

## Risk Assessment for Opening Church Building to the Public: Larger Groups Plus Youth & Children's Ministry (Phase 4)

### Version Control

Issue Date	Version Number	Issued by
19/7/2021	1	Jubilee Church Wirral Senior Leadership Team & Directors
1/8/2021	2	Jubilee Church Wirral Senior Leadership Team & Directors

***THIS RISK ASSESSMENT HAS BEEN DEVELOPED USING GOVERNMENT GUIDELINES PUBLISHED/AMENDED ON 19 July 2021.  
<https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship>***

On 16<sup>th</sup> July 2021 the government announced that all legal restrictions around meeting in places of worship will cease. Jubilee Church Wirral will continue to keep abreast of any changes in government guidance and continue to reduce the risk of harm from covid by encouraging certain 'risk reducing actions.'

This document provides a template risk assessment relating to managing **larger scale meetings plus youth and children's ministry.**

*Future versions of this document will be produced if government advice is updated.*

<b>Church: Jubilee Church Wirral, Hose Side Road, Wallasey CH45 0LA</b>	<b>Date reviewed: 1 August 2021</b>	<b>Review date: 7 September 2021</b>
<b>Those who may be harmed: Staff, Volunteers, Visitors, Cleaners, Contractors</b>	<b>Hazard: Covid-19 Transmission</b>	

<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Actioned by</b>	<b>Completed – date and name</b>
<b>Access to church building for staff</b>	Use of toilets and tea bar permitted; please wash hands before (tea bar) and after use		Staff member using facilities	Ongoing
	Upon exiting use the provided hand sanitizer		Staff member entering	Ongoing
<b>Preparation of the Church for larger group meetings</b>	Large groups meetings must be hosted by a member of the Senior Leadership Team who will have responsibility of ensuring the guidance in this document is followed		Senior Leadership Team	Ongoing
	Review C of E guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here</a> .	SLT	June 2020
	Determine placement of hand sanitiser available for visitors to use.	Entry and exit points, as well as a few in the main hall	DF	June 2020
	Put up notices to remind visitors about important safe practices e.g. practice hand washing etc.		DW	July 2020

	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here</a> .	Venue Manager on the day of event	Ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Purchase paper towel dispensers for the ladies and gents. Place bins in both gents & ladies.	Venue Manager to check on day of event	Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.		DF	June 2020
<b>Large Group Meeting Good Practice Measures</b>	Enable booking system with maximum capacity as determined by 1 metre+ rule in small hall	<b>Small Hall Maximum capacity: 40</b> (Main Hall is 266 square metres; Small Hall is 91 square metres)	SLT	Sept 2020
	A minimum of two stewards in place - encourage people to maximise seating available and create a natural distance if appropriate		SLT	July 2020
	Face coverings recommended but optional (unless in the exception group) as per guidance; Hand sanitiser will still be made available for use		Members of the public attending	Ongoing
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	If the church building has been closed for 72 hours between periods of being open then there is no need for cleaning.		SLT	Ongoing
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable		DF/NF	

Advice on <a href="#">cleaning church buildings can be found here</a> .	group or self-isolating.			
	Set up a cleaning rota to cover your opening arrangements.	Re-commence weekly cleaning service from mid-July	DF	July 2020
	All cleaners provided with gloves (ideally disposable).		Commercial Cleaning Company	July 2020
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		Commercial Cleaning Company	July 2020
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		DF	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		DF	
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.		DF	Ongoing
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here</a> .	SLT	Ongoing
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here</a> .	SLT	Ongoing

Youth Group Practices in a small group setting indoors	Maximum capacity of 40 as per small hall square footage of 91 square metres		SLT	Sept 2020
	A minimum of two leaders in place with safeguarding training		Youth Leader/Helper	Sept 2020
	Face Coverings not required by leaders/helpers or youth in year 7 and above (They are recommended, but optional, when moving around the general area where social distancing is not possible)		Director of Youth & Children's Ministry	May 2021/June 2021
Primary Age Sunday School (AKA: Flames) Practices in a small group setting indoors	Maximum capacity of 40 as per small hall square footage of 91 square metres		SLT	Sept 2020
	A minimum of two leaders in place with safeguarding training		Director of Youth & Children's Ministry	Oct 2020
	Face Coverings not required by leaders/helpers from stage 3 of roadmap (17 <sup>th</sup> May)		Director of Youth & Children's Ministry	May 2021
	Children may use the main toilets once the Flames helper has checked that there is no one occupying them before they enter	*As usual helper to supervise the entry and exit to the toilets by individual children whilst maintaining a presence with the group	Welcome Team	Ongoing

Creche – Under 5 setting	Upon arrival serving team will use the provided hand sanitiser		Volunteer entering	Aug 2021
	Face coverings are encouraged in communal areas; Face Coverings are not required by leaders/helpers in the crèche rooms in order to aid with communication with the children		Volunteers	Aug 2021
	Creche Leaders/Helpers to maintain social distancing if possible within the crèche rooms		Volunteers	Aug 2021
	Ventilation to be increased by opening nearby windows in conference room	Use baby gate between crèche & conference room	Venue Manager	Aug 2021
	Antibacterial wipes to be made available for cleaning of shared toys (if necessary)	As the items are only used once per week a full cleaning between groups isn't necessary	Venue Manager	Aug 2021
	As per the Jubilee safeguarding policy, any toileting needs to be addressed by calling the parent if the child is unable to manage on their own		Volunteers	Aug 2021

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