

# MANCHESTER BRETHREN IN CHRIST CHURCH (BICC)

## Risk Assessment for church service During the COVID-19 Pandemic

This assessment is based on from [HSE's Working Safely during the Covid-19 Outbreak](#)

The Government's guidelines for churches re-opening can to be found [here](#)

This risk assessment will be used in conjunction with the Humphrey Park Community Centre its own [risk assessment](#)

<b>Address:</b>	Humphrey Park Community Centre Humphrey Lane Urmston Manchester M41 9PT	<b>DATE OF ASSESSMENT:</b>	21/07/2020
<b>VENUE PROVIDER/MANAGEMENT</b>	Humphrey Park Community Association	<b>PERSON TO REPORT TO</b>	ANDREW PURSER (chairperson)
<b>AREAS OF THE BUILDING ASSESSED</b>	Parking area, corridors, main hall, side room, toilets, kitchen		
<b>ASSESSMENT COMPLETED BY</b>	Mrs Busi Msipha, Reverend Absalom Mabhena, Ludwick Ngulube, Mrs Hezel Mpofu and Mrs Zandile Ndlovu	<b>Review Date:</b>	04/06/2021 L.Ngulube

<b>Potential hazards/Risks ?</b>	<b>Who can be harmed</b>	<b>Risk Score</b>	<b>What need to be done to manage this risk</b> Any corrective, preventative or controls measures to be implemented	<b>What needs to be done and by whom?</b>
Number of the congregation exceeding safe number (Social distance not applied effectively) Social distancing	Congregation	<b>2</b>	<p>Our maximum for communal worship should be 40 in the main hall so that a safe distance of at least 2 metres or 1 metre is maintained with actions taken to reduce the risk of transmission (where 2 metres is not viable) is able to be maintained between households. Our church general attendance with less than 35 people.</p> <p>Households will be asked to sit together and this will monitored by the church leaders.</p> <p>There should only be a closer distance when absolutely essential to enable a pastor pray for an individual (i.e. child dedications) or Sunday School teacher to guide a young person. If is the case the people involved will have to face masks. Time spent in contact should be kept to an absolute minimum and should avoid touching.</p> <p>Sunday school teachers will be wearing masks during the Sunday schools</p> <p>Chairperson will be in charge of Risk assessment, but if not available on the day, he will delegate another member of committee to take charge.</p> <p>Congregation will have to confirm their attendance with church secretary every week in order to have a clear picture of the number of people attending the services.</p>	<p>Congregation</p> <p>If our congregation number exceeds 40 we will use the Annexe room</p>
Singing and shouting	Congregation	<b>5</b>	<p>The congregation should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from droplets</p> <p>The church will play pre-recorded music. Congregation will be advised wear face masks</p>	<p>Congregation</p>

**Risk Rating/Score:** 1-2 = low priority

3-4 = medium priority

5-6 = high priority

			We will follow the government guidance as well as the <a href="#">Community centre Risk Assessment: Coronavirus (COVID-19) Measures</a> The preacher will be over 3 metres from the congregation on the podium.	
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Contact with the doors handles spreading virus	Congregation  Other users of the centre	<b>5</b>	The door handles will be sanitised before and after church and some of the indoor will be kept opened where possible to avoid people touching doors/door handles.  On entering and leaving a place of Community Centre, everyone, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available. (Church will provide hand sanitisers and antibacterial wipes)  The church will have Public Health England poster on the entrance of the building. The signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into the crook of your sleeved arm if a tissue is not available.	Congregation
Contact with shared materials ( bible, hymn books, music instruments, chairs)	Congregation	<b>2</b>	Sharing of bibles and hymn books will be only done by the same household sitting together.  Music instruments should set up and operated by the same person (anyone helping should wear gloves). They will be disinfected prior and after used.  Sanitising of chairs will be done by nominated individual before and after the church service.	Congregation

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Potential hazards/Risks ?	Who can be harmed	Risk Score	What need to be done to manage this risk Any corrective, preventative or controls measures to be implemented	What needs to be done and by whom?
Areas open to other users (toilets and kitchen, front door)	Congregation  Other users of the centre	5	<p>Toilets inside the Community Centre should be kept open and carefully managed to reduce the risk of transmission of COVID-19. Steps that will usually be needed to make the use of toilets as safe as possible:</p> <ul style="list-style-type: none"> <li>• Using signs and posters (see Hygiene above).</li> <li>• Using social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).</li> <li>• Hand sanitiser will available on entry to toilets where safe and practical, The Community centre has handwashing facilities including running water and liquid soap and paper towels will be made available</li> <li>• Everyone will be discouraged to use hand dryers in the toilets</li> <li>• Toilet (floors, sink, and hand basin) will be cleaned before the service and after the service.</li> <li>• Kitchen not available for use, no food is allowed at the moment except medical reasons</li> <li>•</li> </ul>	Congregation

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Individual attending church with existing COVID-19 symptoms or become symptomatic during the church service (Catching infection from coughs/sneezes – airborne transmission)	Congregation	<b>2</b>	<p>Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend place of worship due to the risk that they pose to others.</p> <p>They should self-isolate at home immediately with their members of their household. Remote participation will be considered, for example by live streaming on Zoom. This applies equally to individuals including the pastoral team and the church leaderships.</p> <p>If anyone becomes unwell with symptoms of COVID-19 in a place of our worship they should go home immediately and be advised to follow the stay at home guidance, which covers NHS Test and Trace. ( they will be advised to follow the national guidelines in place around COVID 19 )</p> <p>A pre-church attendance questionnaire will be sent to congregation on Saturday especially those who will be involved in Sunday schools, charring and preaching. The questionnaire will be made available to give people attending</p> <p>A register for the attendance will be kept for 21.</p> <p>The congregation will be encouraged to disclose that they have been to church in the event they test positive after attending the church service.</p> <p>Temperature checks will be done at the front.</p> <p>We are all encouraged to have do Lateral flow test on Sunday mornings. Order coronavirus (COVID-19) rapid lateral flow tests on: <a href="https://test-for-coronavirus.service.gov.uk/order-lateral-flow-kits/condition">https://test-for-coronavirus.service.gov.uk/order-lateral-flow-kits/condition</a></p>	Congregation
Offering basket, cash (going around during offering time)	Congregation	<b>5</b>	<p>Online banking will be highly recommended to avoid potential risks of contracting COVID-19.</p> <p>Where members cannot access online banking, Cash offering will be accepted but the money will be placed in a cash container for maximum of 7days.</p>	Congregation Continue with online banking for offering and

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			Gloves will worn to handle cash offerings where giving continues. The people counting cash will done by people wearing gloves.	tithes
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Food and drinks	Congregation	<b>3</b>	The congregation will be informed that food is not allowed in the church premises during the COVID 19 pandemic. This message will be sent to the church's WhatsApp Group every Saturday as a reminder. The sharing of food should be avoided. If people bring food to church they would be not allowed into the church. The church will be encouraged to bring their own water from home as they will not access to the kitchen.	Congregation
Young people and children	Congregation	<b>2</b>	Young children will be supervised by the parent or guardian. They should wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser ensuring that all parts of the hands are covered. The leadership of the church will help to remind children and young people, and their parents and guardians; of the important actions they should take during the COVID-19 outbreak to help prevent the spread of the virus. It will be the duty of the parent or guardian to monitor children accompanying them  Sunday Teacher will complete a pre-screening and will be wearing face masks. The distance between children in the Sunday school will marked with markings areas to maintain social distancing.	Congregation
COSHH products ( cleaning products, hand sanitisers	Congregation Other users	<b>2</b>	All copies of data sheets of all the chemicals used will be available. All COSHH products to be locked away after use.  The church will be advised to buy the same brand.	Congregation

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Facemasks	Congregation	2	<p>The church will be encouraging everyone to bring their face masks. A message will be sent on the church's WhatsApp group prompting people to wear face mask during the church services.</p> <p>Church members may not choose to wear face coverings to offer protection to others and will be encourage/reminded how important it to use them properly:</p> <ul style="list-style-type: none"> <li>• Thoroughly wash hands before putting them on and taking them off.</li> <li>• The key thing is they should cover the mouth and nose and fit well around the face.</li> <li>• Face coverings should not be used by young children or those who may find it difficult to manage them correctly. For example, primary age children, or those with respiratory conditions.</li> </ul>	Congregation
Unwanted visitor/people entering the building without the intention of joining the church service	Congregation	5	<p>There will be a member of the church at the front door throughout the service to avoid unauthorised entry/ unwanted visitors.</p> <p>The main entrance door will be locked during the service to risk security. A nominate member of the church will sit near the entrance doors to attend to any visitors or people coming late to church.</p> <p>The housekeeping instructions will include advising congregation to use the nearest fire exit in the event of fire or an emergency.</p>	Congregation  We will follow the <a href="#">Risk assessment of the Community Centre</a>

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