

Purpose of this document:

This COVID19 Risk Assessment has been undertaken to examine risks associated with COVID-19 and the measures which Father's House is able to put in place when opening the building in line with the latest government guidance.

Note: Open House project, Tuesdays 10 – 12am and Little Acorn's Pre-school have their own Risk Assessments.

- The main risk being considered will be the risk of catching COVID-19 and becoming ill and/or passing the virus on to others.
- Transmission of COVID-19 (**COVID-19 may be spread by people who are not showing symptoms**)
 - from person-to-person between people who are in close contact with one another (within about 6 feet); through respiratory droplets produced when an infected person coughs, sneezes, or talks, shouts, sings.
 - from touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The main symptoms of coronavirus are:
 - a high temperature – this means you feel hot to touch on your chest or back
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
 - a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/#symptoms>
- Those at risk are staff, volunteers, members of the church and any other visitors to the building (including delivery drivers, engineers etc)
- This risk assessment should be read alongside the general Father's House risk assessment document as well as the existing policies and procedures
- This document will be reviewed regularly to reflect changes in the on-going information with regard to COVID-19

Note: From 4th July places of worship are allowed to open for communal worship. Numbers to be based on the capacity of the building

Area of focus	Risk level	Control measures to be considered	Actions taken By Administrator, Caroline Watkins and the Leadership team	Risk level	Review and any changes
Preparing the building and facilities	High	<ul style="list-style-type: none"> • Follow government guidance to determine what activities are allowed in church buildings • Review general Health & Safety Policy to see if any actions needs to be taken • Hand sanitisers made available in different part of the building, but especially at entrances/exits • Put up notices to remind users of the building about important safe practices e.g. no physical contact, encouraging handwashing • Ensure adequate supplies of soap, paper towels and bins in the toilets • Signs and markings to mark out a flow of movement in the building to maintain required distancing> With special consideration of high traffic areas such as corridors, foyer, toilets • Consider layout of furniture in each area in order to facilitate social distancing, including exclusion zones to maintain distancing and allow safe flow in rooms • Consider what furniture or resources can be removed • Consider limiting access to any rooms/areas which are not being used • Consider the practicalities of opening windows and doors frequently to encourage ventilation when the 	<ul style="list-style-type: none"> • Covid-19: Guidance for the safe use of places of worship from 4th July followed in planning the management of the premises & the meeting • All general safety checks have been undertaken • The building has been cleared of accumulated rubbish • Hand sanitiser dispensers available and filled • Adequate supplies of soap etc. • Signs and markings are displayed to facilitate social distancing, support hygiene etc. • Chairs in the hall have been arranged to support social distancing • Doors have been propped open to provide clear entrance & exit • Other door in the hall have been locked (not fire exits) • Windows will be opened before the beginning of the meeting • A one-way system has been implemented – with clear signage • Father’s House members have been sent guidelines in advance of the meeting, this includes advice for the clinically vulnerable and the extremely clinically vulnerable • Father’s House members have been asked to book in if they want to attend, so that we have a good idea of numbers 	Low	<p>Review 10th July 2020</p> <p>Actions taken prior to the first meeting on 8th July 2020. There were 28 attendees, 27 of which had booked prior to the event.</p> <p>This will now be a weekly event.</p> <p>The actions taken worked to support a Covid-19 safe environment & no further actions are considered necessary</p> <p>The one-way system was not needed for the numbers in attendance But may still be used if max numbers (50) attend in future.</p>

		<p>building is in use</p> <ul style="list-style-type: none"> Consider how we particularly cater for and protect those members of Father's House who identify as clinically vulnerable, e.g. those over 70 and those with underlying health conditions Confirm who will have the responsibility for the physically opening the building Confirm who will oversee any planned activities in order to support the implementation of safety measures Do we need to consider keeping records & contact details of those entering the building? 	<ul style="list-style-type: none"> Leadership will oversee the meeting, with practical support from the administrator & stewards A record of those present will be kept for 21 days, in order to assist NHS track & trace if necessary 		
Arrival and departure	High	<ul style="list-style-type: none"> Identify entrance & exit to the building and how these pinch points will be managed Consider staggered arrival and departure times Decide how many people can safely use the building at one time and how this will be managed & monitored 	<ul style="list-style-type: none"> Guidelines explain the expected behaviour of those attending A steward will manage the door, give advice on hygiene & social distancing and record those attending A limit of 50 people in the hall has been set in order to allow for social distancing 		28 people attended the first meeting. No issues with pinch points.
Emergency evacuation	Low	<ul style="list-style-type: none"> Evacuation routes are confirmed, and signage accurately reflects these. Consider if any changes to plans is required to maintain social distance 	<ul style="list-style-type: none"> Emergency evacuation procedure will remain the same 	Low	
Cleaning & waste disposal	High	<ul style="list-style-type: none"> Cleaning schedules in place, with particular emphasis on frequently touched surfaces & toilets Increase frequency of cleaning if and when the building is opened up to more people/more frequently Identify who will be responsible for cleaning (Father's House cleaner 	<ul style="list-style-type: none"> A cleaning schedule is in place The cleaner has been taken off furlough There are plenty of cleaning supplies Bins are provided & are emptied regularly The 'Father's House procedure for Covid-19 illness' describing the steps to be taken if someone becomes unwell whilst in the building, will be followed 		

		<p>currently on furlough & is in a vulnerable group)</p> <ul style="list-style-type: none"> • Ensure adequate/ongoing supplies of cleaning materials, gloves and aprons • Provide adequate bins and arrange for frequent emptying - ideally daily • If someone with coronavirus symptoms has been in the building – <ul style="list-style-type: none"> ○ If possible close the building for 72 hours ○ Or follow government guidance on cleaning (covid-19-decontamination-in-non-healthcare-settings) 			
<p>Social distancing/ Group sizes Arrangements for social distancing</p>	<p>High</p>	<ul style="list-style-type: none"> • Follow government guidance to determine what activities can happen in the church building • When a decision to open up for activities, (e.g. private prayer) has been made decide; <ul style="list-style-type: none"> ○ Which room(s) will be used ○ How many people can be accommodated, allowing for social distancing (currently 2 metres ○ Opening windows and doors frequently to encourage ventilation where possible ○ <i>Will we ask or encourage people to wear masks?</i> ○ Who will be responsible for managing these arrangements 	<ul style="list-style-type: none"> • Covid-19: Guidance for the safe use of places of worship from 4th July followed in planning the management of the premises & the meeting • This has been used to produce 'Father's House: guidance for the use of the building' which has been emailed/posted (as appropriate) to all Father's House members in advance of the meeting • Signs and markings are displayed to facilitate social distancing • The hall will be used for the prayer meeting and 50 chairs have been set out, with allowance of 2 metres between people/households • A one-way system has been instigated and clearly signed in order to avoid pinch points • Masks will not be mandatory • Leadership team & appointed stewards will 	<p>Med – Low</p>	<p>The risk level is dependent on the behaviour of individuals coming into the building and their level of compliance</p> <p>Social distancing was maintained during arrival, departure and the course of the meeting on the 8th July. All attending followed the guidance.</p>

			be responsible for asking people to follow the guidance		
Staff & volunteers	Med	<ul style="list-style-type: none"> Follow the Covid-19 safe workplace guidelines in order to ensure the safety of staff (and volunteers) working at Father's House (working-safely-during-coronavirus-covid-19/offices-and-contact-centres) 	<ul style="list-style-type: none"> Covid-19 safe workplace guidelines adhered to 	Low	
Food/drinks	High	<ul style="list-style-type: none"> No food and drink to be offered at present Members of staff and volunteers make their own tea/coffee 	<ul style="list-style-type: none"> No refreshments will be offered 	Low	Review as and when new guidance is published by the government
Response to suspected/confirmed case of COVID 19	High	<ul style="list-style-type: none"> If a member of staff or someone using the building becomes unwell with suspected coronavirus, they should be asked to leave the building and go home (Unless they are seriously ill in which case we will call 999) They are advised to get tested by ringing 111 or going to; www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/ Note: The person will get an email, text or call from the NHS Test and Trace service if they test positive. They will be asked where they have been recently and who they have been in close contact with. <i>If</i> social distancing and cleaning schedules have been observed at Father's House this should not affect those who were in the building at the same time as the infected person. 	<ul style="list-style-type: none"> Guidance and prominent signs ask people not to come into the building if they are suffering any of the symptoms of Covid-19 The 'Father's House procedure for Covid-19 illness' describing the steps to be taken if someone becomes unwell whilst in the building, will be followed. 	Low	

		<ul style="list-style-type: none"> All surfaces that the symptomatic person has come into contact will be cleaned and disinfected. If more cases are confirmed, Public Health England's local health teams will conduct a rapid investigation and will advise us on the appropriate action to take. 			
Pastoral support	Med	<ul style="list-style-type: none"> During Lockdown pastoral support has been happening remotely, e.g. by phone or Facetime Monitor government information for changes to guidance on people being able to meet indoors 	<ul style="list-style-type: none"> The following Government advice allows for pastoral support to be offered in person from 4th July: "you can meet in groups of up to two households in any location - public or private, indoors or outdoors. You do not always have to meet with the same household - you can meet with different households at different times. However, it remains the case - even inside someone's home - that you should socially distance from anyone not in your household or bubble. When you are outside you can continue to meet in groups of up to six people from different households, following social distancing guidelines" 	Low	
Communication Ensuring accurate and clear communication with; <ul style="list-style-type: none"> Staff Volunteers Members Visitor Delivery 	Med	<ul style="list-style-type: none"> Make all staff, volunteers (and users of the building) are aware of risk assessments and procedures designed to reduce the risk of Covid-19 transmission as Father's House is able to open up to more activities in the building Use signs and posters to build awareness of good handwashing technique, the need to increase 	<ul style="list-style-type: none"> This risk assessment, the 'Father's House: guidance for the use of the building' and 'Father's House procedure for Covid-19 illness' will be available on the Father's House website and printed copies will be made available at Father's House Signs and markings clearly displayed to facilitate social distancing One-way system clearly marked out by 	Low	<p>There was a positive response to communication (via email and social media).</p> <p>All attending were aware of the guidelines and good practice regarding hygiene and social distancing.</p>

drivers, engineers etc		<p>handwashing frequency, avoid touching your face or cough and sneeze into a tissue which is binned safely or into your arm if tissue not available</p> <ul style="list-style-type: none"> • Confirm that any contractor has carried out their own risk assessment before they do any work in the building 	<p>signs and floor markings</p> <ul style="list-style-type: none"> • Respiratory hygiene signage displayed in the foyer • Handwashing signs displayed in the toilets • Steward on the door to reinforce guidance verbally 		<p>13th July 20 Wessex Fire & Security Confirmed there procedures before commencing remedial work & servicing</p>
Face coverings	Med	<ul style="list-style-type: none"> • From 8 August, face coverings are <i>required by law</i> to be worn in many public indoor settings including places of worship (there are valid exemptions for some individuals and groups to not wear a face covering) 	<ul style="list-style-type: none"> • This has been added to the guidelines for the use of Father's House • Attendees of meetings will be asked to wear face coverings (unless they are exempt) • The staff working in the office will not be required to wear face coverings, except for times when other groups are using the building such as Open House on a Tuesday and they are moving into the public spaces • The Open House project have their own RA and policy, based on the government guidance most appropriate for them • Little Acorns have their own RA and policy, based on government guidance for early years settings 	Low	