

## **Christchurch Hitchin: COVID Risk Assessment for the Sanctuary (Revised 22<sup>nd</sup> September 2021)**

Considerations for using or hiring premises during the Covid-19 pandemic. This document covers worship services in the sanctuary. Users or hirers of this space may wish to use this as a guide but should write their own risk assessment.

**Completed risk assessments should be sent to [admin@christchurch.hitchin.org.uk](mailto:admin@christchurch.hitchin.org.uk) before the first meeting of any using/hiring groups. Bookings can't go ahead without this.**

If the chairs are moved, please return them to the original layout as marked with tape on the floor.

There are separate risk assessments for the hall & rooms and for the Silver Birch area.

The principal risk covered by this RA is the transmission of the Covid-19 infection from one person to another. The trustees seek to minimise the prospect of any transmission, by recognising the risks or circumstances where transmission is possible and introducing mitigating actions.

The building can be considered as in three parts:

**A Sanctuary** (where the organ is)

**B Hall and rooms 3, 4, 10 and 11**

**C Silver Birch, (rooms 5 and 8)**, external entrance beside small kitchen, 2 toilets, exit by same door as entering. This also provides 24hr entrance to the Phase office (room 9)

At the time of accepting a booking, the bookings secretary will advise which toilets are to be used by any user group.

There is a separate risk assessment on the website for use of the kitchen. It is a requirement that the leader of a group using the kitchen signs to show acceptance of our kitchen risk assessment, although hirers/users must write their own risk assessment to mitigate against the specific risks relevant to how they will be using the kitchen. This should be sent to:

**admin@christchurch.hitchin.org.uk. The kitchen risk assessment will need to be checked and agreed by a trustee prior to use of the kitchen.**

No	Risk/Circumstance	Mitigation	Trustees' responsibility	Visitor's responsibility
1	Entering the building whilst infected with Covid-19	No one to enter the building if they have or suspect they have symptoms		Do not come to the premises if you have or suspect you have any symptoms
2	Carrying Covid without exhibiting symptoms	For those attending Sunday services, attendees are encouraged to take regular Lateral Flow tests. Tests can be sourced free of charge from the NHS website or are available free from local pharmacists.	Lateral flow tests are available in the Bradbury Welcome Area for congregants to take for use at home, free of charge.	Take regular tests
3	Door handles	All to be sanitised before event	Stewards	
4	Cycles	Not to be chained to those of other households. Observe social distancing when securing and unlocking cycles		Cyclists follow guidance

5	Random parking of children's buggies	Leave buggy in vehicle if possible. For walkers, park buggies in welcome area or along long wall of church hall so that each is accessible without moving another.	Stewards to advise parents/carers	
6	Users of wheelchairs that need someone to push them	Each user to have a dedicated pusher and pushers not to be responsible for more than one user. Wheelchair to substitute for static chair if appropriate		Attendees and pushers to be aware
7	All to sanitise	Portable sanitising station provided at main entrance and its use is encouraged.	Trustees to provide equipment and consumable gel. Cleaners to top up dispenser tanks, as necessary	Sanitise on arrival
8	Run out of sanitiser	Appoint someone to oversee supply of sanitiser.	Trustees to request cleaner to maintain supply	
9	Wearing masks	Masks to be worn unless exempt. Visors or shields can be worn in addition to face coverings but not instead of.	This mitigation is for worship only	Hirers of the sanctuary to make own decision within their group specific risk assessment
10	Coat pegs on corridor wall	Out of use. Attendees to pop their coats under their chairs in the sanctuary	Signage	
11	Handshaking and hugging	Attendees to take own responsibility but this is not encouraged		All
12	Trustees may not know who is in the building	Those who have the NHS Test and Trace app should be encouraged to scan the QR code displayed. Others can sign in the	Trustees	All

		signing in book if they wish to (on counter in the Bradbury Welcome Area)		
13	Lack of ventilation and inadequate heating	<p>Seek to maintain an equable climate This includes heating and ventilation. In winter, the heating system will be set to come ON 1hr30 before the start of worship.</p> <p>The number of clerestory windows opened, and the extent of that opening should be appropriate to maintain an equable climate and presupposes adequate ventilation.</p> <p>The external doors should be kept locked during worship and fire doors should not be compromised.</p> <p><b>Close all windows and doors at end of event</b></p>	Stewards, facilitators	
14	All seats occupied	Prospective attendees may be unable to stay	Stewards/trustees to oversee	
15	Sitting too close to others	<b>Recommended</b> to leave <b>a metre</b> between households (i.e. two chairs) but people can make their <b>own decision</b> about how close they are willing to sit to others	Trustees have designated positions for chairs	Congregants not to move chairs
16	Too much clutter	Encourage congregants not to bring bags unnecessarily & to place their bags under their seats	Stewards to advise attendees	

17	Children	Stay with household		Supervision
18	Soft toys and play area in sanctuary	Families to bring own toys and sharing discouraged	Sarita to notify parents and notice in Weekly	Supervision
19	Touching others while walking around	Maintain 1m social distancing	Clear signage	Awareness
20	Not keeping to social distancing	Hirers gently to remind attendees of need to follow stipulation	Clear signage	Awareness
21	Bare feet	Socks or similar to be worn		
22	Speaker moving around sanctuary	Red/white floor tape shows area within which speaker must stay. Sound amplification by radio mics	Trustees to maintain tape markings	Awareness
23	Speaker's visual aids	Speaker to sanitise visual aids and not to permit attendees to touch the aids.		
24	Toilets (some or all).	Sanitising station provided in corridor near entrance to toilet: this to be used on entry to the toilet and, if hands not cleaned in water for 20 seconds, on exit.		Use on entry/exit
25	Kitchen	See separate risk assessment for use of kitchen	Risk assessment to be reviewed regularly	
26	Drinking water and food	See separate risk assessment for kitchen use		
27	Sound desk and projection	No seating between desks and organ. Operators to use hand sanitizer before		

		touching the equipment. Lapel mikes, if used, to be cleaned after use. Handheld mikes can be used but not shared.		
28	Instrumentalists	Musicians to observe social distancing of 1m. No sharing of equipment where feasible. Otherwise sanitising between uses.		
29	Singing – audience participation	Quiet singing whilst wearing masks		
30	Private prayer	To be supervised. Consider designating a few chairs for this purpose, grouping them, and labelling them appropriately. Clean before and after each use		
31	Pigeonholes	Access pigeon holes one person at a time. Sanitise hands before and after use.		Follow guidance
32	Tissues	Attendees to bring their own and take home when used.	Trustees	All Hirer to remind attendees
33	First aid kits	To be sanitised after use		User

**Contacts:**

Initial contact for hirers: [rooms@christchurchhitchin.org.uk](mailto:rooms@christchurchhitchin.org.uk)

Risk Assessments to be sent to: [admin@christchurch.hitchin.org.uk](mailto:admin@christchurch.hitchin.org.uk)

Updated by JM/VE/VR 22/09/2021

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