


















<b>Hazards</b>	<b>Who could be harmed</b>	<b>Control Actions to Mitigate Risk</b>	<b>Action by</b>	<b>Actions Reviewed and Closed. Date: 12/12/2021</b>
Spread of virus when people arrive and enter the building	All attendees	<ul style="list-style-type: none"> <li>• Appropriate social distance measures for indoor areas and enclosed areas.</li> <li>• Provision of hand sanitiser.</li> <li>• Mandatory use of face masks in compliance with latest government guidance.</li> </ul>	20/7/2021	
Spread of virus during a meeting	All attendees	<ul style="list-style-type: none"> <li>• Determine safe maximum number for area to be used.</li> <li>• Determine seating plan in accordance with social distancing.</li> <li>• Manage suitable ventilation.</li> </ul>	20/7/2021	
Spread of virus whilst using facilities	All attendees	<ul style="list-style-type: none"> <li>• Adhere to social distancing when using toilets.</li> <li>• Antimicrobial hand washing provision.</li> <li>• Hand sanitiser available.</li> </ul>	20/7/2021	
Spread of virus to other personnel after meetings.	Cleaner and other individuals in the church during the week.	<ul style="list-style-type: none"> <li>• Clean all contact surfaces that have been used with antimicrobial cleaner.</li> </ul>	20/7/2021	

<b>Issue:</b> 7	<b>Latest Issue Date:</b>	12/12/2021	<b>Authoriser's Signature:</b>		<b>Authorization Date:</b>	12/12/2021
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## COVID-19 RISK ASSESSMENT - REVIEW

Issue: 7

<b>DETAILED MITIGATION ACTIONS:</b>	<b>Action Closed</b>
<b>Initial Survey:</b> Ascertain approximate number likely to attend to ensure that it does not exceed safe number for the area. Formal requirement for distancing now no longer mandatory but numbers attending will be monitored.	
<b>Seating Plan:</b> Determine a suitable seating plan with social distancing in mind. Where applicable tables will be set out with adequate spacing.	
<b>Providing Lifts:</b> Recommend the use of a face masks in line with Government guidelines	
<b>Signage:</b> Use signage to ensure social distancing, hand sanitizer and one way system where applicable.	
<b>Social Distancing:</b> Social distancing will be recommended for all indoor activities	
<b>Separate Entrance and Exit:</b> Maintain current one way system and separate entrance and exit where applicable.	
<b>Hand Sanitiser:</b> Provide hand sanitiser at the entrance/exit points and outside toilets.	
<b>Attendance Records:</b> Details of attendees to be recorded for monitoring purposes. If requested these details can be destroyed after 30 days.	
<b>Health Risk:</b> Anyone who is feeling unwell or believes that they may have Covid-19 symptoms, or are self isolating following advice, must NOT attend. Attendees are responsible for ensuring that they use tissues or handkerchiefs if they cough or sneeze, and take them with them when they go home.	
<b>Face Masks:</b> The wearing of face masks is mandatory , following Government regulations, inside the church building – except where food and drink is consumed or while singing	
<b>Children:</b> Parents will be responsible for their own children, they must remain with their parents and not be allowed to wander about. Any church toys/facilities used must be thoroughly cleaned afterwards, before re-use.	
<b>Children's Activities:</b> Where children's activities are undertaken the risks should be reviewed as part of planning. Hand sanitizer and hand washing should be encouraged. Children will not have been vaccinated for CoVID so risk is higher. Food/drink if part of the activity should be carefully controlled. Arrangements for seating/activities should be planned with CoVID risk in mind	
<b>Drinking Water:</b> Drinking water in glasses will only be provided on request by staff using the catering facilities . Attendees to bring their own bottled drinking water.	

## COVID-19 RISK ASSESSMENT - REVIEW

Issue: 7

<b>DETAILED MITIGATION ACTIONS:</b>	<b>Action Closed</b>
<b>Offering:</b> No cash offering will be taken, but a freewill offering box will be available near the Exit. This will be emptied by designated individuals. Information on other ways to give will be communicated.	
<b>Ventilation:</b> Wherever practical a few windows will be opened to allow an appropriate level of ventilation.	
<b>Toilets:</b> Where social distancing is not possible whilst using toilets the use of a face mask is advised. Hand sanitizer and liquid soap provided.	
<b>Hand washing:</b> Facilities for hand washing will include antimicrobial soap dispensers and hand driers. Display correct hand washing advice notices.	
<b>Catering:</b> Sanitise all areas and utensils where refreshments will be served. Restrict access to Kitchen to only those serving refreshments. Individuals serving refreshments should maintain strict hygiene ( e.g. regular handwashing). To avoid queuing refreshments can be ordered and brought to the tables where this applies.	
<b>Socialising:</b> After an activity has finished social distancing should still be considered during any socializing.	
<p><b>Cleaning:</b> After each service or activity the following cleaning is to be followed:</p> <ul style="list-style-type: none"> <li>• Wipe down and sanitise possible contact areas with antibacterial cleaner on plastic chairs and table tops if items are to be used again within 72 hours (3 days).</li> <li>• Wipe toilet seats and taps with antimicrobial cleaner.</li> </ul>	

## COVID-19 RISK ASSESSMENT - REVIEW

Issue: 7

### APPENDIX A

**Review of what actions to be taken relating to HVAC Heating system.**

**Specification of HVAC Heater:**

Type – Powrmatic LNVx50CCF.      Airflow – 1.51m<sup>3</sup>sec, developing 250pa (Pascal) pressure.

2x open/close electronic motorized dampers to control air intake and recirculation flow.

- On Summer setting: Intake damper allows input of 100% fresh air.
- On Winter setting: Intake damper is reduced to 10% fresh air input into the plenum chamber.

Therefore based on the delivery capability of the system of 1.51m<sup>3</sup>sec, and an average capacity for the room of 150, that is 10 cubic litres of fresh air every second for each person in Winter setting mode. { i.e. 1.51m<sup>3</sup>sec = 1510 litres of fresh air divided by 151 persons = 10 litres (10%) of fresh hour per person per second. }

To aid adequate replenishment of fresh air in the Summer mode setting it would be preferable to leave open a door or window to reduce the buildup of the enclosed pressure in the room.

Hazards	Who could be harmed	Controls to Mitigate Risk	Action by When	Review of Mitigation Control in Place Date: 31/10/2021
Transmission of Covid-19 infectious droplets as a result of the re-circulation system	All attendees	<ul style="list-style-type: none"> <li>• Encourage use of face masks in compliance with latest government guidance to limit affects of virus droplets.</li> <li>• In Summer ensure suitable doors or window are open to lower internal air pressure and assist in flow of fresh air from HVAC heating system.</li> <li>• In Winter the design of the HVAC heating is to deliver adequate fresh air replenishment to reduce accumulation of droplets in the atmosphere.</li> </ul>	16/8/2020	<p><b>YES</b></p> 