

Purpose of this document:

This COVID19 Risk Assessment has been undertaken to examine risks associated with COVID-19 when using the Father's House 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: This document has been updated to reflect the third national lockdown beginning 5th January 2021.

Area of focus	Risk level	Control measures 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 has been followed in planning the management of the premises and any activities which take place • All general safety checks have been undertaken • Hand sanitiser dispensers available and filled • Adequate supplies of soap etc. • Signs and markings are displayed to facilitate social distancing, support hygiene etc. • Furniture is arranged to support social distancing • Where appropriate doors are propped open to provide clear entrance & exit • Where it is appropriate windows will be opened • A one-way system can be implemented, with clear signage, when necessary. It has not generally been necessary – except on a Tuesday for Open House. • Father’s House members are regularly kept up to date with explanations of what can happen in the building and given clear guidelines for any activities which are permitted • Father’s House members are asked to book in to any meetings (when they happen) they want to attend, so that we know anticipated numbers and to facilitate record keeping for 	Low	<p>No physical church meetings are currently taking place. Although places of worship are permitted to open for acts of worship it has been decided to continue with on-line meetings only.</p> <p>This will be kept under review</p> <p>The building is used by Open House on a Tuesday and Little Acorns on a Monday, Thursday & Friday. Both have their own risk assessments which are kept under review.</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 physically opening the building Confirm who will oversee any planned activities in order to support the implementation of safety measures Consider who and how we will keep records & contact details of those entering the building? 	<p>track & trace</p> <ul style="list-style-type: none"> Leadership oversee any meetings, with practical support from the administrator. A record of those in the building is kept for 21 days, in order to assist NHS track & trace if necessary. The Administrator, Caroline Watkins will be responsible for ensuring this happens 		
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 coming into the building Father's House (or Open House) staff will be available to manage the door, give advice on hygiene & social distancing and record those attending Limits have been set for each room/area in the building in order to allow for social distancing 	Low	
Emergency evacuation	Low	<ul style="list-style-type: none"> Evacuation routes are confirmed, and signage accurately reflects these. Consider if any changes to plans are 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 	<ul style="list-style-type: none"> A cleaning schedule is in place The schedule is regularly adapted to reflect areas in use but always includes frequently touched surfaces and toilets The cleaner is not being put on furlough during the third lockdown so is able to clean regularly 		The cleaner is continuing to work to ensure all frequently touched areas are cleaned regularly.

		<p>cleaning</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) 	<ul style="list-style-type: none"> • 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>Social distancing/ Group sizes Arrangements for social distancing</p>	High	<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 ○ 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 followed in planning the management of the premises & any activities taking place • This has been used to produce 'Father's House: guidance for the use of the building' which can be emailed/posted (as appropriate) to all Father's House members in advance of any activities when they commence • Signs and markings are displayed to facilitate social distancing • Currently the rooms in use are; <ul style="list-style-type: none"> ○ The offices ○ The hall for live-streaming on a Sunday morning ○ The Foyer for Open House 	Med – Low	
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 	<ul style="list-style-type: none"> • Covid-19 safe workplace guidelines adhered to • Staff may work at home where possible. 	Low	Office staff and Pre-school staff now have the opportunity to book

		Father's House (working-safely-during-coronavirus-covid-19/offices-and-contact-centres)	<ul style="list-style-type: none"> As each member of staff has their own office the risks of transmission when working in the building are low Church members are asked to ring Pastors/staff and not to visit the building unless involved in live-streaming on a Sunday 		weekly Covid-19 lateral flow tests
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 are offered 	Low	
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. All surfaces that the symptomatic 	<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	

		<p>person has come into contact with will be cleaned and disinfected.</p> <ul style="list-style-type: none"> 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"> Government guidance is followed in regards meeting people from outside your household and when this is permissible During this period the guidance states "You must not meet socially indoors with family or friends unless they are part of your household - meaning the people you live with - or support bubble" 	<ul style="list-style-type: none"> Pastoral support has taken place remotely where possible, e.g. by phone or Facetime. When it has involved physical meeting Covid-19 safe guidelines have been followed 	Low	
<p>Communication Ensuring accurate and clear communication with;</p> <ul style="list-style-type: none"> Staff Volunteers Members Visitor Delivery drivers, engineers etc 	Med	<ul style="list-style-type: none"> Make all staff, volunteers (and users of the building) 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"> 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 signs and floor markings Respiratory hygiene signage displayed in the foyer Handwashing signs displayed in the toilets Leadership and Father's House staff reinforce guidance verbally 	Low	<p>Since the start of the third lockdown a sign on the front door of the main building lets people know that the building is closed except for Open House on a Tuesday.</p> <p>The Friday news email advises members that the building is closed and that they should ring Pastors/office staff instead.</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 • Anyone coming into the building is 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	