

## Risk Assessment for Services at NLS

21.08.21

### Context of Specific Risk Assessment:

- This risk assessment is specifically to enable communal worship services to take place from North Leamington School (NLS) in a manner that is safe and in line with latest government guidance so that employees, volunteers and participants are protected from the risk of exposure to infection and other health and safety hazards
- The risk assessment is based on 400 people being present at NLS at any one time.\*
- We do not consider that the school building is a “crowded area” in the same way that government guidance identifies that public transport may be regarded as a “crowded area”.
- This risk assessment should be read and followed as guidance by anyone who is involved in the services (Service Leaders; Preachers; Media Team; Stewards, Sunday School/Creche leaders).
- We recognise that although every reasonable precaution can be made to protect ourselves and the Church fellowship, we are ultimately dependant on God for our protection and help.

*This specific risk assessment is to be considered alongside the Health & Safety Policy and associated general risk assessment, the Fire Safety Policy, the Food Hygiene & Kitchen Safety Policy, the Stewarding Checklists, and the Security and Incident Guidance for Stewards and those involved in ministry at Emmanuel.*

- **What are the risks associated with this activity?**
- Where a large number of individuals from different households are present in the same location, there is a risk that the COVID-19 infection may be spread.
- Where a large number of people are gathered for a service, there is a risk of accident or injury, and especially so in the event of a fire.
- There is also a risk of injury or harm being caused by individuals attending the event who may present as a risk to others.

<p><b>Important considerations prior to anyone visiting the NLS site</b></p>	<ul style="list-style-type: none"> <li>• <b>If you have any symptoms of Covid-19 even if they are mild, then you should self-isolate immediately and get a PCR test. <u>DO NOT COME TO NLS.</u></b></li> <li>• If you are self-isolating due to a possible or confirmed case of COVID-19 in your household, or because they have been requested to do so by NHS Test &amp; Trace, <b><u>DO NOT COME TO NLS.</u></b></li> <li>• If you are “clinically extremely vulnerable” from Covid-19. PLEASE CONSIDER CAREFULLY BEFORE COMING TO NLS.</li> </ul>
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**What additional measures need to be taken to manage risks?**

<p><b>TESTING</b></p>	<ul style="list-style-type: none"> <li>✓ The government guidance encourages people take a rapid lateral flow test before attending services, but that this is a personal choice.</li> </ul>
<p><b>RECORDING ATTENDANCE</b></p>	<p><b>Church Administrators/ Deacons</b></p> <ul style="list-style-type: none"> <li>✓ The NHS QR code will be displayed for those wishing to use the NHS Covid-19 App to check-in to the venue.</li> <li>✓ A paper system will also be available for people wanting to check-in their attendance at the venue but don't have access to a smartphone or prefer not to use the app.</li> <li>✓ Information is to be provided in advance via the church website to communicate key details of the measures in place to enable us to meet safely together for main services.</li> </ul>
<p><b>PHYSICAL ENVIRONMENT</b></p>	<p><b>NLS Site Management</b></p> <ul style="list-style-type: none"> <li>✓ The site facilities are provided by NLS in accordance with their site risk assessments and the rental agreement.</li> <li>✓ Cleaning of the venue is carried out by the school and signs will be in place to encourage good personal hygiene</li> </ul> <p><b>The Deacons</b></p> <ul style="list-style-type: none"> <li>✓ Hand sanitiser, soap, and cleaning materials are to be available in the cleaning box for the use of those involved in and attending services at the venue.</li> <li>✓ Welcome Team Lanyards, fire vests and a First Aid kit are to be available for the safe stewarding and managing of the service.</li> </ul> <p><b>The first person to arrive for the service</b></p> <ul style="list-style-type: none"> <li>✓ Prop open the external and internal doors to prevent multiple door handling.</li> <li>✓ Ensure hand sanitiser is available at the main entrance for use as everyone enters the building.</li> <li>✓ Open windows and doors throughout the entire area of NLS in use to maximise airflow and ventilation dependant on the weather.</li> </ul> <p><b>Stewards</b></p> <ul style="list-style-type: none"> <li>✓ Set out seats at front of tiered seating area to include reserved seating for those with additional needs.</li> <li>✓ Designate areas to be reserved for people wishing to wear face coverings and to maintain social distancing.</li> <li>✓ Undertake any necessary additional cleaning to key areas across the site.</li> <li>✓ Encourage all those arriving for the service to use hand sanitiser on arrival.</li> <li>✓ Manage the flow of people into the main hall to avoid over-crowding and to direct to available seating.</li> <li>✓ Follow the <i>Checklist for Stewards</i> to ensure good management of the service.</li> </ul>

<p><b>HYGIENE WHILST ON SITE</b></p>	<p><b>Those arriving in advance of main congregation (Service Leaders / Preacher / Stewards / Media Team)</b></p> <ul style="list-style-type: none"> <li>✓ After arriving and prior to leaving, always use hand sanitiser.</li> <li>✓ Avoid multiple people handling the same piece of equipment or furniture during set up.</li> </ul> <p><b>Congregation</b></p> <ul style="list-style-type: none"> <li>✓ Always use hand sanitiser when you enter and leave the venue.</li> </ul> <p><b>Everyone</b></p> <ul style="list-style-type: none"> <li>✓ Avoid touching surfaces and door handles as much as possible.</li> <li>✓ Bring your own Bible and any other resources or material you may need to use.</li> <li>✓ When you cough or sneeze, cover your mouth and nose with a tissue, or use the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically.</li> </ul> <p><b>Service Leader and Preacher</b></p> <ul style="list-style-type: none"> <li>✓ Always use the cleaning materials to wipe and clean the pulpit at every hand-over point and at the end of the service.</li> </ul> <p><b>Media Team</b></p> <ul style="list-style-type: none"> <li>✓ Before touching any of the media equipment, hands must be washed thoroughly, or cleaned using hand gel.</li> <li>✓ Microphones should be provided for the Service Leader and the Preacher in a manner that limits the risk of cross infection.</li> <li>✓ Wipe media equipment and any other areas touched with the cleaning wipes provided when service is concluded.</li> </ul>
<p><b>THE LORD'S SUPPER</b></p>	<p><b>Preparers &amp; Servers</b></p> <ul style="list-style-type: none"> <li>✓ Wash hands thoroughly before handling the bread or wine.</li> <li>✓ Wear a mask when preparing bread and wine.</li> <li>✓ The bread is to be prepared in individual containers and distribution is to take place in a manner that minimises the potential for multiple people to touch the same surfaces.</li> <li>✓ Prior to distribution servers must wear a mask and wash or sanitise hands thoroughly again.</li> </ul>
<p><b>TOILETS</b></p>	<p><b>Everyone</b></p> <ul style="list-style-type: none"> <li>✓ Be considerate of other people's need for space and avoid overcrowding in the toilet areas. (make use of all available toilet areas)</li> <li>✓ Put the lid down on the toilet before you flush and use cleaning materials to clean the toilet, sink, and taps when you have finished.</li> <li>✓ Always wash hands thoroughly after using the toilet.</li> </ul>
<p><b>FACE COVERINGS</b></p>	<p><b>Everyone</b></p>

	<ul style="list-style-type: none"> <li>✓ Wearing a face covering is now a personal choice and not a legal requirement.</li> <li>✓ Space will be designated within the main hall during services for those people who wish to continue wearing a face covering and to maintain social distancing.</li> </ul>
<b>SOCIAL DISTANCING</b>	<p><b>Everyone</b></p> <ul style="list-style-type: none"> <li>✓ Social distancing is now a personal choice and not a legal requirement.</li> <li>✓ Respect other people’s need for space when we interact with others after the service.</li> <li>✓ Leave the exit clear so others can walk freely out of the building.</li> </ul> <p><b>Service Leader</b></p> <ul style="list-style-type: none"> <li>✓ At the end of the service, remind the congregation to remember other people’s need for space whilst talking after the service, and to keep the exit clear so others can leave freely after the service.</li> </ul>
<b>REFRESHMENTS</b>	<ul style="list-style-type: none"> <li>✓ Drinks and refreshments served after the service should be prepared in the kitchen by a small number of servers.</li> <li>✓ Follow <i>The Food Hygiene &amp; Kitchen Safety Policy</i> to ensure that good food hygiene practice is followed at all times.</li> </ul>
<b>FIRE SAFETY &amp; SECURITY</b>	<p><b>Stewards</b></p> <ul style="list-style-type: none"> <li>✓ Stewards are to be positioned by entrance points throughout the service to maintain security and to engage with any visitors.</li> <li>✓ Follow the <i>Security and Incident Guidance for Stewards</i>.</li> <li>✓ Follow the <i>Fire Safety Policy and Evacuation Procedure</i>.</li> </ul> <p><b>The last person to leave at the end of the service</b></p> <ul style="list-style-type: none"> <li>✓ Ensure that the windows and all internal and external doors are closed as you leave the building.</li> <li>✓ Use the hand sanitiser and wipe clean door handles as you leave using the cleaning wipes provided.</li> </ul>
<b>CLEANING</b>	<p><b>Stewards &amp; Sunday School/ Creche Leaders</b></p> <ul style="list-style-type: none"> <li>✓ A thorough sanitising and tidying of the areas that are in use for services should be undertaken at the end of every service.</li> <li>✓ Standard cleaning products can be used, but extra attention should be given to sanitising areas that may be touched most frequently, such as door handles, chairs, tables and taps.</li> </ul>

\* The calculation of capacity for services at the venue is based on a site survey which has considered the total floorspace; seating arrangements; ventilation; entrance and exit points; in order to define the maximum number of people that can be reasonably be accommodated without additional measures being taken. The maximum capacity for each service at NLS is 400 people in accordance with the rental agreement.

\*\* If people are clinically extremely vulnerable, they will have received a letter (a formal NHS notification) to inform them of this and they may have been advised to shield in the past.

Clinically extremely vulnerable people are able to attend places of worship, but are advised to consider taking extra precautions to reduce risk of exposure to the virus and to follow the guidance for them.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

**“God is our refuge and strength, an ever-present help in trouble.”**

Psalm 46:1