

# Risk Assessment (COVID-19) for Opening Eden Church Centre to:

## The Eden Church Congregation, Client's and members of the General Public

### Version Control

Issue Date	Version Number	Issued by
22nd July 2020	1	Eden Trustees

Churches and Community buildings are legally permitted to open to clients for business purposes and for public worship, weddings and funerals with measures in place for social distancing from 4<sup>th</sup> July. Other activities, except for a few still prohibited by law, may also take place subject to the government guidance in place for the relevant sector.

The [government guidance for the safe use of such premises during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public.

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship or business premises.

### This risk assessment considers:

1a. Activities (Church) THOSE NEEDING PROTECTING VIA THIS RISK ASSESSMENT Eden Staff, Volunteers, Members + Visitors (Members of the General Public)

- Private prayer (Eden Senior Leader Only)
- Livestreaming services (Eden Leadership Team and Required Skilled Personnel)
- Group prayer (Eden Leadership Team Only)
- Church Gatherings (Including Sundays, Soaking, Training and Prayer Nights)
- Weddings
- Funerals

1b. Activities (Eden Clients) THOSE NEEDING PROTECTING VIA THIS RISK ASSESSMENT Clients Staff, Clients Members + Visitors

- Flo-Fitness
- Slimming World

- Weight Watchers
- Malvern Panalytical
- Sky
- E Grew
- Worcestershire Wildlife Trust
- Malvern Family History Society
- Malvern Civic Society
- Veraflor
- Baby-Sensory
- Home Education Sports
- Susan Reed Fitness
- One Fit Mama
- The Source Church

1c. People to consider:

- Our Employees
- Our Volunteers
- Our Clients
- Our Clients Users

2. Hazards to consider:

- Transmission of COVID-19

3. Important Notes:-

- This COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming:
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities
- The potential mitigations are in three categories colour coded as follows:-
  - RED - Actions based on Government advice (Should be considered as mandatory)**
  - ORANGE - Actions that are strongly recommended**
  - GREEN - Actions to be considered**

4. Personnel:-

Eden Senior Leader: Mike Dibbens

Eden SLT (Senior Leadership Team): Mike Dibbens, Dave Alban, Victoria Dibbens, Mike Higley.

Centre Managers: April Shipton and Victoria Dibbens

Eden Church Cleaners: Libbie Coyle + Natasha Watts

Worship Leaders: Carol Sampson + Russ and Lucy Dudley

Steward/ Welcomer: Eden Members as per weekly rota from Eden Senior Leader

Client Group Leader: Person in Charge/ Owner of Eden Client Groups (As Above)

Item	Church: EDEN	Assessor's name: DAVE ALBAN MIKE DIBBENS IAN FORRESTER	Date completed: 16 <sup>th</sup> July 2020	Review date: 1 <sup>st</sup> September 2020
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	Area or people at risk	Risks Identified	Actions taken to mitigate risk	Action by whom?	Completed date and any notes
1.0a	Access to church buildings for the church congregation, client's and members of the general public	The front doors and lobby are a pinch point in the building	<b>Use front doors only to enter the building with a one - way system through to the foyer, WC's and auditorium.</b>	Person responsible for managing the opening and closing of the building	Care must be taken regarding the security of the building with doors open
1.0b	Entrance and Exit		<b>Exit will be by the rear of the building, which will be kept open for the duration the building is in use.</b>		
1.0c	Downstairs areas		<b>All visitors must use the Automatic Hand Sanitisers upon entry and exit of the building</b>		
1.0d			<b>For Groups meeting downstairs, only one group can enter at a time, and all must adhere to the one-way system and entry/ exit strategy</b>		

	Area or people at risk	Risks Identified	Actions taken to mitigate risk	Action by whom?	Completed date and any notes
1.0e	Carparks	Social Distancing in carpark and exterior areas and cleanliness	People visiting requested to stagger arrivals and enter straight into the building without congregating outside to chat	Steward /Welcomer	PPE (Gloves + mask must be worn) + rubbish disposed in bins provided in line with guidance
1.0f			2 metre waiting area marked outside entrance area with notices to take care when queueing to enter	Client Group Leader	
1.0g			Client Group Leaders create a staggered entry time for their groups and start times.	Steward/ Welcomer	
1.0h			Steward/Welcomer to check external areas and carpark for rubbish and tissues which may cause contamination	Eden Trustees	
1.0i			Consider spacing out car parking spaces with in between spots cordoned off.		

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1.0j	External areas	Risk of People Congregating when Parking and not observing social distancing	Check with Malvern Spa and Premier Inn when they are opening and check there will not be problems with parking or traffic congestion	Eden Senior Leadership Team	Ensure Bins are Accessible and empty
1.0k			Give ample notice to the surrounding buildings about our reopening.	Eden Trustees	
1.0l			Ensure our car parks are clear from weeds around the back and a clear parking area is established at the rear of the building.	Eden Trustees	

	Area or people at risk	Risks Identified	Actions taken to mitigate risk	Action by whom?	Completed date and any notes
2.0a	Communication	Reporting of any person with Covid-19 Symptoms	Website updated, A Church Near You, and any relevant social media to explain our clear guidelines, especially regarding the need to pre-book before visiting.	Eden Senior Leadership team	i-pad to be available in foyer for visitors and managed by welcomers  The company used will need to issue risk assessments and COSHH
2.0b			Visitors who turn up to our building, will be greeted on entry and requested to complete an On-line booking form with their personal details before being allowed to enter	Welcomer/Steward	
2.0c			Authorities must be contacted and the names and addresses of people must be given if anyone with Covid-19 symptoms has been present in the building.	Eden Senior Leadership Team	
2.0d			A 'Deep' clean will immediately be carried out to the entire premises and the center will remain closed for 96 hours	Professionally Paid Cleaners outsourced.	

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3.0a	Transmission through surfaces and Equipment	Spreading or catching the virus through touch 'General Cleaning'	All WC areas to be cleaned before and after each church meeting and after each main client visit	Eden Church Cleaners	All cleaners provided with masks + gloves (ideally disposable).
3.0b			All sofas and chairs used to be sprayed/ wiped completely by the church or client group leader before they leave the premises	Eden Church Cleaners/ Clients	
3.0c			The church or client group leaders must wipe down all hard surfaces and touch points used in the building including balustrades, door handles and surfaces where people have been even if they are not sure they have been accessed.	Eden Church Cleaners/ Clients	
3.0d			Cleaning increased from twice to three times a week	Eden Church Cleaners	
3.0e			If the church building is being used by clients within 72 hours of each other and a cleaner will need to undertake their duties before the next group commences.	Eden Church Cleaners/ Clients	
3.0f			Cleaning schedules to be displayed and filled out regularly by all who carry out cleaning duties	Eden Church Cleaners	
3.0g			The Creche must be cleared of all soft play items and only have wipeable sofas and chairs in room. All books and pamphlet must be stored away.	Centre Manager	
3.0h			Serving of	We will not be serving drinks or refreshments for the foreseeable future, due to current guidelines	

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4.0a	Transmission through incoming Services	Water, Gas, Heating + Electric supplies	<p>Legionnaires test to be completed asap. Temperature checks and flushing through</p> <p>If water being used, like the sinks in the loos, the opener must run the water for five minutes on entry.</p> <p>Switch on and check electrical and heating systems from September. Commission system checks as necessary.</p>	Ian Forrester	
4.0b				Eden Senior Leadership Team or Client Group Leader	
4.0c				Ian Forrester	
5.0a	Airborne Transmission	Ventilation	<p>The person responsible for any session will open all windows of the rooms being used to create airflow where possible.</p> <p>They will also ensure all doors are wedged open throughout the areas used</p>	Eden Senior Leadership Team or Client Group Leader	
5.0b				Eden Senior Leadership Team or Client Group Leader	



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6.0a	Social Distancing	Circulation and Seating	A flow of movement throughout the building must be clearly marked out for people entering, travelling through and leaving the building to maintain physical distancing requirements. Social distancing floor markings/ stickers to be adopted	Centre Manager	
6.0b			Limit access to places were the public does not need go, maybe with a temporary cordon in place for the stairs.	Centre Manager	
6.0c			All chairs must be spaced out at two metres apart in any setting unless a pre-booked group are from the same household.	Centre Manager	
6.0d			All chairs will be clearly marked out at two metres apart in household bubble groups/ rows via pre-booking system	Centre Manager	
6.0e			Masks	Wearing of mask, will not be compulsory, however w strongly recommend those over 70 and anyone deemed to be within the vulnerable group should wear face masks. Masks will also be available for anyone who feels more comfortable/ safe wearing a mask	
					A box of masks needs to be made available at ground and first floor levels and regularly checked and replenished

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7.0a	WC Areas and Access Corridor	Management of access, circulation and Cleanliness	Only one adult and one child allowed in ladies and gents WC at one time. Notices displayed on the WC doors outlining this regulation.	Centre Manager		
7.0b			'Washing Hands' guidelines to be displayed in each WC area outlining the need to wash hands correctly for 20 seconds			
7.0c			Automatic hand sanitizer units available in the access corridor to Ladies, Gents and disabled WC's with clear notices adjacent			
7.0d			Social distancing and 'wait here' notices displayed in access corridor and outside WC entrance doors			
7.0e			We will install a screen permanently between the toilets and a toilet manager available for all groups especially gatherings at church to ensure only one lady/child and one man/child is using any toilet at one time.			Welcomer/ Steward/ Client Group Leader
7.0f			Hand Sanitizer units and soap dispensers and toilet rolls, within WC's must be checked and topped up before any new client visit or church gathering to ensure they are full			

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8.0a	Auditorium	Gatherings and Meetings Speakers and musicians	A Perspex screen must be put in front of the one person or two people from one household who will be singing. Corporate singing is not allowed. Music being played must be at a low level so that no one feels the need to raise their voices.	Centre Manager	
8.0b			Musical instruments can be played with the exception of any wind instruments	Worship Leader	
8.0c			A Perspex screen must be put in front of any speaker/ preacher addressing gatherings or meetings	Centre Manager	

	Area or people at risk	Risks Identified	Actions taken to mitigate risk	Action by whom?	Completed date and any notes
9.0a	Training + Notices + Guidelines	Communication and Adherence	Client guidelines and a copy of this Risk assessment must be sent to all users and we must receive a signed agreement from all of the people entering our premises	Eden Senior Leadership Team	
9.0b			Behavioural policies must be sent out and signed by all Eden members and visitors before attending any meetings in the Eden Centre	Eden Senior Leadership Team	
9.0c			All staff must be given clear guidance and training on being safe whilst working in the building and given access to adequate cleaning materials such as disposable gloves and antibac spray and wipes.	Eden Senior Leadership Team	
9.0d			All volunteers, welcomers, and stewards who serve within the building must be issued with appropriate COVID-19 PPE including, face masks, visors, gloves etc and those items must be left at the end of each session in the PPE box under the entrance stairs to be collected and washed or disposed of by the cleaner	Eden Church Cleaner	
9.0e			Notices regarding Covid -19 safety protocols will be displayed throughout the building.	Eden Senior Leadership Team	