

## COVID-19 ASSESSMENT OF RISK

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

We note from the Government's COVID-19 Recovery Strategy that churches could be open from 4<sup>th</sup> July 2020 as part of the conditional and phased plan to begin lifting the lockdown. We look forward to the time when we are able to gather again in our church buildings.

We are examining what steps we will need to take to do so safely and are actively planning ahead in preparation. We strongly support the Government's approach of continuing to suppress the transmission of the virus and accordingly, we recognise that at this time full public worship cannot return in the interests of public health and safety.

This is a **Risk Assessment** for dealing with the current Covid-19 situation prior to our return to Public Worship. It is based on the *Government Guidelines*. Each Church should consider their own unique circumstances. To keep up to date with current advice in this fast changing situation visit <https://www.gov.uk/coronavirus>

<b>Church:</b> NTCG Handsworth	<b>Assessor's Name:</b> Mr Edward Richards Ushers/Fire Marshal Lead	<b>Assessment of Risk Lead:</b> Karen Ellis (CPC)	<b>Review Date:</b>  June 2021
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Hazards/Risk	Covid-19 Controls required	Evidence	Further Action	Action by Whom	Completed-date and name
The potential spread of the virus:-  From everyone entering the building.	2M marking on the floor, posters & signage visible, one way system, electronic digital media visuals throughout duration of services.	Congregants will be instructed by Ushers & Leadership team to follow all signage and observe one way system. Electronic digital media will be playing during the service.	Leadership team & Ushers to monitor the C-19 instructions.  Continued support from the technical/ media team.	Ushers and Leadership Team  AV Team	Ongoing  Pending
	Encourage hand washing more often than usual.  Ushers & Leadership Team to be in Hi Visible Vests.	Sticker on every other toilet door to indicate no entry. Seating in sanctuary to be excluded to maintain SD. Lower ground floor to be out of bounds.			
	Only the Sunday morning services will resume in the building all other services to	Pre-recorded service Sunday School Prayer meeting / Fasting Life Builders	Continued support from the technical/ media team.		Ongoing Review to be reviewed monthly

	continue online/zoom	Women's Discipleship Mid-Night Encounter Committee/Board meetings.			
Entry & Exits to the building	Meet & greet team to give relevant information Hand sanitisers Temperature monitoring on entrance.  Wearing of face coverings/gloves.	Ushers/ Leadership visible. First Aiders available to check temperature on entry Hand sanitiser to be available at every entry & exit points.  Complementary face coverings /gloves available.	Leave internal doors open to avoid touching handles.  Regular cleaning of surfaces that are touched frequently on entry & exit.	Front door workers Ushers and Leadership Team.  Ushers and Leadership Team.	Ongoing
To reduce crowding in reception area.	Keep reception area clear at all times.	Encourage congregants to complete any paper work prior to entering the building.  Congregants to scan QR code on entry.  Congregants & regular visitors to be issued with individual numbers to record attendance.	Continuous monitoring from Front door workers.  Front door workers to be issued with x1 laptop & x1 tablet to enter numbers on arrival to building.	Head Usher  Senior Pastor	Ongoing  Pending
WC/toilet	Maximum of two congregants at any given time.	Visible presence of Ushers/ Leadership Team to monitor and restrict the numbers to two persons.	Regular monitoring of the toilet areas.	Ushers & Leadership team	Ongoing

	<p>Social distancing</p> <p>Limit toilet Cubicles available</p>	<p>Posters on door, signage and floor marking.</p>			
Parenting Room	<p>Ensure that Ushers &amp; Leadership Team is in position near the Parenting Room.</p>	<p>Visible presence of an Ushers/ Leadership Team to monitor and restrict the numbers to two persons.</p> <p>Posters on door, signage and floor marking.</p>	<p>Regular monitoring of the room.</p>	<p>Ushers &amp; Leadership</p>	<p>Ongoing</p>
Protective Security	<p>Ensure entry &amp; exit points are well staffed.</p> <p>As the congregants arrive avoid queuing &amp; crowding outside building and reception area.</p> <p>To ensure effective communication is in place.</p>	<p>Front door workers to be stationed at every entry &amp; exit points.</p> <p>Effective communication via devices.</p> <p>Named Fire Marshall each Sunday.</p> <p>Effective communications verbally, face to face, in writing &amp; via devices.</p>	<p>To ensure adequate staff are available to keep the building safe.</p> <p>Currently Recruiting for more staff.</p> <p>Weekly debriefing session prior to commencing the services.</p>	<p>Front door workers:- Ushers Leadership team Fire Marshal Fist Aiders</p> <p>Head Usher</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>Possible outbreak of C-19</p> <p>New Symptoms of C-19 must follow government guidelines <a href="#">main symptoms of</a></p>	<p><b>NHS Test and Trace Service</b></p> <p>To assist the Government with NHS Test &amp; Trace with requests for that data</p>	<p>To record all visitors and congregants entering the building.</p> <p>All Congregants &amp; visitors will be asked to complete the consent slip or individual number.</p>	<p>Have consent forms &amp; pencils/pens available for congregants to use and keep.</p> <p>To enable an electronic version of the test &amp; trace slips, front door workers</p>	<p>Ushers and Leadership Team</p>	<p>Ongoing</p>

<a href="#">coronavirus</a>	if needed for contact tracing and the investigation of local outbreaks.	All data will be stored in a confidential place and kept for <u>21 days</u> as per Government guidelines. QR code available at entry points to scan on arrival.	will be issued with x1 laptop & x1 tablet to enter numbers on arrival to the building		
Ensure only one person uses the lift at any given time unless from the same family.	Signage to be placed on lift door and inside lift.  Only one person to use the lift unless from the same family.	Ushers/ Leadership Team to monitor/restrict the number of individuals that uses the lift.	Signage to be placed in lift for all to see.	Ushers & Leadership Team to observe	Ongoing
Finance/ Receiving of tithe & offering & counting Donations	Encourage online giving. Encourage congregants to use envelopes. Offering buckets will be placed at the front of the church for congregants.  When handling cash or coins individuals must wear gloves.	Usher to observe congregants are adhering to SD guidelines when worshipping in giving. Congregants to walk to altar & place monetary gifts in receptacles.  Worship in giving will be open for the duration of the service to avoid potential crowding.		Ushers and Reception staff/Secretary/ Treasurer & finance team.	Ongoing
Funerals:-Actions to minimise C-19 spread	<b>For members only</b> maximum of 30 mourners to attend service in line with the National Guidelines.	Mourners to complete Test & trace slips or use QR code on entry. Face coverings must be worn at all times and mourners to adhere to 2M SD by observing signage & posters.	Adequate staff to be on duty to give guidance to the mourners. X 6 Front door workers & X 2 FA.	Ushers/Leadership Team	Ongoing

<p>Weddings:-Actions to minimise C-19 spread</p> <p>Baby dedication:- Actions to minimise C-19 Spread <i>(to be performed only within the Sunday Morning worship services)</i></p>	<p><b>For members only</b> Maximum quests attending wedding ceremony will be in line with the National Guidelines.</p> <p>(Ceremonies to be kept as short as possible0.</p> <p><b>For members only</b> Infants should be held by a parent or guardian for the duration of the service, including the final prayer.</p>	<p>Guests to complete test &amp; trace slips or use QR code on entry. Face coverings must be worn where appropriate. Guests to adhere to 2M SD by observing signage &amp; posters. The Ministers should sanitise hands or wear gloves before and after handling the certificates.</p> <p>Guests to complete test &amp; trace slips or use QR code on entry. Face coverings must be worn. Guests to adhere to 2M SD by observing signage &amp; posters.</p> <p>Appropriate PPE must be worn by all. The Minister should sanitise hands or wear gloves before and after handling the certificates.</p>	<p>Adequate staff to be on duty to give guidance to the guests. X 6 Front door workers &amp; X 2 FA.</p> <p>Baby dedication party to be directed by the Front door workers.</p>	<p>Ushers/Leadership Team</p> <p>Ushers/Leadership Team</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>Holy communion</p>	<p>Stationary communion element.</p>	<p>Communion element to be placed on table for congregants to collect.</p>	<p>Leadership to direct congregants and ensure 2M distance is maintained.</p>	<p>Ministers &amp; CPC</p>	<p>Ongoing</p>

Altar Ministry	To minimise the amount of congregants at the altar.	PPEs available for ministers if required.	Guided by Senior Pastor	Senior Pastor & Ministers	To be actioned
Water Baptism	Suspended until further notice			Review in 2 months a/w Government guidelines	Under review
Washing of the saints feet	Suspended until further notice.			Review in 2 months a/w Government guidelines	Under review
Young person and Children	Young children should be supervised by a parent or guardian.	To sit with parent or guardian throughout the duration of the service.  Parent or guardian of a young person to be updated regularly on the actions they should take during an outbreak.	Announcements Adhere to social distancing guidelines.  Electronic digital media visuals. Posters & signage situated around the building.	Ministers & Leadership Team	Ongoing  Ongoing
Protecting the Vulnerable  Individual aged 70 years & above may be at risk of severe disease from C-19	Vulnerable groups with health issues to be encouraged to stay at home as much as possible.  To follow guidelines below:- <u>Current stay alert and social distancing guidance</u>	Pre-recorded services or live streamed services to continue and be aired on Sundays.  Information to be available to vulnerable people.	Leadership team to support with health & well-being & spiritual support.	Ministers, CPC & Pastoral Care Team	Ongoing  Ongoing

<p>Members &amp; non-members Pre-recording guidelines</p>	<p>To ensure the Minimum amount of people and time is spent in the building at any given time.</p> <p>To Ensure the building is vacated as soon as possible.</p>	<p>Assessment of Risk to be Completed by Lead Person</p>	<p>Follow link to complete <b>Assessment of Risk:-</b> <a href="#">Pre-recording Assessment of Risk Template(2).docx</a></p> <p><b>Follow Link to recording guidelines:-</b> <a href="https://docs.google.com/document/d/1s0H2wR7OBKhuZwwbh8d-kvIYza8JWetV1pKyN1Mm0a8/edit?usp=sharing">https://docs.google.com/document/d/1s0H2wR7OBKhuZwwbh8d-kvIYza8JWetV1pKyN1Mm0a8/edit?usp=sharing</a></p>	<p>Mrs Karen Ellis CPC <a href="mailto:karn.ellis@yahoo.co.uk">karn.ellis@yahoo.co.uk</a></p> <p>Mrs Sharon Bailey Secretary/Treasurer <a href="mailto:sbailey@sky.com">sbailey@sky.com</a></p>	<p>Ongoing until 21/06/21</p>
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<b>Church:</b> NTCG Handsworth	<b>Assessor's Name:</b> Rev Gary Hayles MUSIC MINISTRY	<b>Assessment of Risk Lead:</b> Karen Ellis (CPC)	<b>Review Date:</b>  June 2021
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<b>Hazards/Risk</b> (Where contact takes place)	<b>Covid-19 Controls required</b>	<b>Evidence</b>	<b>Action Plan</b> (what needs to be done and by whom)	<b>Action by Whom</b>	<b>Completed-date and name</b>
The Use of Brass and Woodwind Instruments	We can allow the use of Woodwind and Brass Instruments and ensure that they are safely distanced 2 meters apart in line with government recommendations.	These can now be brought into the Church Sanctuary and will not require a separate screen. The area will be sanitised using special equipment after services.	We will allow the use of all Woodwind and Brass Instruments. All woodwind performers will be informed of this new amendment as we have seen the rise in small orchestras and music ensembles.	Minister Responsible for Music, Musicians Co-ordinator	Ongoing
The Use of Keyboard Instruments	The Use of Keyboards Instruments is Permissible	Musicians will Observe 2m social distancing between instruments during the services that include the setting up, sound checking, any rehearsal and tuning of instruments  Musicians will be Offered hand sanitisers/PPE on entry where necessary	The keys of each keyboard and surfaces that are touched frequently will undergo regular cleaning with antibacterial wipes before and after Services. In the unlikely event that another user requires the use of a keyboard during the Service, we recommend that the keyboard keys are cleaned with every change of personnel before the point of changeover.	Minister Responsible for Music, Musicians Co-ordinator and Musicians	Ongoing
The Use of Stringed Instruments	The Use of Stringed Instruments is Permissible	Musicians will Observe 2m social distancing between instruments during the services	All guitarists will bring and use their own instruments. However, in the unlikely event that the use of the Church guitars is required,	Minister Responsible for Music, Musicians Co-	Ongoing

		<p>including the setting up, sound checking, any rehearsal and tuning of instruments</p> <p>Musicians will be Offered hand santisters/PPE on entry where necessary</p>	<p>these will be cleaned with anti-bacterial wipes before and after use. All amplification and back line are provided by the NTCG organisation.</p>	<p>ordinator and Musicians</p>	
<p>The Use of Drumkit and Percussion Instruments</p>	<p>The Use of Drumkits and Percussion Instruments is Permissible</p>	<p>Drummers and Percussionists will observe 2m social distancing between instruments during the services including the setting up, sound checking, any rehearsal and tuning of instruments</p> <p>Musicians will be Offered hand santisters/PPE on entry where necessary</p>	<p>All Percussionists will bring and use their own instruments (tambourines) where applicable. All Drummers will carry their own drumsticks, tuning key, and cymbals where necessary. The skins and shells will be cleaned with anti-bacterial wipes after use. There are Perspex panels that placed around the drumkit.</p>	<p>Minister Responsible for Music, Musicians Co-ordinator and Musicians</p>	<p>Ongoing</p>
<p>The Use of Microphones</p>	<p>The Use of Microphones is Permissible</p>	<p>Singers will observe 2m social distancing between instruments and other singers during the service including any setting up, vocal warm-ups, any rehearsal and sound checking.</p>	<p>Singers will have their own cordless microphones for the duration of the service. Singers <u>must not</u> hold or remove the microphones from their stands unless it requires a change of batteries. During this time, a member of the Technical and Media Team will safely handle</p>	<p>Minister Responsible for Music, Music Co-ordinators, Singers, Musicians and Technical Media Team</p>	<p>Ongoing</p>

		<p>Musicians will be Offered hand sanitizers/PPE on entry where necessary</p>	<p>the microphone with the appropriate PPE. Each microphone will have a foam windshield that will be rotated and washed immediately after use. Due to the size of the staging area, couple with our safe distancing assessment, it is decided that the use of Perspex shield will not be necessary. All other speakers will use a designated microphone, or the ambient microphones found at the lectern.</p>		
Choir Ministry and Group Ensembles	<p>The Use of the Church Choir is <u>not</u> Permissible as this is regarded as one of the quickest methods of spreading the infection</p>	<p>These will not be used in the Church Sanctuary until further governmental guidelines facilitate these.</p>	<p>We will prohibit the use of all Group ensembles and Choirs due to social distancing and seating restrictions. All Choir Members and group ensembles will be informed of this course of action.</p>	<p>Minister Responsible for Music, Music Co-ordinators, Singers, Musicians</p>	<p>Ongoing</p>
Capacity on the Rostrum	<p>With the re-arrangement of the stage layout that maximises the space, the maximum personnel allowed on the staging area is reduced to 12</p>	<p>All personnel will observe 2m social distancing between instruments and each other during the services or rehearsals</p>			

Church: NTCG Handsworth	Assessors Names: Cynthia Spence: CPC and Yolanda Reeves: First Aid Lead	Assessment of Risk Lead: Karen Ellis (CPC)	Review Date:  June 2021
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Risk/hazard	Control/Action Required	Evidence/Comments	Further Action	Action by whom	Completed date and name
First Aider to be aware of risks to themselves & the casualty.	In the cases where someone has become unwell in church. The causality must be directed to an area away from others.	Use of screens or designated room. Ask others who are not involved to stay 2M away.	<b>X2 (5) panel mobile folding hospital screen to be ordered.</b>	Senior Pastor	Pending
	First aiders to act in a safe and responsible way in order to reduce the spread of infection.	Ensure individual has tissues to cover their mouth & nose if coughing or sneezing.	Where possible a qualified nurse will take the lead when working with fully certificated first Aiders in an emergency.	All Registered Nurses	Ongoing
	Ensure no crowds gather around the person who is unwell.	FA ensure an ambulance is on its way if C-19 is suspected or if 999 emergency.	<i>All Registered nurses should understand their professional responsibility and the code of practice highlighted in <b>NMC CODE of Professional Practice.</b></i> <a href="https://www.nmc.org.uk/standards/code/">https://www.nmc.org.uk/standards/code/</a> In assessing all conscious casualties, to ask questions to ascertain contact with or symptoms of the C-19 virus.		Ongoing
		As per Public health England guidelines no	FA to maintain patient confidentiality at all times.		Ongoing FA training

		mouth to mouth resuscitation, only chest compressions to be performed.	<p>If a FA finds someone collapsed they are to assess the causality however, <b><u>NO ATTEMPT MUST BE MADE</u></b> to place their face close to the casualty.</p> <p>Before CPR a face cloth or piece of clothing should be placed over the mouth and nose.</p>		Ongoing
First Responders\ First Aid Team unable to maintain 2m distancing	<p>FA to be aware of the information from the Resuscitation Council (UK). In an emergency, the need for resuscitation by a First Aider overrides the risk posed by not maintaining the 2m social distancing rules.</p> <p><a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</a></p> <p>If not possible to maintain 2ms while observing or monitoring a casualty minor or major, follow government guidance on 1 metre with actions taken to reduce the risk of transmission where possible.</p>	<p>NTCG Handsworth to support FA with online refresher training/ face to face to keep their skills up to date during C-19 pandemic.</p> <p>FA should wash their hands thoroughly apply hand sanitiser and wear full PPEs. Log book to sign when decontamination of personalised bags and other equipment that</p>	To ensure training is up to date & FA is aware of the latest C-19 guidelines.	<p>FA Lead Person</p> <p>All FA volunteers</p>	<p>Ongoing</p> <p>Ongoing</p>

		are used. In cases of suspected C-19 clinical waste bags for disposing of PPE are kept for 72hrs as per government guidelines.			
First aiders to keep themselves safe when carrying out duties	First Aider to wear full PPE 1)Social distancing measures 2)Hand washing 3)Sanitiser use 4) Masks/Visors	FA to have adequate equipment.  FA to monitor for symptoms of C-19.	PPE's available and stocks replenished  To ensure all equipment used for monitoring is checked weekly and in good working order.  To purchase portable Saturation monitor if required.	Assessment of Risk Lead.  FA Lead	Ongoing  Ongoing  To be actioned
Ensure enough FA's are available to carry out their duties safely.	First Aiders available on a rota basis to cover sessions each week. Ground floor: x2 /First floor: x 2	Total First Aiders: 14  All First Aiders to be on the register.	Any new recruits to be trained if required.		Ongoing

<b>Church: NTCG Handsworth</b>	<b>Assessors Names: Lloyd Esty and Pat Walters: Cleaning Team Lead</b>	<b>Assessment of Risk Lead: Karen Ellis (CPC)</b>	<b>Review Date:  June 2021</b>
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Risk/hazard	Control/Action Required	Evidence/Comments	Further Action	Action by whom	Completed date and name
Cleaning	Fogging of areas, objects, surfaces that are in use during services.  Use of Anti-Viral Chemical Fogging on a Sunday	Ensure adequate stock/supplies of appropriate COVID19 related cleaning products/materials are available.	All used areas and touched surfaces are to be cleaned/fogged/wiped down at regular intervals. Wearing of appropriate cleaning protection where necessary.  Fogging to be done after every services followed by normal cleaning routine on a Wednesday.  Rota to be introduced for weekly fogging.	Team Leader, Volunteers & Leadership Team  Cleaning log to be completed dated and signed after each cleaning session. Bishop Douglas to produce rota.	Ongoing  Ongoing  Pending
Ability to maintain the cleanliness of building	Increase frequency of cleaning (by fogging) if required.  Follow Government guidelines on cleanliness.	To thoroughly clean all areas used weekly.	In cases of C-19 waste to be stored for 72hrs & double bagged.	Cleaning team	Ongoing



**Assessment of Risk Competed By: - Karen Ellis**

**Signature:**

**Print Name: - Karen Ellis**

**Date: 26/03/2021**

**Senior Pastor: Bishop Deverton Douglas**

**Signature:**

**Date: 26/03/2021**