

Judging when a risk is acceptable

You should only put Y in the Acceptable column if you are satisfied that your legal duties do not require you to reduce the level of risk further, and if you are comfortable with the level of risk. If you put N, you should seek to identify actions that can get you to a point where you can put Y here - otherwise you may not be able to proceed with the activity in question.

Your legal duties will usually be to reduce risk *so far as is reasonably practicable*, which means there is nothing you can do to reduce the risk further without incurring a cost (in time, effort, inconvenience or money) that is *grossly disproportionate* to the reduction in risk achieved. Usually, regulatory bodies will accept that you have met your legal duties if you are fully compliant with all relevant guidance, but the only definitive test is in a court. Where hard legal requirements apply, ensure you are meeting these too. The FIEC provides further guidance at:

<https://fiec.org.uk/resources/a-note-on-health-and-safety-legal-duties-for-churches>

The same principle of *reasonable practicability* needs to be applied after you have identified all reasonable controls, as you still need to justify running the activity instead of reducing risk further by not running it at all. For this, consider whether the 'cost' of not being able to run the activity at all is *grossly disproportionate* to the benefit of removing the remaining safety risk. Again, as a rule of thumb, if you can run the activity in line with the available guidance you should generally be alright, but the decision is subjective and yours to make.

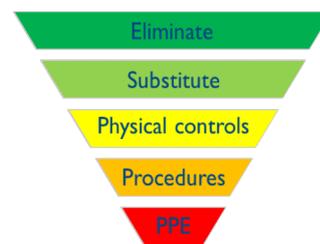
Many risk assessment approaches use a structured risk ranking method to determine whether risks are acceptable or not, taking into account the likelihood and severity of a risk event occurring. This template does not use such a method for several reasons:

- Explicitly estimating the likelihood and severity of various outcomes, imprecise at the best of times, is extremely difficult to do for COVID-19 because we are still learning new information about the disease and its spread. Therefore any ranking runs the risk of being arbitrary.
- Compliance with guidance is a much easier criterion to test when determining if the risk level is acceptable, and is traditionally accepted as the basis for legal defence in health and safety cases involving other 'strong guidance' from the government or regulatory bodies.
- Risk ranking approaches can lead to a temptation to 'engineer' the results to meet the requirements for acceptability.
- The pro-forma COVID-19 risk assessment template on the HSE website (<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>) does not use risk ranking.

If you would prefer to adopt a ranking approach, you will still be able to use this template - just use whatever method suits you to determine when to put a Y or N in the table and either capture your likelihood and severity scores in the existing columns or insert additional ones.

General considerations when choosing control measures

Safety controls should be considered working progressively down the "hierarchy of hazard control" (see right). This means thinking about ways to completely eliminate risk first, then finding ways of substituting a hazard with someone less hazardous, then considering physical controls, then procedures, and finally Personal Protective Equipment as a last resort. When choosing controls to manage COVID-19 risk, start by asking "can we remove this hazard" before asking "how do we manage this hazard" - for example, instead of managing the contact risk of handling collection bags, ask first if collections can be replaced completely with online giving or substituted with a static box that doesn't get passed around. Similarly, physical controls are better than procedures, which rely on human compliance to be effective - so anything less reliant on behaviour is better (e.g. physical cordoning is more effective than floor markings, which are more effective than just asking people to maintain distance). PPE should be considered after other measures - not because it is ineffective (masks are important!) but because it should supplement other controls rather than replace them.



Another point to consider is what the government guidance is emphasising. Beyond the requirement to perform risk assessment, very little of the guidance is legally mandatory, but non-compliance may mean failure to meet existing legal duties under health and safety legislation, so the guidance should not be viewed lightly. Particular points recently emphasised by the government include:

- 1) No congregational singing (except by professional singers at outdoor events).
- 2) Discouraging conversations between households / bubbles at or after religious services.
- 3) Mask wearing - not mandatory in places of worship unless using 1m+ social distancing but mandatory in shops and on public transport and being increasingly emphasised as necessary in indoor public spaces when around other households.

Next steps and developing an action plan

Once you have completed a risk assessment, the next steps are to develop an action plan based on the listed actions in the assessment. Every action must be completed, the risk assessment updated accordingly and any relevant instructions about the controls disseminated clearly and in a timely manner to everyone responsible for their implementation. Once a control is established in the risk assessment it is vitally important it is followed - otherwise the risk assessment becomes a meaningless paper exercise that does not help in the management of safety risk. This would also create a serious legal liability as your own risk assessment could be used as evidence against you. Finally, you should agree a review date for every assessment - probably not too far in the future for new or significantly altered activities, so you can quickly adapt to lessons learned.

COVID-19 RISK ASSESSMENT

CHURCH NAME: **Streatham Central Church**

Activity:	Sunday Morning Gathering at Henry Cavendish School
Description (including assumptions made for risk assessment):	Resuming Sunday services with controls for social distancing in line with the places of worship guidelines updated on 19th January: https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december

Assessment date:	08/04/2021
New review due:	29/04/2021

Assessor(s):	Penny Duckworth
Reviewer(s):	Andy Bushell & Penny Osbourne

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date	Done
Infected person attending event	1	Person infected with COVID-19 attends event, risking infection of others	Attendees	Group reminded to follow government guidance to self-isolate if displaying symptoms (high temperature, continuous cough, lost / altered sense of taste / smell) Anyone taken ill with COVID-19 symptoms during event to be sent home and advised to follow government advice and seek a test. Anyone taken ill up to 48 hours after the event, proximity and contact tracing procedure will be enacted.	Y	Remind attendees at the beginning of each service to follow government guidelines to socially distance and remain in households or bubbles. All attendees will be recorded for Track & Trace purposes at the sign-in table. Contact info@streathamchurch.com for a copy of our proximity and contact tracing procedure.	Penny Duckworth	29/04/2021	
Physical contact between persons	2	Transmission of COVID-19 through direct physical contact with an infected person	Attendees	Direct contact will be avoided through social distancing. On arrival people will be reminded to adhere to the 2 metre rule especially when moving between places and leaving.	Y		Jim Dawton	29/04/2021	
Airborne transmission	3	Transmission of COVID-19 through the air	Attendees	The service will be partially outdoors, partially indoors. Indoors face-coverings will be worn by all except those hosting or performing at the front.	Y	Where worshipers will be interacting with each other to share and pray together, this will only be done in 6's or 2 household outdoors keeping 2 metres apart and never for longer than 10 minutes or within households or bubbles. Congregational singing outdoors is allowed with 2 metres social distancing. Shouting, raised voices and singing of worshipers indoors is not allowed.	Jim Dawton	29/04/2021	
Airborne transmission	4	Transmission of COVID-19 through the air	Attendees	In all parts of the flow of worshipers there is enough space to allow a 2 metre distance even while passing i.e. no pinch points or high traffic areas (see map). The toilets operate a 1 in 1 out policy. Sensible hygiene to be observed (covering mouth and nose when sneezing, using tissues and disposing immediately) Attendees advised to bring hand sanitiser and use on arrival, after touching face / before eating.	Y	All guidelines will be explained at the beginning of each gathering by the host. Attendees may need to be reminded by the host and hospitality team to maintain social distancing during the gathering	Penny Duckworth	29/04/2021	
Surface transmission	5	Transmission of COVID-19 through shared toilet facilities	Attendees	Cleaning equipment will be provided for people to clean after using toilet and sink surfaces that are touched. All toilets will be cleaned thoroughly before and after the service by Henry Cavendish contracted cleaners	Y		Penny Duckworth	29/04/2021	
Surface transmission	6	Transmission of COVID-19 through shared surfaces	Attendees	Gates and doors will be propped open. Surfaces will be kept to a minimum - only chairs used, no shared tables.	Y	Henry Cavendish school are providing their own cleaners who will pay special attention to cleaning the facilities and equipment used by SCC before and after the service	Jim Dawton	29/04/2021	

Surface transmission	7	Transmission of COVID-19 through shared objects	Attendees	Attendees advised to bring hand sanitiser and use after touching face / before eating. Service sheet will be given out at the beginning and disposed of by the worshiper.	Y	No shared objects as part of event Personal items to be kept with their owners Sensible hygiene to be observed (covering mouth and nose when sneezing, using tissues and disposing immediately)	Penny Duckworth	29/04/2021	
Surface transmission	8	Transmission of COVID-19 through shared food	Attendees	Attendees advised to bring their own food and not to share within their households/bubbles.	Y		Penny Duckworth	29/04/2021	
Surface transmission	8b	Transmission of COVID-19 through shared food	Attendees	The Lord's Supper will be prepared by 1 or 2 volunteers, they will be wearing face coverings and pouring and cutting individual portions using sanitised or gloved hands. The portions will be prepared in advance and covered or prepared immediately before use. They will be served on a large clean surface or trays so worshipers can pick-up their own portion without touching other portions. No talking will be allowed over the table and those serving must not hand portions to the worshipers directly.		Attendees will be notified of the Lord's Supper at the gathering in an email and at the beginning of the meeting	Penny Duckworth	29/04/2021	
Transmission to the clinically vulnerable	9	Transmission of COVID-19 to those who are clinically vulnerable	Clinically vulnerable attendees	Group reminded to follow government guidance if in high-risk / shielding categories (up to individuals to choose how to manage their own risk) and attend online evening zoom service instead. High-risk volunteers not enlisted to run event	Y		Penny Duckworth	29/04/2021	
Wider outbreak in community	10	COVID-19 case at event leads to potential wider outbreak in the community	Attendees and wider community	List of attendees kept to enable Track and Trace Record to be kept for 21 days after event	Y	Using our secure g-suite documents to keep a record of regulars and any visitors. Notifying all regulars via email of this procedure.	Penny Duckworth	29/04/2021	
Wider outbreak in community	11	Local outbreak of COVID-19 raises baseline level of exposure at event	Attendees and wider community	Event to be cancelled in line with local guidance if required and return to only running Zoom church online	Y		Penny Duckworth	29/04/2021	
Operational issues	12	Key personnel become unavailable due to need to self-isolate	Attendees and all church family	for every operational role, more than one individual is trained to perform it, this allows for key personnel to be relieved of duties due to sickness or self-isolation	Y		Jim Dawton	29/04/2021	
Operational issues	13	Outbreak within the church forces cessation of resumed activities	Attendees and all church family	Event to be cancelled in line with local guidance if required and return to only running Zoom church	Y		Penny Duckworth	29/04/2021	

COVID-19 RISK ASSESSMENT

CHURCH NAME: Streatham Central Church

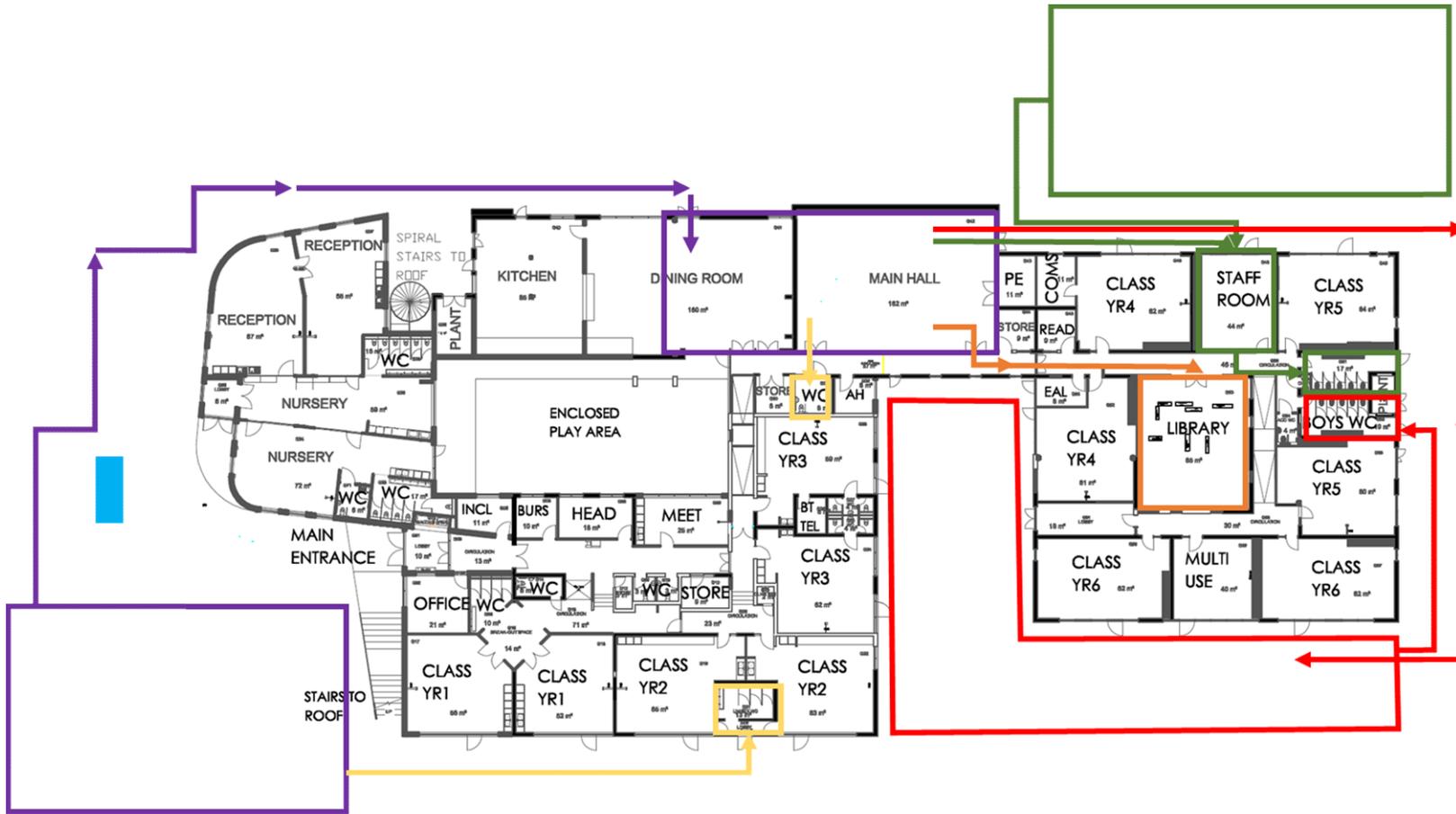
Activity:	Kids Gatherings at Henry Cavendish School
Description (including assumptions made for risk assessment):	In line with the government guidelines for out of home childcare we are creating a younger and older 'bubble' and running kids groups during the Sunday gathering from 4th April. These are the guidelines followed: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak and https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures

Assessment date:	08/04/2021
New review due:	29/04/2021

Assessor(s):	Penny Duckworth
Reviewer(s):	Lucy Lyell & Penny Osborne

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date	Done
Infected person attending event	1	Child infected with COVID-19 attends event, risking infection of others	Attendees	Parents reminded to follow government guidance to self-isolate if their child is displaying symptoms (high temperature, continuous cough, lost / altered sense of taste / smell) Anyone taken ill with COVID-19 symptoms during event to be sent home and advised to follow government advice and seek a test. Anyone taken ill up to 48 hours after the event, proximity and contact tracing procedure will be enacted.	Y	Remind attendees before in email and at the beginning of each service to follow government guidelines. All attendees will be recorded for Track & Trace purposes. Contact info@streathamchurch.com for a copy of our proximity and contact tracing procedure.	Penny Duckworth	29/04/2021	
Physical contact between persons	2	Transmission of COVID-19 through direct physical contact with an infected person	Attendees	When children are being dropped off and picked up, parents will be able to socially distance using the outdoor areas (see map), they should limit crowding by staggering arrivals and departures	Y		Penny Duckworth	29/04/2021	
Physical contact between persons	2	Transmission of COVID-19 through direct physical contact with an infected child	Attendees	Children will be kept in bubbles of max 15 in two groups during their distinct activities. Before these activities parents will be reminded to keep their children with them. Volunteers are on a 3 week rotation to minimise risk.	Y		Penny Duckworth	29/04/2021	
Physical contact between persons	3	Transmission of COVID-19 through direct physical contact with an infected child (under 2)	Attendees	Creche will be running in a large indoor ventilated room from 25th April. Volunteers running this group are aware that contact with the babies will result in them forming a short term bubble with them.	Y	It is assumed that any volunteer will have contact or close proximity to the babies. Their attendance as volunteers is notes in our child registers, accessible by the operations team. See our proximity and contact procedure for a definitions.	Penny Duckworth	29/04/2021	
Airborne transmission	4	Transmission of COVID-19 through the air	Attendees	Some activities will be outdoors. Any indoor time for children over 2 year will be minimised to under 20 minutes at a time.	Y		Penny Duckworth	29/04/2021	
Airborne transmission	5	Transmission of COVID-19 through the air	Attendees	Volunteers are advised to remain 2 metres distance from other volunteers and the children in their care and may wear face coverings if they wish.	Y	When any necessary contact or close proximity occurs this is noted by the leaders alongside attendance to assist track and trace. See our proximity and contact procedure for a definitions	Penny Duckworth	29/04/2021	
Surface transmission	6	Transmission of COVID-19 through shared toilet facilities	Attendees	Each group will have their own allocated toilets not used by any other group. There will be a 1 - household in 1- household out policy and corridors will need to operate one-way in certain areas, meaning people will have to hang-back to let people pass (see map)	Y	All toilets will be cleaned thoroughly before and after the service by Henry Cavendish contracted cleaners. Access to the children's toilets are through narrow corridors/doorways so a 1-in-1-out policy will be in operation for children (who are only allowed to go to the toilet with their parents in our current policy)	Penny Duckworth	29/04/2021	

Surface transmission	7	Transmission of COVID-19 through shared surfaces	Attendees	As many activities will be outdoors, surfaces will be kept to a minimum, cleaning products provided to wipe surfaces intermittently. All children and volunteers will have their hands sanitised or washed at the beginning and end of each session.	Y	Henry Cavendish school are providing their own cleaners who will pay special attention to cleaning the rooms/facilities used by SCC before and after the service.	Penny Duckworth	29/04/2021	
Surface transmission	8	Transmission of COVID-19 through shared objects	Attendees	For the older children there will be no shared objects and personal items such as water bottles are to be kept with their owners. Sensible hygiene to be observed (covering mouth and nose when sneezing, using tissues and disposing immediately).	Y		Penny Duckworth	29/04/2021	
Surface transmission	9	Transmission of COVID-19 through shared objects	Attendees	For the younger children we have followed government guidelines for early years settings and removed some shared toys that are harder to clean but have kept most toys available for them to use. These toys will only be used by this bubble and only once a week.	Y		Penny Duckworth	29/04/2021	
Surface transmission	10	Transmission of COVID-19 through shared food	Attendees	No food will be allowed in the kids gatherings	Y		Penny Duckworth	29/04/2021	
Transmission to the clinically vulnerable	11	Transmission of COVID-19 to those who are clinically vulnerable	Clinically vulnerable attendees	Parents reminded to follow government guidance if in high-risk / shielding categories (up to individuals to choose how to manage their own risk) and attend online zoom service instead. Volunteers who are clinically vulnerable will be omitted from rotas. Any volunteer who feels any risk may opt out of being added to the children's activity rota.	Y		Penny Duckworth	29/04/2021	
Wider outbreak in community	12	COVID-19 case at event leads to potential wider outbreak in the community	Attendees and wider community	List of attendees kept to enable Track and Trace Record to be kept for 21 days after event	Y	Using ChurchSuite to keep a record of regulars and any visitors. Notifying all regulars via email of this procedure.	Penny Duckworth	29/04/2021	
Wider outbreak in community	13	Local outbreak of COVID-19 raises baseline level of exposure at event	Attendees and wider community	Event to be cancelled in line with local guidance if required and return to only running Zoom church and using emailed resources for parents	Y		Penny Duckworth	29/04/2021	
Operational issues	14	Key personnel become unavailable due to need to self-isolate	Attendees and all church family	written guidelines for all operational roles allows for key personnel to be relieved of duties	Y		Penny Duckworth	29/04/2021	
Operational issues	15	Outbreak within the church forces cessation of resumed activities	Attendees and all church family	Event to be cancelled in line with local guidance if required and return to only running Zoom church and using emailed resources for parents	Y		Penny Duckworth	29/04/2021	



- Outdoor and Indoor main meeting locations and paths
- Adult toilet location and path
- Tots indoor & outdoor location, toilet and pick-up path
- Kids outdoor location, toilet and pick-up path
- Sign-in location
- Creche location, pick-up and drop-off path – no passing in corridor

Version no.	Date	Author	Description
1.0	19/07/2020	Immanuel Kemp	Initial draft version provided to FIEC
1.1	20/07/2020	Immanuel Kemp	Second draft version provided to FIEC
1.2	21/07/2020	Immanuel Kemp	Finalised version for FIEC publication
1.3	21/07/2020	Jonathan Bennett	Added FIEC logo
2.0	24/07/2020	Penny Duckworth	Initial draft completed for SCC
2.1	31/07/2020	Penny Duckworth	small amends made inline with trustee meeting and latest guidance on face
2.2	22/09/2020	Penny Duckworth	updated for latest attempt to meet from 27th Sept
2.3	24/09/2020	Penny Duckworth	updated to reflect changes to early years guideline changes regarding face
2.4	30/09/2020	Penny Duckworth	Updated to reflect plans to move inside due to rain and plans to serve communion
2.5	16/10/2020	Penny Duckworth	Updated to reflect transition to tiered system and moving to tier 2
3.0	27/11/2020	Penny Duckworth	Updated to reflect new tier system in run up to Christmas and tightened proximity & contact procedure following a positive, contained case within the congregation
3.1	01/12/2020	Penny Duckworth	Updated in line with new congregational singing guidance
4.0	18/03/2021	Penny Duckworth	Updated for retraining to physical meeting after closure due to lockdown
4.1	08/04/2021	Penny Duckworth	Updated plan to reflect returning to partially indoor meetings from 25th April