High (low when measures carried out)	<p>The church allowed free movement within the church for all members except in specific areas.</p> <p>The office is generally out of bounds for all congregation.</p> <p>The kitchen is out of bounds for children.</p>	<p>A one-way system will be introduced to allow people to enter the church as they have previously done. The main entrance door is accessed from the car park and from the front gate. The intent is to allow people to seemly pass from the entrance of the building through the corridors and into the main hall. People may exit from the main hall through the kitchen and back to the car park or join the incoming one-way system to exit through the front gate of the church property.</p> <p>This is further displayed in a general layout for this building included in this risk</p>	<p>Leadership team</p> <p>Maintenance Team</p> <p>Steward</p>	For each church service	Specific actions for each communal space follow (A-K)

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				<p>assessment. These illustrations detail the one-way system.</p> <p>Suitable signage will be procured and installed to remind people of the one-way system and to maintain social distancing.</p> <p>This risk assessment will be updated in the future to resume use of the communal spaces as before. This will be in line with the then current government guidelines.</p>			

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<p><b><u>A - External sidewalk</u></b></p> <p>Breach of social distancing</p>	Everyone who attends a church service	High (low when measures carried out)	The church allowed free movement from the car park and front gate to the front door. This however is inappropriate in line with Covid-19 mitigation requirements and will need to be further addressed.	<p>Markings have been painted at 2c metre intervals on the walkway starting from church door entrance through to the car park and to the front gate</p> <p>Procure and install relevant signage informing attendees of the direction of traffic flow.</p> <p>This is further displayed in a general layout for this building included in this risk assessment. These illustrations detail the one-way system.</p> <p>This risk assessment will be updated in the future to resume use of the external walkway as before. This will</p>	<p>Leadership team</p> <p>Maintenance team</p>	September 2020	September 2020

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				be in line with the then current government guidelines.			
<b><u>B - Foyer</u></b> Risk of spread of virus and breach of social distancing	Everyone who attends a church service	High (low when measures carried out)	At present the church allows free movement within the building.  The church made use of voluntary stewards to welcome everyone into the church.  This however is inappropriate in line with Covid-19 mitigation requirements and will need to be further addressed.	The steward will direct people into the main hall to ensure the one-way system is adhered to.  The steward will direct all attendees to sanitise their hands, wear a face mask and collect a pre-packed communion set.  All items for public use will have been quarantined for at	Leadership team  Maintenance Team  Steward	Before the first church service is opened	Ongoing

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				<p>least 72 hours before the church service.</p> <p>The steward will request all attendees to write their contact details and vulnerability status (if any) in a provided register. This will be kept for 21 days in line with Government Track and Trace guidance.</p> <p>This risk assessment will be updated in the future to resume free flow of movement as before. This will be in line with the then current government guidelines.</p>			

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<p><b><u>C - Female Toilets</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Women	High (low when measures carried out)	<p>The church presently allows females to make use of the toilet facilities when church is open without restrictions.</p> <p>The use of this facility will make control and cleaning more difficult and more intensive, respectively in attempting to align with the present Covid-19 restrictions and guidelines. The reason for this is the female toilets can allow more than one person in at a time.</p>	<p>It has been decided to close and seal the female toilets for every church service.</p> <p>Regular cleaning will be maintained until the toilets are reopened and if necessary, further cleaning will be done when they do open.</p> <p>No entry signs will be procured and installed to remind people to use the male/disabled toilet.</p> <p>This risk assessment will be updated in the future to resume use of the female toilets as before. This will be in line with the then current government guidelines.</p>	<p>Leadership team</p> <p>Maintenance Team</p>	Ongoing and before the first church service is opened	September 2020

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<p><b><u>D - Male toilets / disabled toilet</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Everyone who attends a church service	High (low when measures carried out)	<p>The church presently allows males/disabled people to make use of the toilet facilities, without any restrictions, when church is open.</p> <p>The use of this facility will make control and cleaning easier and less intensive, respectively. The reason for this is the facility only allows one occupant in at a time.</p>	<p>Each person entering these facilities do so at their own risk.</p> <p>The lever on the cistern is to be sanitised using wipes provided with appropriate signage reminding people to do so.</p> <p>Additional signage will be installed to remind people to wash their hands with soap for at least 20 seconds in line with government guidelines.</p> <p>Further signage will be provided for people to take a sanitising wipe (this will also be provided) and sanitise the door handle on both sides of</p>	<p>Leadership team</p> <p>Maintenance team</p>	Ongoing and before the first church service is opened	Ongoing and by 3rd September

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				<p>the door. Additional notification to perform this duty is provided in the church service guide.</p> <p>This risk assessment will be updated in the future to resume use of the male/disabled toilet as before. This will be in line with the then current government guidelines.</p>			
<p><b><u>E - Pastors Office</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	<p>Leadership and maintenance team</p>	<p>High (low when measures carried out)</p>	<p>The Pastors office is only used by the leadership and the maintenance team. At present no other people are permitted to enter this room.</p> <p>This however is inappropriate in line with</p>	<p>The door will be locked during church services to prohibit people from accidentally entering this office. Signage will be procured and installed reminding people that this room is not to be entered or used for any other reason.</p>	<p>Leadership Team</p> <p>Maintenance Team</p>	<p>Ongoing and before the first church service is opened</p>	<p>September 2020</p>



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			<p>Covid-19 mitigation requirements and will need to be further addressed.</p>	<p>All leadership and maintenance team meetings are to be held over zoom.</p> <p>Only the pastor and treasurer will have access to the office for access to the library and administrative duties.</p> <p>The cleaners will resume weekly cleaning as per normal and will be key holders.</p> <p>This risk assessment will be updated in the future to allow in person meetings to be held in line with the then current government guidelines.</p>			

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<p><b><u>F - Crèche</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	<p>Parents, Guardians and Children, Worship Team</p>	<p>High (low when measures carried out)</p>	<p>The creche is only used by the worship team for prayer before each service and by parents or guardians with children.</p> <p>Use of this room is presently inappropriate in line with Covid-19 mitigation requirements and will need to be further addressed.</p>	<p>The door will be sealed during church services to prohibit any person from accidentally entering this room.</p> <p>Signage will be procured and installed reminding people that this room is not to be entered or used for any other reason.</p> <p>Parents and Guardians will be informed that the use of this room is prohibited. This will be included in the church service guide.</p> <p>The cleaners will resume weekly cleaning as per normal and will be key holders.</p>	<p>Leadership Team</p> <p>Maintenance Team</p>	<p>Ongoing and before the first church service is opened</p>	<p>September 2020</p>

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				This risk assessment will be updated in the future to allow prayer and Parents/Guardians and children to make use of this room. This will be in line with the then current government guidelines.			
<b><u>G -Kitchen</u></b>  Risk of spread of virus and breach of social distancing	Everyone who attends a church service	High (low when measures carried out)	The church has produced a roster for congregation to offer their service in assisting in the kitchen.  At present no children are allowed in the kitchen.  All refreshments are served through a table height double-door system, which prevents people entering he	The use of the kitchen cannot provide adequate social distancing. Work surfaces and cupboards will be covered with polythene sheets taped into position to avoid accidental use of the facilities.  This risk assessment will be updated in the future to allow full use of the kitchen again	Leadership team  Maintenance team	Ongoing and before the first church service is opened	September 2020

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			kitchen who are not on the roster.	in line with the then current government guidelines.			
<b><u>H - Main Hall</u></b>  Risk of spread of virus and breach of social distancing	Everyone who attends a church service	High (low when measures carried out)	<p>The church allows all to receive a message, worship, take part in communion and request prayer or personal ministering during services.</p> <p>There are no further restrictions to the amount of people who can attend and any specific seating arrangement. This will not be able to be sustained under the present</p>	<p>The church seating arrangements will provide safe marked areas for walking to where seating will be provided in line with social distancing measures.</p> <p>Regular church activities will be discussed in more detail under the section "Christian Church Practices".</p> <p>This risk assessment will be updated in the future to allow</p>	<p>Leadership team</p> <p>Maintenance team</p> <p>Worship team</p>	Ongoing and before the first church service is opened	September 2020 and ongoing

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
			guidelines for social distancing and risk of contamination of Covid-19.	free movement and normal church activities again in line with the then current government guidelines.			
<b><u>I - Oasis and Lighthouse building</u></b>  Risk of spread of virus and breach of social distancing	Everyone who attends a church service	High (low when measures carried out)	The lighthouse is used for children's ministry.  The oasis is used for prayer meetings and is currently rented out to a counselling business.  Both these facilities are always locked, and only certain people have keys to these rooms.	Everyone who has a key for the lighthouse and Oasis buildings is to return the key to the leadership team to avoid accidental entry.  The cleaner is to retain keys to both buildings as well the business owner that makes use of the Oasis building.  The door to the Lighthouse and Oasis building will remain locked and	Leadership team  Maintenance team	Ongoing and before the first church service is opened	September 2020

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
			<p>Under the present guidelines for social distancing and to avoid potential contamination, the Lighthouse is not prepared for Covid-19 mitigation.</p>	<p>appropriate signage to be installed reminding people that these buildings are not to be used.</p> <p>The Oasis building is presently being rented out for the use of another business. The business operating times will not take place during Sunday church services.</p> <p>Wimborne Elim is in receipt of the risk assessment from this business which details the measures to avoid spread of virus and contamination of Covid-19.</p> <p>This is also compliant with their professional.</p>			

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				This risk assessment will be updated in the future to allow normal use of the Lighthouse and Oasis buildings again in line with the then current government guidelines.			
<b><u>J - Car Park</u></b>  Breach of social distancing	Everyone who attends a church service	Low	Everyone attending church may use the parking. No specific guidelines above traffic rules and regulations currently apply.	This area is seen to be low risk. Further to this assessment, it is reasonable to say that other parking lots such as shopping centres, etc. do not employ specific guidelines or restrictions for risk mitigation of contracting Covid-19.  However, appropriate signage will be procured and	Leadership team  Maintenance team	Ongoing and before the first church service is opened	September 2020 and ongoing

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				<p>installed to remind people of social distancing measures.</p> <p>This risk assessment will be updated in the future to allow normal use of the car park again in line with the then current government guidelines.</p>			
<b><u>K - Worship stage / band area</u></b>	Congregation and other band members	High (low when measures carried out)	At present the church allows free movement of the worship members on the stage. Only the drummer is shielded by Plexi-glass covering. Each band member is presently positioned more than 2 meters apart for acoustic and instrument playing requirements.	<p>Only the lead singer will be allowed to sing. A Plexi-glass shield will be attached to each microphone stand. After every service, the Plexi-glass shielding will be sanitised as part of the deep cleaning process.</p> <p>The drummer, support guitarist and pianist will wear face masks and will not be</p>	<p>Leadership team</p> <p>Maintenance team</p> <p>Worship team</p>	Ongoing and before the first church service is opened	September 2020 and ongoing



## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
			<p>No wind instruments are presently played within the worship team.</p> <p>The present method of worship is inappropriate in line with Covid-19 mitigation requirements and will need to be further addressed.</p>	<p>allowed to sing. They are presently positioned 2 meters apart.</p> <p>The cleaners will resume weekly cleaning as per normal and deep cleaning after every service.</p> <p>No wind instruments will be allowed to be played.</p> <p>This risk assessment will be updated in the future to allow all members of the worship team to sing and play brass or wind instruments. This will be in line with the then current government guidelines.</p>			

# COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
<b><u>Christian Church Practices</u></b>							
<p><b><u>Preaching from the platform</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Congregation	Medium (low when measures carried out)	The present method of preaching allows all speakers to freely move off the stage and amongst the congregation. This method is inappropriate in line with Covid-19 mitigation requirements and will need to be further addressed.	<p>All speakers will be required to remain at the lectern during the service and wear a face shield.</p> <p>The lectern will be sited to ensure social distancing is maintained.</p> <p>This risk assessment will be updated in the future to allow free movement of the speakers in line with the then current government guidelines.</p>	Leadership Team	Ongoing and before the first church service is opened	September 2020 and ongoing

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
<p><b><u>Tithing/Offering</u></b></p> <p>Risk of contamination</p>	Leadership team who is responsible for sorting and counting	Medium (low when measures carried out)	<p>At present the church accepts tithing and offerings in the form of physical cash by stewards walking around the church for collection after communion. Electronic monies are also presently accepted.</p> <p>The Sunday service collection is usually counted by the Leadership team after the service, which is not presently in line with Covid-19 mitigations.</p>	<p>Stewards collecting tithing and offerings will cease at present and cash offerings will be allowed to be deposited into a designated container.</p> <p>The money will only be counted by a member of the leadership team who will be required to wear gloves in doing so.</p> <p>This risk assessment will be updated in the future to allow the leadership team to count the money together. This will be in line with the then current government guidelines.</p>	Leadership team	Ongoing and before the first church service is opened	September 2020 and ongoing

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
<p><b><u>Communion</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Stewards, those responsible for preparing and cleaning and the congregation	Medium (low when measures carried out)	<p>At present communion drinks and bread pieces are prepared by volunteers from the congregation. Stewards are then requested to walk and offer bread/wine to seated congregation.</p> <p>After the service clearing and cleaning of the bowls and drinking cups are done by volunteers from the congregation responsible for kitchen duty.</p> <p>Present communion offerings are not presently in line with Covid-19 mitigations</p>	<p>Prepacked wine/bread sets will be made available to people for collection when they enter the church.</p> <p>After use, a disposable bin will be made available to discard used sets.</p> <p>This risk assessment will be updated in the future to allow normal communion procedures in line with the then current government guidelines.</p>	Leadership Team  Steward	Ongoing and before the first church service is opened	September 2020 and ongoing

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
<p><b>Prayer</b></p> <p>Risk of spread of virus and breach of social distancing</p>	<p>People receiving prayer and person praying</p>	<p>Medium (low when measures carried out)</p>	<p>At present prayer is provided by the leadership team by laying of hands, anointing with oil and close contact prayer.</p> <p>Present methods for prayer are not presently in line with Covid-19 mitigations</p>	<p>If prayer is requested, only one person at a time will be allowed. A member of the leadership team will pray whilst adhering to social distancing guidelines. Both will be required to wear face coverings.</p> <p>No anointing of oil or laying of hands shall be done.</p> <p>This risk assessment will be updated in the future to allow normal methods of prayer to take place. This will be in line with the then current government guidelines.</p>	<p>Leadership Team</p> <p>Maintenance Team</p>	<p>Ongoing and before the first church service is opened</p>	<p>September 2020 and ongoing</p>

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
<p><b><u>Singing</u></b></p> <p>Risk of spread of virus</p>	All	High (low when measures carried out)	<p>At present everyone is free to sing during worship.</p> <p>Present singing of all during worship is not presently in line with Covid-19 mitigations.</p>	<p>No one will be allowed to sing.</p> <p>Signage will be procured and installed reminding people not to do so.</p> <p>This risk assessment will be updated in the future to allow all to sing freely. This will be in line with the then current government guidelines.</p>	<p>Leadership Team</p> <p>Maintenance Tea</p>	Ongoing and before the first church service is opened	September 2020 and ongoing
<p><b><u>Children's Ministry</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Teachers and children	High	<p>At present, the children's ministry takes place between 11:30 – 12:30 in the Lighthouse building.</p> <p>Present methods for teachers and children are not presently in line with Covid-19 mitigations.</p>	<p>No children's ministry will take place.</p> <p>This risk assessment will be updated in the future to allow the children's ministry to start up again. This will be in line with the then current government guidelines.</p>	<p>Leadership Team</p> <p>Maintenance Team</p>	Ongoing	Ongoing

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
<p><b><u>Baptism</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Everyone	High	At present, the pastor enters the water with people wishing to be baptised without any coverings or preventions for Covid-19 mitigation.	<p>No baptism will take place.</p> <p>This risk assessment will be updated in the future to allow the baptism's to being again. This will be in line with the then current government guidelines.</p>	Leadership Team	Ongoing	Ongoing
<p><b><u>Weddings</u></b></p> <p>Risk of spread of virus and breach of social distancing</p>	Everyone attending the wedding	High ((low when measures carried out)	At present, weddings are carried out without any Covid-19 mitigations.	<p>Church proceedings will take place within current government guidelines. Attendees will be limited in line with the then government guidelines.</p> <p>All the mitigation measures that have been put into place as detailed above will be implemented.</p>	<p>Leadership Team</p> <p>Maintenance Team</p>	Ongoing	Ongoing

## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				This risk assessment will be updated in the future to allow weddings in line with the then current government guidelines.			
<b>Funerals</b>  Risk of spread of virus and breach of social distancing	Everyone attending the funeral	High (low when measures carried out)	At present, funerals are carried out without any Covid-19 mitigations.	Church proceedings will take place within current government guidelines. Attendees will be limited in line with the then government guidelines.  All the mitigation measures that have been put into place as detailed above will be implemented.  This risk assessment will be updated in the future to allow	Leadership Team  Maintenance Team	Ongoing	Ongoing



## COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				funerals in line with the then current government guidelines.			
<b><u>Groups of people coming to church</u></b>							
<b><u>Clinically Extremely Vulnerable People</u></b>  Risk of exposure to an environment where Covid-19 can be found	People at risk with conditions prescribed on the NHS website  <a href="#">NHS Website</a>	High	At present, the church allows all people irrespective of their status to attend church and be involved in all that is offered and done.  Present methods for people in this category to attend church cannot be adequately protected in line with Covid-19 mitigations.	People in this category will not be allowed to attend church having receipt of a letter from the NHS confirming their vulnerability group.  This risk assessment will be updated in the future to allow people from this category to attend church again. This will be in line with the then	Leadership Team	N/A	N/A

# COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				current government guidelines.			
<p><b><u>Clinically Vulnerable People</u></b></p> <p>Risk of exposure to an environment where Covid-19 can be found</p>	<p>People at risk with conditions prescribed on the NHS website</p> <p><a href="#">NHS Website</a></p>	High	<p>At present, the church allows all people irrespective of their status to attend church and be involved in all that is offered and done.</p>	<p>All the mitigation methods described above allow for people in this category to attend church.</p> <p>However, due to their vulnerability, they will be advised to not attend church, but may do so if they wish. This will then be at their own risk.</p> <p>This risk assessment will be updated in the future to allow</p>	Leadership Team	N/A	N/A

# COVID-19 Risk Assessment for EFGA Churches

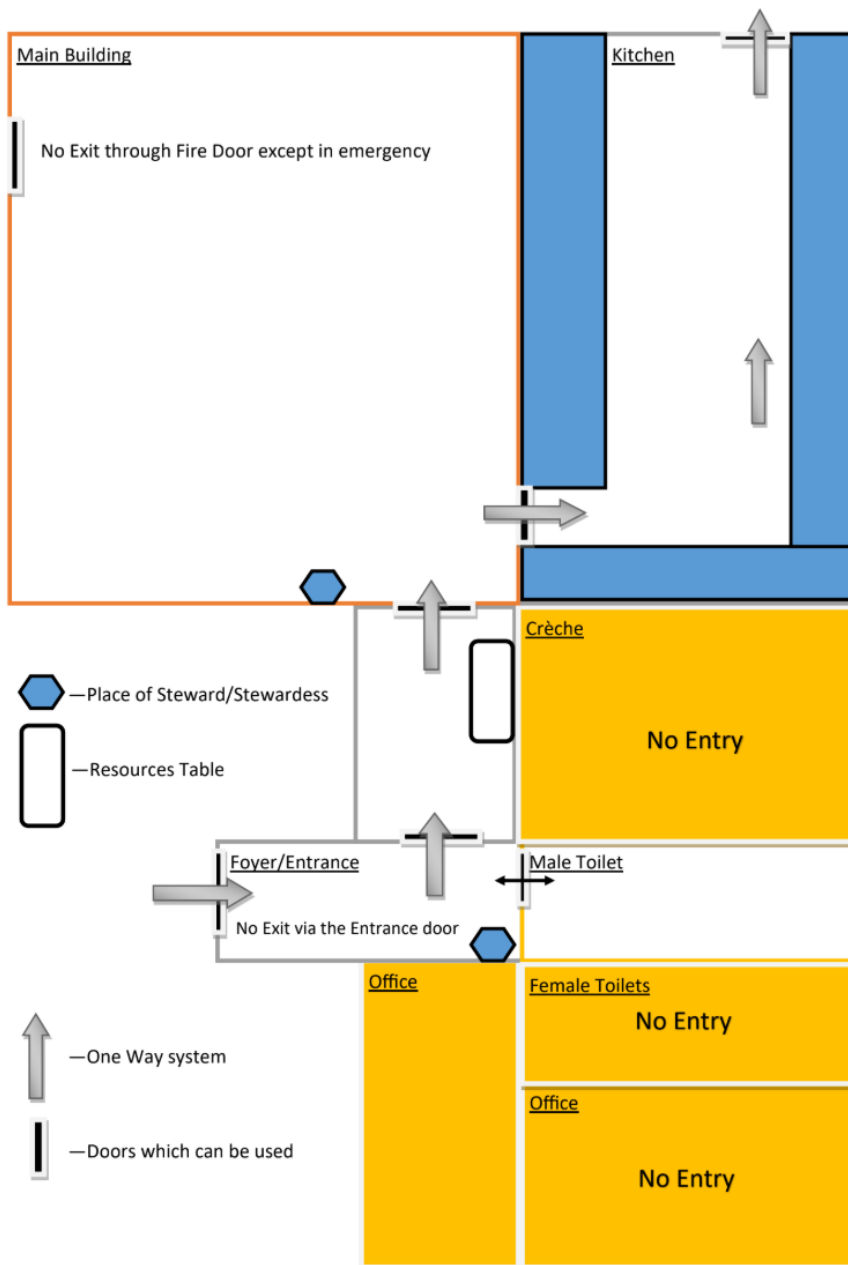
What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				people from this category to attend church again. This will be in line with the then current government guidelines.			
<p><b><u>Newcomers</u></b></p> <p>Risk of exposure to an environment where Covid-19 can be found without knowing their status</p>	<p>People potentially categorised in 'Clinically Extremely Vulnerable' and/or 'Clinically Vulnerable' groups.</p>	High	<p>At present, the church allows all people irrespective of their status to attend church and be involved in all that is offered and done.</p>	<p>Newcomers will be questioned in attempt to understand their vulnerability category (if at all).</p> <p>A register shall be kept confirming that the person has been asked and confirmation has been given of their category, if any.</p> <p>People in clinically extremely vulnerable categories will not be allowed to attend church.</p>	<p>Leadership Team</p> <p>Maintenance Team</p> <p>Steward</p>	N/A	N/A

# COVID-19 Risk Assessment for EFGA Churches

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				<p>People in clinically vulnerable categories will be allowed to attend church at their own risk.</p> <p>People not in any category will be allowed to attend church at their own risk.</p> <p>This risk assessment will be updated in the future to allow newcomers to attend church freely in line with the then current government guidelines.</p>			

# COVID-19 Risk Assessment for EFGA Churches

## Proposed one-way system



# COVID-19 Risk Assessment for EFGA Churches

