

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 planning to hold the **Sunday morning act of worship at the Lox Lane site** (owned and managed by Father's House).

- 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 attendees of the meeting and those living on site at Lox Lane conference centre
- This risk assessment should be read alongside the general Lox Lane 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/outside space

First meeting – Sunday 12th July 2020

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 facilities	High	<ul style="list-style-type: none"> • Follow relevant government guidance • Review general Health & Safety Policy to see if any actions needs to be taken • Managing car parking • Area on site for the meeting taking into consideration ensuring adequate space to facilitate social distancing • How will seating be managed • Consider signage required to direct attendees whilst on site • Hand sanitisers available at entrances/exits/toilets • Ensure adequate supplies of soap, paper towels and bins in the toilets • Consider if any areas on the site will be off limits, • Confirm who will oversee the meeting in order to support the implementation of safety measures • Appoint someone to keep a record of attendees 	<ul style="list-style-type: none"> • Covid-19: Guidance for the safe use of places of worship from 4th July followed in planning the meeting • All general safety checks have been undertaken • Both car parks on site will be used • Stewards will direct cars to car parking areas • The meeting will take place in the central courtyard • All those attending have been asked to bring their own chairs • Signs and markings are displayed to direct those attending, to facilitate social distancing, support hygiene etc. • A one-way system has been implemented – with clear signage. • Routes around the site have been planned to avoid staff accommodation where possible • Areas not being used have no entry signs clearly displayed • Hand sanitiser is available at entrance, exit, and toilets • Adequate supplies of soap etc. in the toilets • Father’s House members have been sent guidelines in advance of the meeting, • Father’s House members have been asked to book in if they are planning to attend • Father’s House Leadership will oversee the meeting, with practical support from 	Low	<p>The event on 12th July 2020 went smoothly and all the control measures taken worked well to minimise identified risks</p> <p>Site: the Courtyard was suitable for the numbers</p> <p>Attendees: responded to signs and guidance.</p> <p>Parking/Registration was managed successfully</p> <p>Weather was hot And there was not much available shade – next time to need to warn people and suggest hats/sun cream</p>

			<ul style="list-style-type: none"> stewards/those on-site 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 where people will be directed and how this will happen 	<ul style="list-style-type: none"> Guidelines explaining the way this will be managed have been given to attendees prior to the meeting Stewards/volunteers will manage the parking, and the movement around the site, give advice on social distancing and record those attending 	Low	<p>3 meetings attendance has been 74, 85, 80</p> <p>There is a naturally staggered arrival & departure that works well</p>
Emergency evacuation	Low	<ul style="list-style-type: none"> Emergency procedures are in place 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 Those leading the meeting will manage any emergency situation and issue instructions as necessary 	Low	
Cleaning & waste disposal	High	<ul style="list-style-type: none"> Cleaning of areas such as toilets Identify who will be responsible for cleaning Ensure adequate supplies of cleaning materials 	<ul style="list-style-type: none"> Cleaning of the toilets before and after the meeting will be undertaken by volunteers There are adequate cleaning supplies and bins for waste 	Low	
Social distancing/ Group sizes Arrangements for social distancing	High	<ul style="list-style-type: none"> Consider how social distancing will be encouraged and supported during the meeting 	<ul style="list-style-type: none"> Members of Father's House have been contacted via email, (or post) and social media. Information given in advance included guidance about social distancing A one-way system has been instigated and clearly signed in order to avoid pinch points Leadership team & appointed stewards will be responsible for asking people to follow the guidance 	Low	Those attending were able to maintain social distancing

Response to suspected/ confirmed case of COVID 19	High	<ul style="list-style-type: none"> • If someone on site becomes unwell with suspected coronavirus, they should be asked to leave and go home (Unless they are seriously ill in which case we will call 999) • They are advised to get tested 	<ul style="list-style-type: none"> • The 'Father's House procedure for Covid-19 illness' describing the steps to be taken if someone becomes unwell whilst on-site will be followed. 	Low	
Communication Ensuring accurate and clear communication	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 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 • Confirm that any contractor has carried out their own risk assessment before they do any work in the building 	<ul style="list-style-type: none"> • Information sent out prior to the meeting to explain expectations of those attending • This risk assessment, and 'Father's House procedure for Covid-19 illness' will be available on the Father's House and Lox Lane websites • Signs and markings clearly displayed on site <ul style="list-style-type: none"> ○ Entrance/exit ○ to direct people using a one-way system around the site and so facilitate social distancing ○ for toilets ○ to limit access to some areas of the site ○ to encourage washing/sanitising of hands on arrival & departure and before using the toilets 	Low	Next time <ul style="list-style-type: none"> • Mention lack of shade • Taking photographs mention that some people may not want to be included in photos
Singing	Med	<ul style="list-style-type: none"> • Government guidance says; • "There should be no group singing inside places of worship when worshippers are present" • "Outside only, small groups of professional singers will be able to sing in front of worshippers. Singing in groups should be limited to professional singers only and should be limited to a small set group of people. Both the 	<ul style="list-style-type: none"> • Worship (sung) is a central part of Father's House act of worship when meeting on a Sunday Therefore; • The decision to meet together to worship outdoors has been taken so that the risks of singing are mitigated (and to allow for a larger gathering) • Leaders will advise the congregation to give each other as much space as possible during sung worship 	Med - Low	Attendees demonstrated awareness of others when singing

		singers and the worshippers should be outdoors. Non-professionals (meaning those participating in performing arts other than for work purposes) should not engage in group singing at all”			
Breaking bread	High	<ul style="list-style-type: none"> • Government guidance states: • “Where food or drink (‘consumables’) are essential to the act of worship, they can be used, however the sharing of food should be avoided, as should the use of communal vessels” 	<ul style="list-style-type: none"> • The act of ‘breaking bread’ will take place using individual pre-packaged crackers/juice • These will be given out when people register as they arrive at Lox Lane • Everyone will be asked to use the hand sanitiser before taking one of these out of the box (and picking up a song sheet) 	Low	