

Ebenezer Chapel 'COVID-19 Secure' Risk Assessment



Ebenezer Chapel recognises that the UK is currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. In formulating this risk assessment, the Trustees have taken note that the transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact.

The government has recognised that places of worship play an important role in providing spiritual leadership for many individuals, and in bringing communities and generations together. However, their communal nature can make them places that are particularly vulnerable to the spread of COVID-19. In order to make our place of worship 'COVID-19 secure', we have undertaken the following risk assessment in light of government guidance.

Likelihood / Probability
5. Likely to occur at least once in any 12 month period
4. Likely to occur at least once in a 3 year period
3. Likely to occur at least once in a 10 year period
2. Likely to occur at least once in a 50 year period
1. Unlikely in a 50 year period

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
		SEVERITY / SIGNIFICANCE / CONSEQUENCE				

Score = Severity x Likelihood + 2 x Severity
(this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so



Risk:	Coronavirus entering the premises and potentially infecting users of the building		
Persons at risk	Leaders, members, attendees, other volunteers, contractors, cleaners		

Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y		Notice slide; members meeting and letter; website announcement.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y		
3. Verbal symptom checks on entry	Y		Door person.
4. Remind vulnerable of gvmnt advice not to attend in person	Y		Members meeting & letter.
5. Everyone (incl kids) to use hand sanitiser on entry to the building. Posters up with good hand-rubbing technique.	Y		
6. Test & Trace information in case of positive test later from an attendee. Ensure attendees know they should inform us immediately if they become symptomatic.	Y		
7. Ensure members are aware of infection control measures in place.	Y		Members meeting; signs around church; risk assessment available.
8. Display 'Staying COVID-19 Secure in 2020' poster at entrance.	Y		
9. Social distancing measures to be maintained at all times, including the arrival and departure of the venue.	Y		
10. Ensure cleaner and other volunteers have seen the risk assessment and do not come to the building if symptomatic. Cleaner is in Thursday, no chapel use from Thurs until Sunday.			

Risk:	Transmission of Coronavirus to an individual direct from infected person		
Persons at risk	Leaders, members, attendees, other volunteers, contractors, cleaners		



Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. social distancing policy in place (2m) - markings on the path on entrance to chapel.	Y		
1b. Mitigations also in place - doors and windows propped open for ventilation.	Y		First person in.
2. No physical contact between persons from different households/bubbles	Y		Host
3. Attendees (except children under 11) are requested to wear a face-covering.	Y		Door person. Spares at entrance.
4. One-way system of flow through building to avoid pinch points. Entry through main entrance on Q Drive. Exit through middle. School room first person in/out ONLY.	Y		
5. Areas marked out of bounds where appropriate	Y		
6. Seating and stage arrangements adapted for social distancing	Y		
7. Capacity monitored and entry stopped when capacity reached	Y		Door person and Host
8. No singing during services	Y		
9. Signage in place to remind people of safe practices	Y		
10. If anyone develops symptoms during a service they should leave immediately.	Y		

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Y		Queen's drive is disabled access entrance. Guests are permitted to exit through the main chapel entrance but must wait until everyone else has left.
12. Visitors instructed not to gather in groups, except with members of their own household inside the building. Any small group conversations outside must maintain 2m.	Y		
13. We will continue to stream services online so there is no pressure to come - especially for those who are vulnerable	Y		
14. Cough or sneeze into tissue or elbow, and dispose of immediately. Posters up.	Y		
15. Attendees encouraged to move on promptly after the service.	Y		Service leader
16. PPE available for first aiders ICE.	Y		

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)		
Persons at risk	Leaders, members, attendees, other volunteers, contractors, cleaners		



Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y		First person in.
2. Regular cleaning of surfaces likely to be touched regularly (handles, rails, light switches) with sanitiser spray.	Y		Before and after service.
3. Discourage cash giving into the collection box. Not counted for 72 hours after service, and only by one person with gloves. Collection box wiped with anti-bac wipe after each use.	Y		
4. Chapel space not used again for 72 hours or building thoroughly deep cleaned between uses.	Y		
5. No serving of food and drink items prior to, during or after the service.	Y		
6. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y		
7. Microphones and other equipment kept to a single individual.	Y		
7b. Tech team must wash or sanitise hands after packing away microphones.	Y		
8. Keep Register of attendees for Test & Trace.	Y		



Risk:	Transmission of Coronavirus to an individual via toilet facilities		
Persons at risk	Leaders, members, attendees, other volunteers, contractors, cleaners		

Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2	
	Severity	5			Severity	5	
	Overall Risk	35			Overall Risk	20	

1. Regular cleaning of surfaces likely to be touched regularly with sanitiser spray.	Y		
2. Toilets supplied with disposable hand towels & soap. hand sanitiser on exit.	Y		
3. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters up about hand washing technique.	Y		Toilet monitor.
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y		
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y		
6. Ask people to spray clean toilet after use	Y		Members meeting and letter. Toilet monitor.
7. Children under 11 to be accompanied to the toilet by an adult.	Y		
8. Toilet doors and windows kept open.	Y		First person in.

Risk:	Transmission of Coronavirus to an individual via contaminated waste		
Persons at risk	Cleaners and anyone else handling waste		



Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2	
	Severity	5			Severity	5	
	Overall Risk	35			Overall Risk	20	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y		Signs and posters.
2. All waste to be assumed contaminated and handled appropriately	Y		
4. All waste handled with suitable PPE (gloves).	Y		
5. All bins lined with disposable liners and all waste double bagged prior to disposal.	Y		
7. Keep Register of attendees	Y		

Risk:	Transmission of Coronavirus to an individual via working in the church building		
Persons at risk	Leaders, members, attendees, other volunteers, contractors, cleaners		



Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2	
	Severity	5			Severity	5	
	Overall Risk	35			Overall Risk	20	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y		Zoom.
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y		
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y		
4. Provide hand sanitiser in rooms used for meetings.	Y		
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y		
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y		

Risk:	
Persons at risk	

Persons at risk

Risk Rating before control measures	Likelihood			Risk Rating after control measures	Likelihood	
	Severity				Severity	
	Overall Risk				Overall Risk	

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Review/Revision Record



Date of Review	Confirmed by	Comments
14/7/2020	Trustees	handful of updates to be made showing how to be implemented.
16/7/2020	PG / Trustees	updates implemented. Future box for when we add communion.

I have read the risk assessment and understand and accept its contents. I will keep myself informed of any changes.

Staff Member Name (Print)	Signature	Date