

倫敦中華基督教會
Chinese Church in London

Croydon Congregation
Coronavirus (COVID-19) Risk Assessment
Physical Church Services re-opening
(22-06-2021)

CCiL Croydon Congregation
Physical church services re-opening
COVID-19 Risk Assessment

Comply with government guidance

Obedience (Romans 13:1)

Personal health and safety awareness

Our spiritual worship (1 Corinthians 10:24-25)

Protect others

Humble servant (Philippians 2:4)

Care for the local community

Good neighbour (Matthew 22:37-40)

The assessor(s) can assign values for the ‘hazard severity’ and ‘likelihood of occurrence’ on scales of 1 – 5 to aid with rating risks:

Hazard Severity (a)	Likelihood of Occurrence (b)
1 - Trivial (e.g. discomfort, scratch, slight bruising) 2 - Minor (e.g. small cut, abrasion, basic first aid need) 3 - Moderate (e.g. strain, sprain, incapacitation > 3days) 4 - Serious (e.g. fracture, hospitalisation > 24 hrs, some loss, moderately affect name & reputation of the church) 5 - Fatal (death, severe loss, definitely affect name & reputation of the church)	1 - Remote (almost never) 2 - Unlikely (occurs rarely) 3 - Possible (could occur, but uncommon) 4 - Likely (recurrent, but not frequent) 5 - Very likely (occurs frequently)

The Risk Matrix showing risk rating (high, medium or low) indicates the response to be taken for the assessed risks.

		Hazard Severity (a)				
		1	2	3	4	5
Likelihood of Occurrence (b)	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 14)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls . Activity must not proceed until risks are reduced to medium or low level

Risk assessment of: CCiL Croydon Congregation Physical Church Services re-opening

Assessor (s):

CK Cheung	(Croydon Congregation Pastoral Lead)
Hannah Chan	(Croydon TNG Pastoral Worker)
Yanan Yang	(Croydon Congregation Council - Chinese School Headmistress)
Caleb Chan	(Croydon Congregation Council – Chairman)
Andrew Qi	(Croydon Congregation Council – Treasurer)
Howard Liu	(Croydon Congregation Council – Co-opted member)
Jane Tang	(Croydon Congregation Council – Co-opted member)
Min Ven Teo	(Church services reopening advisor)

Date: 20th June 2021

Overview of activity / location / equipment / conditions being assessed:

At the time of preparing this risk assessment, COVID-19 has been around in the UK for more than 17 months. Since mid-March 2020, CCiL Croydon Congregation Council has decided to suspend all physical church services and face-to-face meetings and gatherings. Online Sunday service was introduced by our Church Board as a mitigation measure to help prevent the rapid spreading of the coronavirus. The purpose of this report is to assess the risks associated with COVID-19 transmission on reopening our physical Sunday services at Archbishop Tenison's High School (ATS).

Context of the assessment:

Since the first UK national COVID-19 lockdown, which started on 23rd March, 2020, everyday life has changed for many of us. As time goes by, we see more and more people being affected by the disease. The coronavirus keeps on mutating, more and more new Variants of Concern (VOCs) are being identified by the health officials. Some of us might have lost our loved ones; others might have, or have friends and family members who have, developed 'Long COVID'. Up until now, the UK government and the World Health Organization have warned on numerous occasions that the coronavirus remains 'dangerous' and 'will be with us for a long time'. We, as part of the community, must remain vigilant and cautious.

As the government announces its plans to slowly move out of the current lockdown in Spring and Summer 2021 (The Roadmap), CCiL Church Board has decided to follow and planned to reopen physical Sunday services from 4th July 2021 at local congregations. This decision will be subject to local Congregation Council's periodic reviews and the government's latest COVID restriction policies. As such, one of the governing criteria is whether the rules on limiting number of people gathering in an indoor worship setting will be relaxed.

In this assessment, 2 general aspects of concerns shall be considered:

1. For our church - Personal health and safety of our congregants.
2. For the public - Scale of the spreading of COVID-19.

In September 2020, we carried out our first COVID-19 risk assessment based on the pandemic situation at the time. We identified a list of effective mitigations to control the risk of transmission in our church, a copy of the report is included at the back of this document in Appendix A. It is assumed that those control measures, together with some additional ones for TNG and Kids Church will be implemented when the church reopens in July. They will remain in place until a change has been requested by the Congregation Council, in which case a further risk assessment will have to be carried out to justify the motion.

The following **mitigation and control measures** will be implemented by Croydon Congregations, starting from 4th July 2021:

	Current Mitigation Measures	Purpose of the mitigation	
		a. To control severity of hazard	b. To control likelihood of occurrence
A.	We recommend all regular churchgoers/congregants to take lateral flow tests the night before coming to church.		✓
B.	Those who have been tested positive, showing COVID symptoms or who have just come back from 'Red' or 'Amber' countries shall follow the relevant government guidelines on testing, reporting and self-quarantine. They will not be allowed to enter ATS premises.		✓
C.	We request attendees to plan ahead and travel safely and follow government guidance for safer travel. This means they should: <ul style="list-style-type: none"> • check their route before they leave • walk or cycle if possible • follow the government guidance on the safe use of public transport • follow the government guidance on the safe use of private cars and other vehicles – where possible only car share with members of their own household or support bubble • download the NHS COVID-19 app before they travel, if possible, and check in where they see official NHS COVID-19 QR code posters. 		✓
D.	NHS track and traces sign-in will be required for all attendees if they have the mobile phone application. For those who haven't been able to install the application, We will also keep attendance record for those attendees who enter ATS premises without access to the mobile phone application. A pre-registration system will be in place (see Measure Q). The registration record will be kept for at least 21 days. The government's Guidance on Maintaining records of staff, customers and visitors to support NHS Test and Trace will be followed. The following parties will be informed as soon as possible if any attendee is tested positive of COVID-19 after the service. <ol style="list-style-type: none"> a. CCiL Church Board, b. ATS, c. Croydon Congregation Council, and d. Every attendee on the day <i>(To comply with GDPR, attendance records will not be retained for more than 3 months.)</i>	✓	
E.	All regular churchgoers/congregants are advised to have the two doses of COVID vaccines as soon as they are available for them. Congregants aged above 60 or in clinically extremely vulnerable group are strongly advised to take the 2 doses of COVID vaccine.	✓	✓
F.	Before and after the church services, all areas where we will occupy/have occupied will be sanitised by stewards. Stewards		✓

	will have to be briefed and wear appropriate PPE to carry out the sanitisation.		
G.	Attendees will be required to sanitise/clean their hands before entering the ATS premises.		✓
H.	Attendees will be required to wear face covering as soon as they enter the ATS premises, unless for health reasons they cannot do so. A specific area will be assigned for people without face coverings.		✓
I.	Worship team will be limited to 2 people on stage. Speaker, chairman and worship leader should wear a face mask.	✓	✓
J.	Attendees will need to bring their own food or drinks. The congregation will not provide any refreshments.		✓
K.	Large group/whole congregation worship will be avoided. The congregation will allocate different sites for Mandarin (Sixth form common room), Cantonese (Main Hall), and Youth (Side Hall).	✓	✓
L.	Social distancing will be required for adults at all time. (2m rule, seats to be arranged to allow social distancing), subject to government guidance at the time. For kids and teenagers, social distancing is not required in classrooms and Side Hall.	✓	✓
M.	Windows will be opened to let fresh air in.		✓
N.	There will be no physical handout of bibles, bulletin, offertory bag, holy communion bread and cup. Single use communion bread and cup for holy communion will be provided.		✓
P.	Cell group gathering/meetings will be suspended . Attendees will be requested to leave ATS premises promptly at 12:00pm. There will be dedicated exit routes with a one-way system, so that the same access point will not be used for entry and exit simultaneously. No mingling within ATS premises.	✓	✓
Q.	To control the number of attendees, a booking system will be in place , or some sort of rotation to allow everyone a chance to reintroduce to church attendance.	✓	✓
R.	Online sermon will be continued to be available for those who cannot attend physical services.		✓
S.	Classroom usage will be monitored and controlled. Croydon Congregation Council will decide on a suitable arrangement with ATS to lock and unlock the classroom doors. A dedicated responsible person will be assigned to keep the keys to classrooms during the day.		✓
T.	There will be a limit of 20 children per classroom, to control this a prebooking system will be implemented.	✓	✓
U.	Children attending kids church will be encouraged to help clean up the classroom afterwards		✓

V.	Children and teenager will be encouraged to wear masks inside classrooms and Side Hall. They must wear their face masks when leaving their classrooms or Side Hall.	✓	✓
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A risk assessment of our regular Sunday service activities is provided in the following pages. It identifies the hazards of our concern. Should an 'amber' or 'red' risk be identified, the Congregation Council will have to make necessary decisions to further reduce the risk. Reference to the latest updates of the following government guidance shall be made:

1. Coronavirus (COVID-19): safer travel guidance for passengers
2. How to stop the spread of coronavirus (COVID-19)
3. Meeting friends and family (COVID-19)
4. COVID-19: guidance for the safe use of places of worship
5. Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak
6. Schools coronavirus (COVID-19) operational guidance
7. Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak

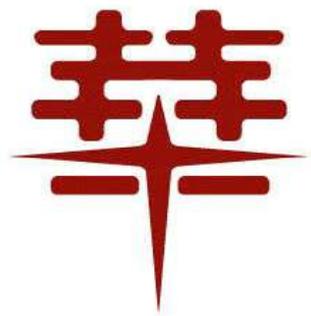
Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Additional Risk Mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
1	Travelling to church	Attendees catching coronavirus during the travel and bringing the virus to church	3	2	6	Continue with the mitigation measures listed. Current mitigation measures are sufficient.				All
2	Adult services (Cantonese and Mandarin)	Transmission of COVID-19 between adult attendees	3	2	6	Continue with the mitigation measures listed. Current mitigation measures are sufficient.				All attendees and stewards
3	TNG services (English)	Transmission of COVID-19 between TNG attendees	3	3	9	Activity to be monitored closely. To be reviewed in next Risk Assessment.				Parents, Teenagers, TNG helpers and pastoral workers
4	Kids Church (Senior and Junior)	Transmission of COVID-19 between children attendees	3	3	9	Activity to be monitored closely. To be reviewed in next Risk Assessment.				Parents, Kids church teachers, and children
5	During the day	Spreading of coronavirus by someone not showing symptoms	3	2	6	Continue with the mitigation measures listed. Current mitigation measures are sufficient.				All

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Additional Risk Mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
6	During the day	COVID Rules and measures set out in this risk assessment not being followed by attendees	3	3	9	<p>a) At pre-attendance registration, attendees will be warned about possible COVID-19 transmission and given the set of mitigation measures and house rules.</p> <p>b) Chairman will reiterate Croydon Congregation's current mitigation measures and house rules. Play a PowerPoint to show the rules in the church area.</p> <p>c) Responsible person's mobile number will be provided to attendees during pre-attendance registration.</p> <p>d) Spare face masks will be provided at the entrance for those who forgot to bring them.</p> <p>e) Parents are advised to take responsibility of their children and go over the rules ahead of time. TNG Teachers/helpers can help enforce while kids/youth have their classes.</p> <p>f) Human behaviours/interactions to be observed. Additional measures to be reviewed in next Risk Assessment</p>	3	2	6	All

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Additional Risk Mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
7	Cleaning after Services	Contamination of school furniture	3	2	6	Continue. Current mitigation measures are sufficient.				Steward

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Additional Risk Mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
8	Miscellaneous					<p><u>Summary of additional measures</u></p> <p>a) At pre-attendance registration, attendees will be warned about possible COVID-19 transmission and given the set of mitigation measures and house rules.</p> <p>b) Chairman will reiterate Croydon Congregation's current mitigation measures and house rules. A PowerPoint/poster with the rules will be displayed in the church area.</p> <p>c) Responsible person's mobile number will be provided to attendees during pre-attendance registration.</p> <p>d) Spare face masks will be provided at the entrance for those who forgot to bring them.</p> <p>e) Parents are advised to take responsibility of their children and go over the rules ahead of time. TNG Teachers/helpers can help enforce while kids/youth have their classes.</p> <p>f) Human behaviours/interactions to be observed. Additional measures to be reviewed in next Risk Assessment</p>				

Appendix A – Previous COVID-19 Risk Assessment - September 2020



倫敦中華基督教會
Chinese Church in London

Chinese Church in London (CCiL)
Croydon Congregation
COVID19 Risk Assessment

The assessor can assign values for the ‘hazard severity’ and ‘likelihood of occurrence’ on scales of 1 – 5 to aid with rating risks:

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (e.g. discomfort, scratch, slight bruising) 2 – Minor (e.g. small cut, abrasion, basic first aid need) 3 – Moderate (e.g. strain, sprain, incapacitation > 3days) 4 – Serious (e.g. fracture, hospitalisation > 24 hrs, some loss, moderately affect name & reputation of the church) 5 – Fatal (death, severe loss, definitely affect name & reputation of the church)	1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent, but not frequent) 5 – Very likely (occurs frequently)

The Risk Matrix showing risk rating (high, medium or low) indicates the response to be taken for the assessed risks.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 14)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to medium or low level

Risk assessment of:

Assessor (s):

Date:

Overview of activity / location / equipment / conditions being assessed:

Risks associated with Covid19.

Context of the assessment:

Following the outbreak of Covid19 pandemic, Croydon Congregation has moved to online Sunday service. With the ease of lockdown, and reopening of primary and secondary school, we are preparing for returning to normal church Sunday service. This document is prepared to assess the risks that all brothers and sisters are exposed to when attending service at Archbishop Tenison's high school (ATS). Mitigation measures are outlined to reduce the risks.

This risk assessment is prepared based on the government Guidance for Protective measures for church service during the coronavirus (COVID-19) outbreak. Since the Croydon Congregation will be using the school building of Archbishop Tenison's CE High School (ATS), the government guidance for full opening of schools is also observed.

All risk assessment will be on the basis of

1. Government regulation
2. Church instruction
3. Local Congregation instruction

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
1	Before attending church	Attendees including kids and youth may be positive to coronavirus even if they are asymptomatic. Risk: infect other attendees	4	3	12	Remind congregates not to attend if they have any COVID or cold symptoms. Hand cleaning/sanitising, face masks and social distancing to be required. All service attendees will be required to quarantine for 14 days if they show any symptoms of Covid19 (or observe the current government guidelines e.g. people returned from countries abroad where quarantine measures are required, or recent close contacts with confirmed cases) All brothers and sisters will be reminded to inform the church and avoid attending the church if they or someone in their household show any symptoms of Covid19 or returned from countries within 14 days where quarantine measures are required or have been advised by NHS Test and Trace to self-isolate.	4	2	8	All Attendees
2	Traveling to church	Attendees may be exposed to coronavirus when using public transport on Sundays.	4	3	12	Encourage brothers and sisters to avoid using public transport or car pulling. Informing congregates of risks of using public transport and car pulling, and advising them to wear face mask or face covering when using public transport..	4	2	8	All Attendees

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
						Online pre-attendance registration (providing travelling method) is required.				
3	Arriving at Church	Cross contamination between attendees	4	4	16	<p>Advice brothers and sisters not to stay at the entrance and always keep social distancing.</p> <p>Control number of attendees through pre-attendance registration</p> <p>Upon arrival, face mask or face covering should be worn.</p> <p>Upon entering premises, attendees should apply hand sanitizer (provided at entrance and in the hall), and Steward should be check attendees' body temperature.</p> <p>Church should keep attendance record for all attendees who enter the school building on each Sunday service. The registration record will be kept for at least 21 days. The following parties will be informed as soon as possible if any attendee is tested positive of Covid19 after the service.</p> <p>a) CCIL, b) ATS, c) Croydon Counsel and all attendees</p>	4	2	8	All Attendees

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
4	Before Service	Cross contamination between attendees	4	4	16	a) All attendees will be asked to go to the Hall as soon as arriving at church. b) Toilet use - stick to the '2 people at a time' rule c) Seats arranged to keep social distance and attendees must keep face covering on at all time.	4	2	8	All Attendees

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
5	Cleaning before Service	Contamination of school furniture	4	3	12	<p>No use of sofas or any furniture other than hard-surfaced chairs set in the hall.</p> <p>Stewards should open windows to air the hall.</p> <p>Stewards who have been trained on cleaning and who should be wearing a face covering and hand gloves should wipe clean the surface of chairs before Sunday Service with disinfectant wipes which will be provided by Church. Used wipes should be disposed of in dedicated bin for disposal afterwards.</p>	4	2	8	All Attendees

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
6	In Hall	Cross contamination between attendees	4	4	16	<p>a) Following the latest government instruction for the number of attendees. Attendees will be led to the seat by the steward.</p> <p>b) Where possible the windows of hall should remain open to improve the ventilation of the room.</p> <p>c) Attendees should be reminded not to have physical contact with each other.</p> <p>d) Attendees must keep social distance and keep face covering on at all time.</p>	4	2	8	All attendees

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
7	After Service and leaving Hall	Cross contamination between attendees	4	5	20	<ul style="list-style-type: none"> a) Attendees to wait for instructions on leaving the hall. b) Chairman to remind attendees to leaving school premises promptly after service and to keep social distance and keep face covering on at all time. c) One way system for exiting and staggered leaving time d) No food sharing is allowed e) No refreshment will be provided f) No Small group meetings. 	4	3	12	All Attendees
8	Cleaning after Service	Contamination of school furniture	4	3	12	Stewards who have been trained on cleaning and who should be wearing a face covering and hand gloves should wipe clean the surface of chairs after Sunday Service with disinfectant wipes which will be provided by Church. Used wipes should be disposed of in dedicated bin for disposal afterwards.	4	2	8	Steward

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
9	During the day	Anyone showing Covid19 symptoms while attending church	4	3	12	<p>a) All possible symptoms should be reported to the responsible person immediately.</p> <p>b) Responsible person will request the attendee showing symptoms to leave the school premises as soon as it is safe to do so, and advise the attendee to carry out Covid test and quarantine for 14 days. The person should be reminded to follow the government's guidelines.</p> <p>c) Responsible person should follow up proactively with the attendee concerned on his/her Covid test results. Attendee is expected to share test result with the church.</p> <p>d) Information will be shared as required by Archbishop Tenison's CE High School.</p>	4	2	8	Pastor, Croydon Council member,

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
10	Miscellaneous					a) Chairman should reiterate the rules and play the PowerPoint to show the rules to avoid Covid 19 transmission in the church area. b) Responsible person's mobile number should be provided to attendees during pre-attendance registration. c) Warning to attendees of possible transmission of Covid in advance				
11	TNG and Kids church	Cross contamination between attendees				TNG to be suspended until further notice by Croydon Congregation Council.				

