

Covid-19 Risk Assessment for areas used by User Groups

Name and address of the church:	Kingston Methodist Church, Fairfield South, Kingston, Surrey, KT1 2UJ	Date of assessments, review and approval:	<ul style="list-style-type: none"> Initial assessment of each area: July/August Compilation into single document: 18 August 2020 Reviewed by risk assessment task group: 20 August 2020 This version approved by Church Council: 27 August 2020
Areas of the building assessed:	All areas except the chapel, vestry and nearby toilets		

Hazards/Risks	Issues specific to area assessed	Persons affected Status as at 21 August 2020: <ul style="list-style-type: none"> Planning to return in September Planning to return after September No response / no plans as yet for a return 	Additional Covid-19 Controls - Reducing Risk	Actions Needed
Harwood Room				
Risk of spread of Covid-19 on surfaces	<p>Small area, with carpet and fabric chairs</p> <p>Windows can be opened</p> <p>Has been used by groups obtaining refreshments from the kitchen</p>	<p><u>Weekly (subject to confirmation on their return)</u></p> <p>Tuesday: Civil Service Fellowship</p> <p>Tuesday: AlAnon</p> <p>Wednesday: CODA 1</p> <p>Wednesday: CODA 2</p> <p>Thursday: Debating Society or Cactus Society</p> <p>Friday: Memory Group</p> <p>Sunday: Sunday School</p>	<p>Remove unnecessary items in the room.</p> <p>Each user group to clean surfaces touched after use.</p>	<p>Move bean bags to Church Office, dispose of items on the tables, remove bibles on the top of communion cupboard.</p> <p>Provide disinfectant and cloth in the room in a tray that is beyond the reach of small children.</p>

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	Rubbish bin	<p><u>Ad hoc</u> Lent course</p> <p>Reflection and Food & Fellowship may meet in the Harwood Room or the chapel area.</p> <p>The Korean Church is not meeting in 2020/21.</p>		<p>Display written details of what cleaning must be completed after use with tick boxes to confirm that cleaning has been completed.</p> <p>Provide an automated hand sanitiser machine in the corridor outside the room.</p>
<i>Risk of spread of Covid-19 through lack of social distancing</i>		<p><u>Also, weekly</u> Saturday: Professional Cleaners</p> <p>Plus, anyone adjusting the boiler settings</p>	<i>Reduce the number of chairs in the Harwood Room to enable 1 meter spacing.</i>	<p><i>Move the excess chairs (above 11, starting with the chairs with arms) to the Church Office.</i></p> <p><i>Advise groups to open the windows whenever possible.</i></p>
Downstairs Kitchen				
Risk of spread of Covid-19 on surfaces	<p>Very small area.</p> <p>Key to external door is locked in vestry.</p> <p>A number of keys are stored on the rack</p>	Potentially, all the users listed above plus the church on Sundays.	<p>Minimise use of kitchen by user groups to access for boiling water and serving teas/coffees only.</p> <p>No access for cold drinking water (bring your own).</p>	<p>Move the first aid kit and Incident Book onto shelf in corridor leading to lower hall.</p> <p>Relocate the health and safety poster to electrics cupboard in corridor.</p>

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	<p>immediately behind the entrance door.</p> <p>The first aid kit is also provided behind the door.</p> <p>The health and safety Incident Book is kept in a drawer in the kitchen.</p> <p>The statutory health and safety poster is displayed in the kitchen.</p>		Each user to clean surfaces touched after use.	<p>Provide cleaning liquid and cloth.</p> <p>Advise user groups that the kitchen is to be used for boiling water and serving teas/coffees only with no access for cold drinking water (bring your own).</p> <p>Display written details of what cleaning must be completed after use and tick boxes to confirm cleaning has been completed.</p> <p>Provide an automated hand sanitiser machine in the corridor outside the room.</p>
<p><i>Risk of spread of Covid-19 through lack of social distancing</i></p>			<p><i>No more than one person to be present in the kitchen at any time.</i></p>	<p><i>Prop door open permanently to eliminate touch, improve ventilation and make the presence of anyone in the kitchen visible from the corridor.</i></p> <p><i>Display poster on kitchen door which says "No access</i></p>

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				<i>except to boil water. One person only. Clean after use. Keep door open.”</i>
Church Office				
Risk of spread of Covid-19 on surfaces	Used for very small group meetings. Carpet on floor. Fabric chairs. Telephone.	Previous meeting users have included: Leadership Team Playbox Management Committee Lent Course Prayer Group Anyone needing access to the office equipment, especially the photocopier, and to the church records stored in the room.	Make hand sanitiser available. Each person going into the room to ensure they clean the equipment/ surfaces/handles touched.	Place a hand sanitiser bottle and cleansing wipes on the bookshelf next to photocopier with a notice about their use.
<i>Risk of spread of Covid-19 through lack of social distancing</i>	Windows can be opened. Office equipment kept in this room along with church records.	Anyone checking the telephone for messages. Professional cleaners.	<i>All meetings to be held in a larger room.</i>	<i>Stack chairs to discourage any use of the room for meetings.</i>
Lower Hall				
Risk of spread of Covid-19 on surfaces	Large area. Wooden floor.	Previous (and potential) users: Monday: Stay and Play Tuesday: Upstage Theatre	Each user group to clean surfaces touched after use.	Provide disinfectant and cloth in a tray that is beyond the reach of small children

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	<p>Windows and patio door can be opened but keys required.</p> <p>Adult chairs stacked in corner.</p> <p>Children’s chairs along the walls.</p> <p>Small tables along the walls.</p> <p>Piano.</p> <p>Three entrance doors to the hall which are approached by relatively restricted areas.</p>	<p>Tuesday-Friday: Playbox</p> <p>Thursday: Cactus Society</p> <p>Friday: Music Group (during colder weather) + Boys’ Brigade (tbc)</p> <p>Saturday: Diddidance</p> <p>Sunday: Sunday School</p> <p>Monthly on Thursdays: Messy Church</p> <p>Occasional Sundays - Church lunches</p> <p>Possibly other groups who have previously used the Harwood Room or Church Office</p> <p>Hall is also used as a throughway on Sundays to and from car park into church</p>	<p>Limit use of adult chairs.</p> <p>People leaving the lower hall to exit via the middle door to avoid congestion in the corridor and around the Avenue Road entrance.</p> <p>Preventing access by people coming to worship on Sundays by requiring everyone to enter the church through the main church door facing the Fairfield.</p>	<p>Display written details of what cleaning must be completed after use and tick boxes to confirm cleaning has been completed.</p> <p>Make a limited number of adult chairs accessible for each user group (with labels) and block off all others from being used.</p> <p>Provide an automated hand sanitiser machine in the room.</p> <p>Put up a sign to indicate where the window key is located.</p>
<i>Risk of spread of Covid-19 through lack of social distancing</i>			<i>People leaving the Lower Hall to be asked to exit via the middle door.</i>	<i>Display an “exit via the middle door” sign.</i>
Upper Hall				

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Risk of spread of Covid-19 on surfaces	<p>Very large room.</p> <p>Wooden floor.</p> <p>Stacked chairs.</p> <p>Stacked and unstacked tables.</p> <p>Equipment on the stage, which is not blocked off.</p>	<p>Previous (and potential) users:</p> <p>Monday: Pet Coaching</p> <p>Tuesday: Rainbows, Rainbows and Guides</p> <p>Wednesday: Badminton</p> <p>Friday: Boys' Brigade</p> <p>Saturday: Karate</p> <p>One-off bookings, eg for birthday parties</p>	<p>Each user group to clean surfaces touched after use.</p> <p>Limit the number of chairs and tables that are used.</p>	<p>Provide disinfectant and cloth in a tray that is beyond the reach of small children</p> <p>Display written details of what cleaning must be completed after use and tick boxes to confirm cleaning has been completed.</p> <p>Provide an automated hand sanitiser machine in the room.</p> <p>Make a limited number of adult chairs accessible for each user group (with labels) and block off all others from being used.</p>
<i>Risk of spread of Covid-19 through lack of social distancing</i>				
Upstairs Kitchen				
Risk of spread of Covid-19 on surfaces		Any potential users.	Put the kitchen out of bounds for time being.	Put a "No entry" sign on the kitchen door.

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			[Only to be accessed by people using the freezer.]	
Stairs and Landing				
Risk of spread of Covid-19 on surfaces	Risk of people touching the stair handrail	Anyone using the Upper Hall - see above.		User groups to be instructed to wipe down the handrails at the end of their activities.
<i>Risk of spread of Covid-19 through lack of social distancing</i>			<i>Introduce a one-way system on the stairs.</i>	<i>User groups to be advised that the stairs must not be used for going up and down at the same time and that social distancing should be maintained whilst on the stairs.</i>
Avenue Road entrance lobby and corridor to lower hall				
Risk of spread of Covid-19 on surfaces	Cramped area	Anyone entering the building via Avenue Road	The corridor from Avenue Road to be kept equipment free except for Playbox items on pegs	Put poster in the window asking people not to enter if they are unwell.

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				Put poster in window asking people to wash or sanitize their hands, on arrival
<i>Risk of spread of Covid-19 through lack of social distancing</i>			<i>People leaving the Lower Hall to be asked to exit via the middle door.</i>	<i>Put 'Maintain Social Distancing' sticker on the floor just inside the entrance.</i>
Avenue Road toilets				
Risk of spread of Covid-19 on surfaces	Ladies toilet only used by Playbox Limited space Paper/cardboard bin kept in toilet Some taps need re-tightening	All user groups	People attending worship to use nearest toilets only (not Avenue Road)	Prop doors permanently open to eliminate touch and improve ventilation. In the ladies toilets, designate one cubicle for use by Playbox children and one for Playbox staff only with a sign on each door.
<i>Risk of spread of Covid-19 through lack of social distancing</i>				<i>Put poster on toilet entrance door to say 'Only one person at a time. Clean toilet and</i>

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				<p><i>wash your hands after use. Keep door open”.</i></p> <p><i>And each cubicle to have a sign “Clean toilet and hands after use”.</i></p> <p><i>Enquire of contract cleaning company the costs of more frequent (than weekly) cost of cleaning the toilets.</i></p>

The Covid-19 Risk Assessment is based upon the following guidance provided by The Methodist Church

Version 4 Produced by Property Support Team	26 June 2020	Updated link to Safely Using Places of Worship & Added new links for signage Removing Signing in Register & Updated Information Section to include Test and Trace Cleaning section & Risk Assessment has been moved Action Plan moved to separate document Add more links for Further Information
Version 5	30 June 2020	Legal requirement to conduct a risk assessment Added links for Guidance on Outdoor Play Areas and Gyms, How to Make a Face Mask and Restriction on Capacity, DoH Wash Your Hands Poster
Version 6	6 July 2020	Added link to TMCP guidance on Test and Trace & link for revised Covid-19 Compliance sign
Version 7	13 July 2020	Updated link for CPO
Version 8	3 August 2020	Added reference to activity specific property guidance, updated guidance regarding hand dryers, updated guidance on face masks, added link for how to manage an outbreak, added links to further resources and added blank pages of the risk assessment form,

It is now legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage the risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance on Covid-19 can be found [here](#). This assessment¹ is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#). For further guidance on how to carry out a risk assessment, please refer to the [HSE Guidance on Risk Assessments](#).

Please refer to the activity specific guidance found on www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property/ , which will aide in thinking through the risks for each group who uses the building.

Social Distancing

Questions to Consider

1. In our building, where will social distancing be more difficult? You may need to review the government guidance on [restrictions on capacity](#).
2. What areas are more likely to increase the risk? How can we change these areas so people adhere to safe distancing guidelines? Can we re-organise our building to reduce the likelihood of spreading the virus?
3. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
4. If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.*

Think about how to organise the building so that users and visitors can adhere to [safe distancing guidelines](#), where possible:

1. Physically arrange communal areas to keep adhere to safe distancing guidelines.*
2. Mark areas using tape or floor paint to help adhere to safe distancing guidelines.*
3. Provide signage to remind people to keep adhere to safe distancing guidelines.*
4. Using screens to create a physical barrier between people.*
5. Use more than one exit or entry to reduce numbers in high traffic areas.
6. Maintaining social distancing in communal areas, including stairs and lifts.
7. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air.
8. If there is a playground, please refer to the [guidance](#) on outdoor playgrounds and gyms.

Where you cannot adhere to social distancing guidelines, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas, such as toilets, if it is not possible to maintain social distancing.
2. Assigning one person per area or staggering use times to reduce the number of people in an area.
3. Limit access to kitchens and limit contact between those using the kitchen. The government's guidance on [Food Preparation during Covid-19](#) should be followed.

Cleaning

Please refer to the [Cleaning Churches during Covid-19 guidance](#) (found under Guide to Re-Opening & Managing Church Buildings) for specific guidance on cleaning regimes.

Good Hygiene

You need to think about:

1. Ensuring there is handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Providing handwashing facilities or hand sanitiser at entry and exit points. The government states that people should be able to wash their hands as they arrive and leave.
3. **Frequently wipe down hand dryers.** When using paper towels, bins should have liners and should be emptied frequently to safely dispose of waste. Providing hand sanitiser in multiple areas in addition to washing facilities.
4. Providing tissues throughout the building.
5. Setting clear guidance for the cleaning of toilets and kitchen facilities to make sure they are kept clean.
6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Signs can be ordered from [CPO](#) or other recommendations include:
 - a. [NHS Hand-Washing Technique](#)
 - b. [Hand-Washing Technique \(child version\)](#)
 - c. [DoH Wash Your Hands](#)
 - d. [Follow Catch it, Bin it, Kill it](#)
 - e. [Cover Coughs and Sneezes \(child version\)](#)
 - f. [Compliance with Covid-19 Guidance \(revised\)](#)

Personal Protective Equipment

Face Masks

- From 8 August, it is mandatory to wear a face covering in indoor public spaces. However, they are not a replacement safe distancing and regular handwashing. Please refer to the [Guide on Face Coverings](#) for more information and a list of those who are exempt.
- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home. Click [here](#) to read more.
- CPO have offered Methodist Churches a 15% discount on PPE, click [here](#) for more information.

Information and Guidance

Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Consider how to support Test and Trace should there be a confirmed case of Covid-19 in the building. The Government has requested that churches in England assist the NHS Test and Trace service by keeping an accurate temporary record of visitors to church premises for 21 days. Please refer to TMCP's [Guidance on Test and Trace](#) for further information and templates.
2. Be familiar with the government guidance on [Covid-19 Early Outbreak Management](#) that includes instructions on what to do in the event of a confirmed case of Covid-19.
3. Decide what people need to know so they can use the building safely.
4. Decide the best way to pass on information and guidance to those using the building.
5. Setting clear guidance and line of responsibility for the use of kitchen and toilet facilities to make sure they are kept clean.
6. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
7. Think about how to interact with those who do not regularly use the building such as visitors or delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how to inform the Test and Trace service should someone test positive for Covid-19 when in the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support needs to be in place for the person who is self-isolating.

Further resources:

- HSE guidance on Covid-19 including risk assessments, social distancing and cleaning & hygiene - https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner
- General government guidance on keeping workplace settings safe open www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
- Safe Use of Places of Worship - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic>
- Special religious services and gatherings Covid-19 Checklist - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/special-religious-services-and-gatherings-covid-19-checklist>
- Government Guidance for places of worship section 5 – Restrictions on Capacity; <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>
- Guidance for Managing Playgrounds and Outdoor gyms - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Historic England’s Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>
- Scottish Government guidance <https://www.gov.scot/publications/coronavirus-covid-19-phase-1-business-and-physical-distancing-guidance/>
- Welsh Government guidance <https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace>
- Government guidance for the public on mental health and wellbeing www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing
- Covid-19 Early Outbreak Management - <https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management>
- Face coverings: when to wear one and how to make your own - <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Coronavirus outbreak FAQ’s: what you can and can’t do - <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>
- Covid-19: Guidance on managing playgrounds and outdoor gyms - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Covid-19 guidance for food businesses - <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>