

## **Coronavirus risk assessment**

### **City Life Church - outdoor events**

**Assessors names and church roles:** MARK HARRIS – Volunteer / HANNAH HARRIS – Church Secretary / Ginny Daley – Lead Administrator

**Church name and location:** City Life Church, Chapel Hill, Truro, TR1 3BD

**Assessment date:** 21/7/2020

**Review date(s):** 12/10/20, 14/04/21

This template is designed to allow Trustees of a Baptist Church to consider the specific risks relating to their responsibilities for their ministers, staff, volunteers and attendees in conducting outdoor events. It should be considered as a supplement to a general risk assessment for events outdoors.

<b>Risk:</b>	<b>Unsafe Event - prevention, cleaning and attendee safety</b>
	<b>The church must ensure members' safety by making events "COVID" secure – unsafe practices raise the risks of virus transmission.</b>
<b>Nature of risk:</b>	<p>There is a direct threat to staff and volunteers' health and wellbeing from transmission of the COVID-19 coronavirus while at work. People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. We will circulate "COVID secure" coronavirus policies and safety procedures to potential attendees; setting out how attendees should behave and the precautions they must adopt during the pandemic to keep them safe.	Y	Church Secretary/ Administrator	
2. We will require attendees to practise effective social distancing while attending the event.	Y	Steward	Attendees will be required to confirm they have understood the measures and agree to comply with them
3. We will reinforce key Government public health messages to all attendees.	Y	Administrator	Included in 1. Above
4. We will provide hand sanitiser at entry and exit points and make it generally available for all attendees if required.	Y	Steward	Sanitiser is available
5. We will provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection if required in individual risk assessments and method statements e.g. cleaning.	Y	Steward	All attendees will be required to take their litter home. No additional cleaning required for outdoor events, any public toilet facilities will be under the control of the provider and subject to their COVID policies.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
6. We will state clearly that staff and volunteers are not required to wear face coverings while attending outdoor events but may do so if they wish, in line with current government guidance.	Y	Steward	Masks will be made available should attendees wish to wear one.
7. People will not be allowed to gather in groups of more than 6 , or 2 households, in line with government legislation.	Y	Steward	Stewards will disperse larger groups and ensure that there is 2m between groups
8. When organised children's activities take place outside, when permitted by government guidance, children will be in bubbles of no more than 15, plus leaders.	Y	Children's or Youth workers	Children's or Youth leaders will ensure that there is no mixing between bubbles and bubbles remain distinct and separate.

<b>Risk:</b>	<b>Ineffective social distancing</b> <b>Ineffective social distancing is a key element in the transmission of COVID-19</b>
<b>Nature of risk</b>	The main route of virus transmission is through droplets exhaled or coughed by an infected person. Social distancing refers to people being required to maintain a distance from each other of 2 metres, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing.

<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
9. We will set up event(s) to support social distancing, e.g. layout changes, breaking into smaller groups, use of social distancing markers, phased arrival and exit.	Y	Steward	Attendees will be required to abide by control measures
10. Stewards will be aware of the key infection prevention requirements, including the need to maintain safe distancing, and ensure attendees abide by distancing guidelines.	Y	Steward	Attendees will be required to abide by control measures
11. Where social distancing guidelines cannot be followed in full, in relation to a particular activity, the activity is to be modified to ensure that full compliance with guidelines is observed.	Y	convener of the event	Support to be offered by Administrator or volunteers if required

<b>Risk:</b>	<b>Higher risk areas of the workplace</b> Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets and staff rooms
<b>Nature of risk</b>	Heavily used areas and pinch points are more likely to present an infection transmission risk. Essential for staff and volunteers to wash hands regularly. Increased risk of people coughing and touching door handles, taps and toilet flush handles etc

Control Measures	Control in place (Y/N)	Person Responsible	Comments
12. We will ensure that higher-risk high traffic areas are COVID secure by applying appropriate safety precautions, including stressing the need for attendees to follow good hygiene practice at all times while attending events.	Y	Steward	Attendees will be required to abide by control measures
13. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Steward	For outdoor events, gate latches, hand rails, etc will require regular sanitising
14. We will prioritise use of facilities by people with disabilities where necessary, eg disabled toilet use, use of lifts, etc	Y	Steward	Special attention to ensure those with additional needs are able to participate fully

<b>Risk:</b>	<b>Vulnerable and extremely vulnerable staff and volunteers</b> <b>Some staff and volunteers may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection.</b>
<b>Nature of risk</b>	Those who are classified by PHE as being at greater risk from COVID-19 includes people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories – <b>please see notes at the back of this risk assessment for more detail on the moderate-risk and high-risk categories.</b> People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements. Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19. There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
15. We will identify and be aware of potential attendees who fall into vulnerable and extremely vulnerable categories so we can ensure that they are given adequate protection and support to enable them to comply with government health recommendations.	Y	Convener of the event	staff and volunteers who fall into vulnerable and extremely vulnerable categories encouraged not to attend unless absolutely necessary
16. We will consider staff and volunteers in the vulnerable “moderate risk” category on a case by case basis – wherever possible they will be supported to work from home.	Y	Convener of the event	Discuss attendance with staff and volunteers who fall into the moderate risk category. Assumption is that they will not attend
17. We will not expect any member of staff or volunteer in the extremely vulnerable “high-risk” category to attend during the pandemic crisis or during recovery from the lockdown.	Y	Convener of the event	
18. We will offer to stay in touch with vulnerable or extremely vulnerable supporters who are staying at home by phone to ensure they are included.	Y	Convener of the event	
19. We will make reasonable adjustments to avoid disabled attendees being put at any disadvantage.	Y	Convener of the event	

<b>Risk:</b>	<b>Staff and volunteers ill health</b> <b>staff and volunteer sickness or staff and volunteers having to self-isolate themselves at home or remain at home because they are shielding.</b>
<b>Nature of risk</b>	Staff and volunteers, or those in their households, may get sick with coronavirus infection and pass the virus to others in the workplace. People who have symptoms must follow the government's self-isolation guidelines. Those who are considered extremely vulnerable are advised to shield themselves at home.

<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
20. We will make sure that all attendees know that that no one should attend if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell.	Y	Convener of the event	Included in 1. Above
21. We will give clear guidance to staff and volunteers who are sick or self-isolating that they should phone immediately and inform the convener of the event – on no account should they attend.	Y	Trustees	Included in 1. Above
22. We will consider the necessary staffing levels for each church activity and only operate those where we can provide enough staff and volunteers for activities to run safely.	Y	convener of the event	Support to be offered by Administrator or volunteers if required
23. We will make sure that our staffing and volunteer levels for all children's activities meet the ratio requirements set out in our safeguarding policy.	Y	Children's Pastor	

<b>Risk:</b>	<b>Premises access and travel</b> <b>Travel to and from work may lead to greater risk of virus transmission</b>
<b>Persons at risk</b>	Public transport may be restricted in order to achieve social distancing on trains, buses, etc. Access to events may create a virus transmission risk if staff and volunteers all seek entrance at once or are channelled through single points of entry. Risks may be increased for disabled attendees who may have reduced options for access.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
24. We will ensure that attendees do not congregate at entrances and exits, and ensure that supplies of sanitiser are available when people arrive	Y	Steward	
25. We will provide stewards at entrances and exits and introduce one-way flow systems at entry and exit points where possible and/or appropriate.	Y	convener of the event / Steward	Support to be offered by Administrator or volunteers if required
26. We will provide hand sanitiser when people arrive and leave the event	Y	Steward	Convener of the event to ensure measures are in place prior to event taking place.
27. We will ask attendees not to share cars outside households wherever possible	Y	Administrator	Included in 1. above
28. We will encourage attendees not to use public transport – where they do use public transport they should conform with all requirements, eg wearing face coverings if required, social distancing, etc.	Y	Administrator	Included in 1. above



<b>Risk:</b>	<b>Cases of possible infection during an event</b> <b>People becoming unwell while on-site or a symptomatic person during an event</b>
<b>Nature of risk</b>	High risk of transmission.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
62. If an attendee becomes unwell during the event with coronavirus symptoms (a new, continuous cough or a high temperature) we will send them home and advise them to follow government advice to self-isolate.	Y	Steward	
63. All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas.	Y	Steward	Cleaning supplies available
65. Stewards should use disposable cloth or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine In this situation, stewards must wear appropriate PPE.	Y	Steward	Cleaning supplies available
66. Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.	Y	Steward	Cleaning supplies available

## Review/Revision Record

Date of Review	Confirmed by	Comments
12/10/20	Ginny Daley, Helen Holmes	Inserted controls 7&8 to reflect the “rule of six” and bubbles of up to 15 children.
14/04/21	Ginny Daley, Helen Holmes	Modified “rule of 6” to include two households, in line with government guidance.

## **Identifying those staff and volunteers who are especially vulnerable in either high or moderate risk categories**

### **Vulnerable (moderate risk) people include**

- those who: are 70 or older
- are pregnant
- have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe)
- have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)
- are taking medicine that can affect the immune system (such as low doses of steroids) or
- are very obese

Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible – they can go to work if they cannot work from home

### **Extremely vulnerable (high risk) people include those who:**

- have had an organ transplant
- are having chemotherapy for cancer, including immunotherapy
- are having an intense course of radiotherapy for lung cancer
- have a severe lung condition (such as severe asthma or severe COPD)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
- have a serious heart condition and are pregnant

Those in the “high risk” (extremely vulnerable) category are subject to special “shielding” arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks

People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements.