



Chinese Church in London (CCiL)

CHURCH 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: re-opening of Colindale/URC for Sunday services and associated activities

Assessor (s): Ann Lee c/o Colindale congregation re-opening committee

Date: 1st July 2021

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

Phased re-opening of Colindale/URC for Sunday services after easing of lockdown upon COVID-19 pandemic. This risk assessment categorises visitors and covers how they travel to, enter and leave the perspective front and back hall of URC to be used for Sunday service. Flow of movement for visitors inside the church building: from the entrance to the worship space and out again, within the worship space, also access to other areas such as toilets are covered.

Context of the assessment:

Church buildings are legally permitted to reopen for public worship, with measures in place to comply with COVID-19 safety. The **government guidance for the safe use of places of worship during pandemic** requires to carry out a COVID-19 risk assessment (this document) in order to determine whether by introducing the respective control measures can reduce the risks that may meet the COVID-19 safety requirements. Guidance on the safe use of church building has been written up following the risk assessment to describe the control measures and arrangements. Signages will be displayed in the church building to illustrate some of the guidance and flow of movement. a crowd control and track and trace system will be setup. The role of the site manager of each Sunday service is to ensure COVID-19 safety is complied. A checklist will be developed to guide inspection and for record purpose.

Currently, church building allows gathering pending the venue is considered COVID-safe by putting together arrangements and practices based on the knowledge of this pandemic and the general hygiene practices to combat COVID-19 including asymptomatic manifestation, aerosol transmission, the 2m apart rule, avoid personal and surface contacts and a 14days period of quarantine. Priorities go to ensure safety of staff, serving members and visitors, and to prevent the church building becoming a COVID-19 hotspot/ source of spreading.

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Controls (how risk is being mitigated)	Controls in place (actions to be taken to reduce the risk)	Persons responsible
A	Planning for re-opening	1. Overcrowding compromising maintenance of 2m distancing	3	4	12	1. Control crowd	1. Use of EventBrite	Anita
		2. Random movement compromising maintenance of 2m distancing	4	3	12	2. Manage flow of movement	2. Develop a unidirectional flow of movement using separate entry and exit, as marked out by signages	JMC (Joint management committee)
		3. Unguided seating risking a breach in maintaining the 2m distancing	4	3	12	3. Upkeep the 2m distancing	3. Walk through the church building to plan for physical distancing in seats and aisles	JMC
		4. Fall short of awareness to safe practices/requirements generating spreading risk	4	3	12	4. illustrate safe practices/requirements	4. Put up notices by the entrance and other part of the building	JMC
		5. Unclean hands and unmasked representing a source of infection	4	4	16	5. Provide hand sanitizer and face mask upon entry	5. Place a hand sanitizer and face mask station by the entrance	JMC
		6. Contacting common surfaces leading to spread of pathogens	4	3	12	6. Avoid contacting common surfaces	6. Remove shared items such as bibles and leaflets	JMC
		7. Physical contacts mediating disease transmission	5	3	15	7. Reduce contacts	7. No circulation of offering bags; this will be replaced by an offering box	JMC

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Controls (how risk is being mitigated)	Controls in place (actions to be taken to reduce the risk)	Persons responsible
		8. Fall short of cleaning promoting infection	5	4	20	8. Ensure cleaning is performed upto standard	8. Setup a cleaning rota and protocol	JMC
		9. Communal toilet facility a source of disease transmission	5	4	20	9. Upkeep COVID-19 safety of toilet facility	9. Further signage on the use of toilet facility incl lid closure before flushing, hand washing with soap no less than 20s. Provide sanitizing spray	JMC
		10. cleaners and cleaning jobs at risk	5	4	20	10. protect the cleaners and ensure cleaning is carried out properly	10. provide PPE and suitable cleansing materials to cleaners	JMC

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Controls (how risk is being mitigated)	Controls in place (actions to be taken to reduce the risk)	Persons responsible
B	Weekly actions on preparing the church building for Sunday service	1. Ventilation	3	3	9	1. Air the building but not introduce random air movement. High ceiling of the halls of URC offers good ventilation by itself.	1. Open the windows/doors to allow air circulation prior to Sunday service. Where appropriate, keep them opened during Sunday service. No use of fans	ushers
		2. Water system not been used leading to Legionella contamination	4	3	12	2. Remove Legionella accumulation	2. Flush the water system if it hasn't been carried out in the past 72h	ushers
		3. uncleaned surfaces and touch points becoming a source of contamination	4	3	12	3. maintain cleanliness especially high risk surfaces and touch points	3. routinely cleanse the church building; ensure high risk surfaces and touch points wiped down	Cleaner
		4. water and power cut, equipment failure	3	2	6	4. ensure supply of water and power supply, equipment is functional	4. check for water and power supply, equipment	JMC
		5. unavailability of soap and disposable handkerchiefs in the toilet facility preventing hand washing	3	3	9	5. ensure supply of soap and disposable handkerchiefs, and bin is not full	5. check at intervals for adequate supply of soap and disposable handkerchiefs, and a bin in the toilet facility	JMC

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Controls (how risk is being mitigated)	Controls in place (actions to be taken to reduce the risk)	Persons responsible
C	Actions on visitors reception into the church building for Sunday service	1. Lack of entry control increases the risk of infection	4	3	12	1. Entry control upon EventBrite registration system	1. Check against unwell with/out COVID-19 symptoms (new, continuous cough, high temperature, loss of sense of smell and taste) and their household, 2) those under isolation	ushers
		2. Lack of records on visitors prohibiting track and trace	5	3	15	2. Employ the NHS Test and Trace app	2. Follow cases	ushers
		3. Aerosol transmission represents a key infection route	4	4	16	3. Avoid aerosol transmission	3. Instruct wearing masks properly and at all times	Ushers
		4. Dirty hands contacting surfaces represents another key spreading route	4	4	16	4. prevent contact transmission	4. Instruct hands sanitization, make available a sanitization station	ushers

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Controls (how risk is being mitigated)	Controls in place (actions to be taken to reduce the risk)	Persons responsible
		5. Social/gathering and personal contacts represent a source of disease transmission	4	3	12	5. reduce disease transmission	5. Discourage social/gathering after Sunday service. Upkeep 2m distancing	Ushers
		6. ignorance/negligence of hygiene practices	4	3	12	6. Communicate safety guidelines and requirements	6. Put up notices	Ushers
		7. Aerosol transmission	5	4	20	7. cut down aerosol generation	7. prohibit loud singing/shouting refrain from personal contact	ushers
D	Actions after the Sunday service	1. Risk of contamination	5	2	10	1. Prevent access to the building to cease spreading	1. Quarantine the church building for no less than 72 hours, or to run B	JMC

Risk Assessment Action Plan

Action plan in respect of:

Prepared by:

Ref no.	Action to be taken, including cost	By whom	Target date	Review date	Outcome at review date
1	<u>Before re-opening</u> Setup and operate EventBrite	Anita	July/ weekly		
2	Develop a unidirectional flow of movement and physical distancing in seats and aisles as illustrated by a map	Doris Chen Wen	July		
3	Put up notices /signages by the entrance and other part of the building; Further signage on the use of toilet facility including lid closure before flushing, hand washing with soap no less than 20s; Seal off children's resources and play areas;	Abbi Ann	July		
4	Put in place a hand sanitizer by the entrance; introduce an offering box; provide sanitizing spray for the toilet	WaiLeong Doris	July		
5	Remove shared items such as bibles and leaflets	WaiLeong Doris	July		
6	Setup a cleaning rota and protocol; provide PPE and suitable cleansing materials to cleaners	WaiLeong Doris	July and ongoing		
7	Order and upkeep stocks of sanitizing materials and disposables	Doris	July and ongoing		
	<u>Weekly actions on preparing the church building for Sunday service and closing down</u>				

11	Where appropriate, Open the windows/door to allow air circulation	Usher	weekly		
12	Flush the water system if it hasn't been carried out in the past 72 hours	WaiLeong Doris	weekly		
13	routinely cleanse the church building; ensure high risk surfaces and touch points wiped down	WaiLeong Doris	weekly		
14	check for water and power supply, equipment	WaiLeong Doris	weekly		
15	check at intervals for adequate supply of soap and disposable handkerchiefs, and a bin in the toilet facility	WaiLeong Doris	weekly		
21	<u>Actions on visitors reception into the church building for Sunday service</u> Train stewards for: <ul style="list-style-type: none"> • entry control • Instructing wearing masks properly and at all times • Instructing hands sanitization • Scan NHS Test and Trace QR code • Discouraging social/gathering after Sunday service, and upkeeping 2m distancing 	David C	July		

Signed: Ann Lee

Date: 1st July, 2021