

Elim Church Romsey COVID-19 Risk Assessment

Issue 6

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Table of Contents

Intro	oduction	2
1.1.	Scope of this Risk Assessment	2
Met	hodology	2
2.1.	Register of Review Meetings	2
2.2.	Future Reviews and Updates	3
Assı	Imptions and Limitations	3
3.1.	Assumptions	3
3.2.	Limitations	3
Deta	ailed Risk Assessment	4
4.1.	Structure of the Risk Assessment	4
4.2.	Specific Scenarios in this Risk Assessment	4
4.2.1.	Risk Assessment – Appendix A	4
ppendix	A: Risk Assessment Matrix	4 1
ppendix	B: Summary of Government and Elim NLT Guidance	В 1
ppendix	C: Document Register	С1
Gover	nment guidance	С1
Elim gı	uidance(C 1
	1.1. Met 2.1. 2.2. Assu 3.1. 3.2. Deta 4.1. 4.2. 4.2.1. opendix opendix opendix opendix opendix	1.1. Scope of this Risk Assessment Methodology

1. Introduction

This document provides the COVID-19 Risk Assessment for Elim Church Romsey. The document was originally developed prior to the reopening of the building after first lockdown and has been updated as circumstances have changed. This review has been conducted based on the information available at the time of the review. This is a living document. As government guidance, Elim National Leadership Team (NLT) recommendations and other circumstances dictate, this document will be reviewed and updated as required.

1.1.Scope of this Risk Assessment

This risk assessment covers the reopening of the building to church members and members of the public. This reopening has taken place in stages, in line with government and Elim NLT guidelines supported by an appropriate risk assessment.

The removal of most COVID legal restrictions which occurred on 19 July 2021 permitted congregational singing and socialising by congregation members but a cautious approach was advised and other events such as serving refreshments, children's and youth work, mother and toddler groups, weddings, funerals, baptisms and social events were not considered.

This update of the risk assessment takes a generic approach to all events that may take place and is based on Government and Elim NLT guidelines. It assumes that events managed in line with these guidelines will be acceptably safe. An abbreviated summary of the guidelines is provided in **Appendix B** with references provided in **Appendix C** to the full text of the guidelines. **Appendix B** and **Appendix C** will be updated as other information or guidance is made available.

2. Methodology

The methodology to conduct the risk assessment was originally to undertake an inspection of the building and surroundings to identify any COVID-19 related risks. This initial risk identification was then reviewed by the church leadership team and the risk register was developed. This methodology will be followed whenever updates are required during the life of this document.

The detailed risk assessment is documented in **Section 4** and the **Appendix A** to this document.

2.1.Register of Review Meetings

Meeting	Date	Attendees
Initial building inspection	13/6/2020	Paul, Tim, Pastor Dave
Initial Zoom review meeting	18/6/2020	Pastor Dave, Paul, Tim, David, Phil, John, Pete
Update based on comments received from David Oliver (email 30/06/2020) and Government guidance published on 29/06/2020	01/07/2020	Paul. Email review by Pastor Dave, Tim, David, Phil, John, Pete
Update to cover singers on stage in small meetings and those	2/10/2020	Paul. Email review by Pastor Dave, Tim, David, Phil, John, Pete

sharing testimonies from the front in meetings.		
Update to cover the removal of most COVID legal restrictions on 19 July 2021	30/07/2021	Paul. Email review by Pastor Dave, Tim, David, Phil, John, Pete
Review of refreshments, Youth meetings and house groups	05/10/2021 and 13/10/21	Paul, Pastor Dave, Tim, David John, Pete. Zoom meeting with Paul, Pastor Dave, Tim, David, John. Then an Email review by Paul, Pastor Dave, Tim, David, Phil, John, Pete
Review of refreshments at the leaders meeting on 9 February 2022	9/2/2022	Paul, Pastor Dave, Jackie, Tim, David, John, Phil. Then a subsequent Email review by these people
Update to allow refreshments to be served from the hatch and the restart of children's work in the minor hall	9/3/2022	Paul, Pastor Dave, Jackie, Tim, David, John, Phil. Then a subsequent Email review by these people

2.2.Future Reviews and Updates

This risk assessment will be updated whenever government guidance or Elim NLT guidance are updated and other circumstances dictate. As a minimum, this document will be reviewed at intervals of no more than 12 months.

3. Assumptions and Limitations

Fundamental to any risk assessment is to understand and document the assumptions upon which the risk assessment is based. This is then likely to result in some limitations on the activities that can be undertaken. For example, a social distancing measure may limit the number of attendees at any meeting. Any change to these assumptions will require a review of the risk assessment to ascertain if any of the risks have changed, or if new risks now exist. The risk assessment is then updated as appropriate.

3.1. Assumptions

The following assumptions have been made:

 All legal restrictions have been lifted, however it remains best practice to continue to follow government and Elim guidance where relevant. A summary of this guidance is provided in Appendix B and Appendix C.

3.2.Limitations

The following limitations have been identified:

 Use of the building is limited to events conducted in accordance with the guidelines in Appendix B and Appendix C.

4. Detailed Risk Assessment

4.1.Structure of the Risk Assessment

The main structure of the risk assessment is based on the risk assessment matrix provided by Elim NLT [Appendix 3 EFGA Covid19 Churches Risk Assessment].

In line with Elim NTL guidelines the risks in the matrix have been assessed as Low, Medium and High. These risks are known as "pre-mitigation" risks. They are the risks that exist before any control measures have been put in place. They represent the risk of harm if nothing was done to address the risk.

The assessment of risk is a combination of both the frequency with which the risk occurs (how often the risk occurs) and the severity of the risk (how bad the outcome is). As this risk assessment is simply about people attending the building, the risk categorisation can be simplified to "what is the risk of a person suffering harm when they attend the building. Is it High, Medium or Low?".

Control measures should then be put in place to minimise the risks. It should be noted that some risks may not be mitigated to zero. This is normal and in our everyday lives we accept some level of risk in the activities we undertake, such as driving a car and crossing the road. Control measures should be used ensure that the risks identified in this risk assessment are reduced to acceptable levels as follows:

- High risks should always be subject to control measures to reduce them to acceptable levels;
- Medium risks should always be subject to control measures to reduce them. In some
 cases it may not be possible to reduce medium risks to lower levels and in some cases a
 medium risk may be acceptable where it is not possible to reduce it further and it is
 similar to other risks associated with the activity. However, while medium risks may be
 acceptable for bungee jumping or downhill skiing, they are unlikely to be acceptable for
 a church meeting;
- Low risks should normally be subject to control measures to reduce them. Some low
 risks will be acceptable where they are similar to other risks of attending a meeting.
 However, a key requirement of a risk assessment is that risks should be As Low As
 Reasonably Practicable (ALARP). As a responsible organisation our duty is to apply
 control measures to reduce low risks where it is financially realistic and reasonably
 practical to do so.

4.2. Specific Scenarios in this Risk Assessment

4.2.1. Risk Assessment - Appendix A

This risk assessment applies to all activities within the building such as cleaning, use of the toilets and kitchen as well as general access, egress and movement issues. It includes a number of specific areas that are likely to occur as a matter of course during services and other meetings. It covers all meetings and other activities that are likely to take place in the building in accordance with the guidelines in **Appendix B** and **Appendix C**.

This risk assessment covers activities which may take place elsewhere such as house groups. These should be undertaken in accordance with the government and Elim NLT guidance defined in **Appendix B**.

Some events may take place in other venues, such as a coffee shop. These venues will have a risk assessment conducted by the management of that venue. No specific risk assessment is conducted for these events as it is outside the scope of this risk assessment. These events should take place following the guidance provided by the venue. Elim NLT guidance should also be followed where reasonably possible.

Appendix A: Risk Assessment Matrix

What are the hazards?	Who might be harmed and how?	risk dium or w	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified	List the person(s) or personnel groups	Is the ri High, Medi Low	Briefly describe any actions that you have already put into action	Briefly describe actions that you. Your department or the organisation need to undertake	Name the person responsible for making it happen	Please put the date by which the action needed to be completed	Please put the date here when the action has been completed
RA1: Risk of Legionella in little used water services.	All users of the building.	Н		A specialist Legionella inspection has been undertaken and the recommendations implemented. A regular routine of flushing water outlets is being undertaken and recorded. Post mitigation risk: Low (A more thorough regime now in place than before lockdown).	Pastor Dave	Routine flush On-going	Routine flush On-going
RA2: COVID-19 risk to employees and others using the office and other parts of the building outside service times e.g. musicians and technicians, maintenance and cleaning team.	Pastor Dave and church members using the building for their duties.	L	A more rigorous cleaning routine is in place since lockdown.	The new rigorous cleaning routine is assessed as suitable and will continue.	No change required.	Regular cleaning regime On-going	Regular cleaning regime On- going

What are the hazards?	Who might be harmed and how?	the risk Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified	List the person(s) or personnel groups	Is the ri High, Medi Low	Briefly describe any actions that you have already put into action	Briefly describe actions that you. Your department or the organisation need to undertake	Name the person responsible for making it happen	Please put the date by which the action needed to be completed	Please put the date here when the action has been completed
RA3: COVID-19 risk should the previous cleaning regime be insufficient or inappropriate to mitigate the COVID-19 risk.	All users of the building.	L	A more rigorous cleaning routine is in place since lockdown.	The new rigorous cleaning routine is assessed as suitable and will continue.	No change required.	Regular cleaning regime On-going	Regular cleaning regime On- going
RA4: COVID-19 risk due to the use of inappropriate cleaning materials.	All users of the building.	L	To ensure that the cleaning regime is effective due to the use of appropriate cleaning materials the COSHH list of COVID-19 approved products has been checked and suitable products purchased from the list.	The new cleaning products are assessed as suitable and will continue.	No change required.	Regular cleaning regime On-going	Regular cleaning regime On- going
RA5: COVID-19 risk of contamination or transfer of the virus during the serving of refreshments.	All users of the building.	L	Due to the small space available the preparation, serving and clearing away refreshments in a COVID-19 secure is difficult.	Follow government and Elim NLT guidance on serving refreshments in a COVID-19 secure manner.	Pastor Dave and trained servers	Regular serving regime On-going	Regular serving regime On- going

What are the hazards?	Who might be harmed and how?	risk dium or v	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified	List the person(s) or personnel groups	Is the risk High, Medium Low	Briefly describe any actions that you have already put into action	Briefly describe actions that you. Your department or the organisation need to undertake	Name the person responsible for making it happen	Please put the date by which the action needed to be completed	Please put the date here when the action has been completed
RA6: COVID-19 risk of contamination should people use the kitchen (e.g. to get a glass of water).	Anyone using the kitchen and cleaning staff.	L	The kitchen was previously locked.	Follow government and Elim NLT guidance on use of the kitchen and serving refreshments in a COVID-19 secure manner.	Pastor Dave	On-going application of guidance	On-going application of guidance
RA7: COVID-19 risk of contamination or transfer of the virus during communion.	All users of the building.	L	Communion using individually packed elements was permitted under the previous risk assessment.	Follow Elim NLT guidance on the arrangements for communion.	Pastor Dave.	On-going application of guidance	On-going application of guidance
RA8: Inability to maintain social distancing due to too many people in the building.	All users of the building.	L	Previously 2m social distancing maintained throughout the building (except those briefly passing in the aisle and minor hall) and a booking system was in place to prevent overcrowding.	Follow government and Elim NLT guidance on social distancing and record keeping of those attending meetings.	Pastor Dave.	On-going application of guidance	On-going application of guidance

What are the hazards?	Who might be harmed and how?	risk dium or w	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified	List the person(s) or personnel groups	the, Me	Briefly describe any actions that you have already put into action	Briefly describe actions that you. Your department or the organisation need to undertake	Name the person responsible for making it happen	Please put the date by which the action needed to be completed	Please put the date here when the action has been completed
RA9: The risk of people carrying COVID-19 into the building.	All users of the building.	L	Hand sanitizer is currently provided inside the main door.	Follow government and Elim NLT guidance on hand sanitizer and advice to people with symptoms	No change required.	On-going application of guidance	On-going application of guidance
RA10: The risk of COVID- 19 transfer between people using toilets.	All users of the building who use the toilet.	L	The male and female toilets are currently limited to 1 user at a time.	Follow government and Elim NLT guidance on the use of toilets.	Pastor Dave.	On-going application of guidance	On-going application of guidance
RA11: The risk of COVID- 19 transfer between people in transit between the main hall, kitchen and toilets.	All users of the building transiting from the main hall to the kitchen and toilets.	L	Due to the small size of the minor hall and narrow corridor previously only 1 person was permitted at a time in the corridor.	Follow government and Elim NLT guidance on the use of confined and crowded spaces.	Pastor Dave.	On-going application of guidance	On-going application of guidance

What are the hazards?	Who might be harmed and how?	risk Jium or V	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified	List the person(s) or personnel groups	Is the risk High, Medium Low	Briefly describe any actions that you have already put into action	Briefly describe actions that you. Your department or the organisation need to undertake	Name the person responsible for making it happen	Please put the date by which the action needed to be completed	Please put the date here when the action has been completed
RA12: The risk of COVID- 19 transfer between a patient and somebody administering First Aid.	A patient and a person administering First Aid.	L	PPE is provided for the person administering First Aid.	Maintain the provision of PPE for the person administering First Aid.	No change required.	Not applicable	Not applicable
RA13: The risk of COVID- 19 transfer through use of the offering box.	All users of the building but primarily those processing the offering.	L	Use of standing orders or internet bank transfers is recommended. Treasurer and assistants should wear gloves or use hand sanitizer before and after handing the contents of the box.	Follow government and Elim NLT guidance on the conduct of offerings.	No change required.	On-going application of guidance	On-going application of guidance
RA14: The risk of COVID- 19 transfer to/from external contractors.	External contractors and those attending the building.	L	External contractors recommended to wear a mask and maintain social distancing.	Maintain the current system.	No change required.	Not applicable	Not applicable

What are the hazards?	Who might be harmed and how?	risk Jium or V	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified	List the person(s) or personnel groups	Is the risk High, Medium Low	Briefly describe any actions that you have already put into action	Briefly describe actions that you. Your department or the organisation need to undertake	Name the person responsible for making it happen	Please put the date by which the action needed to be completed	Please put the date here when the action has been completed
RA15: People are unaware of the risk assessment and COVID-19 procedures in place.	All users of the building.	L	The COVID-19 risk assessment is published on the church website: www.elimchurchromsey.com	In line with Elim NLT guidelines and government recommendations publish the updated COVID-19 risk assessment on the church website: www.elimchurchromsey.com	Paul	30/03/22	
RA16: Increased risk of COVID-19 transmission due to excessively long services.	All users of the building.	L	Service times have previously been restricted to around 45 minutes.	Follow Elim NLT guidance on the length of the service.	Pastor Dave, or person nominated by Pastor Dave to lead each service.	On-going application of guidance	On-going application of guidance
RA17: The risk of COVID- 19 transfer between people due to the sharing of church bibles and other literature.	All users of the building.	L	No bibles or other literature are currently provided.	The use of shared literature and communal objects is now a personal choice. Literature may be provided on the table at the back and it is personal choice if people wish to take it.	Pastor Dave.	Prior to each service. On- going	On-going

What are the hazards?	Who might be harmed and how?	risk dium or w	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified	List the person(s) or personnel groups	the, Me	Briefly describe any actions that you have already put into action	Briefly describe actions that you. Your department or the organisation need to undertake	Name the person responsible for making it happen	Please put the date by which the action needed to be completed	Please put the date here when the action has been completed
RA18: COVID-19 risk due to singing and playing of instruments.	All users of the building.	L	Limited singing and playing of instruments is permitted on the stage during services subject to social distancing,	Follow government and Elim NLT guidance on singing and playing instruments.	No change required.	On-going application of guidance	On-going application of guidance
RA19: Attendees may not self-isolate if the church is unable to support NHS Test and Trace.	General public	L	A register of attendees was previously kept.	Follow government and Elim NLT guidance on attendance and record-keeping.	No change required.	On-going application of guidance	On-going application of guidance
RA20: Symptomatic or self- isolating people creating a risk of them spreading or contracting COVID-19.	All users of the building.	L	People who are symptomatic or self-isolating are not permitted to attend. Poster at door advising those not to attend.	Follow government and Elim NLT guidance on attendance and record-keeping.	No change required.	On-going application of guidance	On-going application of guidance

What are the hazards?	Who might be harmed and how?	risk dium or w	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified	List the person(s) or personnel groups	Is the risk High, Medium Low	Briefly describe any actions that you have already put into action	Briefly describe actions that you. Your department or the organisation need to undertake	Name the person responsible for making it happen	Please put the date by which the action needed to be completed	Please put the date here when the action has been completed
RA21: Spread of COVID-19 can be limited by the use of face covering.	All users of the building.	L	Face coverings were previously mandatory.	Follow government and Elim NLT guidance on face coverings.	No change required.	On-going application of guidance	On-going application of guidance
RA23: Risk of transmission of COVID-19 at other meeting (such as youth meetings and children's work).	All attending these meetings	М	Youth meetings did not previously take place.	Follow government and Elim NLT guidance on these meetings.	Pastor Dave	On-going application of guidance	On-going application of guidance
RA23: Risk of transmission of COVID-19 at house groups.	All attending house groups	М	House groups did not take place in lockdown.	Follow government and Elim NLT guidance on house groups.	Nominated house group leader.	On-going application of guidance	On-going application of guidance

Appendix B: Summary of Government and Elim NLT Guidance

Description	Government Guidance	Elim NLT Guidance	
Monitor infection	No additional guidance	No additional guidance	
rates			
People with COVID	Anyone with symptoms of COVID-19 should not attend.		
symptoms Social distancing	Personal choice. You may	Consider providing more spaced	
Jocial distancing	choose to limit the close contact	seating or a section of	
	you have with people you do	more socially distanced seating for	
	not usually live with in order to	individuals who are	
	help reduce your risk of	nervous about returning, especially if	
	catching or spreading COVID-19.	they are considered Clinically	
		Extremely Vulnerable.	
Hand Sanitizing	Use hand sanitizer regularly as	Keep the hand sanitizers in place and	
	an effective way to reduce your risk of catching illnesses,	ask people to clean their hands when they enter the building or	
	including COVID-19.	move around.	
Face covering	You should wear face coverings	A sensitive and clearly	
	in crowded and enclosed areas	communicated policy for those who	
	where you come into contact	wish to continue wearing them.	
	with people you don't usually		
	meet.		
Ventilation	Ventilation is important and	The single most important mitigation	
	should be considered alongside other control measures to	to reduce the spread of the virus. Open doors and windows for at least	
	reduce the risk of COVID-19	10-15 minutes before and after	
	transmission.	services. Keep as many open during	
		the service as possible.	
Shared objects	The use of shared communal	No additional guidance	
	objects is now a personal		
	choice.		
Cleaning regime	Keep the area clean to prevent	Continue to have a more enhanced	
	the spread of COVID-19. Frequently cleaning of objects	cleaning regime in place, especially around surfaces.	
	and surfaces that people touch	around surfaces.	
	regularly.		
Singing	There are no limits on singing or	Consider providing more spaced	
	performing indoors, however,	seating or a section of	
	singing, dancing, exercising or	more socially distanced seating for	
	raising voices can also increase	individuals who are	
	the risk of catching or passing on COVID-19.	nervous about returning, especially if they are considered Clinically	
	OII COVID-19.	Extremely Vulnerable.	
Service length	No additional guidance	No additional guidance	
Personal prayer	No additional guidance	No additional guidance	
Offerings	No additional guidance	No additional guidance	
Communion	No additional guidance	No additional guidance	
Baptism	No additional guidance	No additional guidance	

House groups	No additional guidance	Be cautious as people may be relaxed and not necessarily follow guidance. Ventilation is key. Meet outdoors if possible. Alternatively, open doors and windows before people arrive and keep them open if possible. Ask people to wash their hands or sanitise them. Try to sit people in households and keep some distance where possible.
Refreshments	Provide adequate ventilation. A CO2 monitor can help identify poorly ventilated spaces. Minimise contact between people and workers and between workers. Consider the use of screens and face coverings in enclosed and crowded spaces. Sanitise frequently. Minimise the number of surfaces touched by staff and customers. Clean non-disposable condiments between use or only use disposable items. Minimise self-service options (like cutlery).	No additional guidance
Children's work	In addition to other measures, consistent groups ('bubbles') need not be used. Have a contingency plan (outbreak management plan) to cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Face coverings should be considered if you have a substantial increase in the number of positive cases in your setting.	Follow government guidelines.
Weddings and Funerals	No additional guidance for weddings. Limited exemptions from quarantine apply to funerals. Wear PPE if close contact is required with a deceased person.	No additional guidance.

Toilets	Use signs and posters to encourage best practice. Make hand sanitizer and other cleaning materials available. Provide ventilation. Have a robust cleaning plan with visible schedule.	No additional guidance.
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Appendix C: Document Register

Government guidance

Document	Link
Working safely during coronavirus	https://www.gov.uk/guidance/working-safely-during-
(COVID-19)	covid-19
COVID-19: guidance for the safe use of	https://www.gov.uk/guidance/covid-19-guidance-for-the-
places of worship	safe-use-of-places-of-worship
Working safely during coronavirus	https://www.gov.uk/guidance/working-safely-during-
(COVID-19) - Guidance for people who	covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-
work in or run restaurants, pubs, bars,	<u>services</u>
cafes, nightclubs or takeaways.	
Coronavirus (COVID-19): Wedding and	https://www.gov.uk/guidance/coronavirus-covid-19-
civil partnership ceremonies,	wedding-and-civil-partnership-ceremonies-receptions-
receptions and celebrations	<u>and-celebrations</u>
Coronavirus (COVID-19): guidance for	https://www.gov.uk/government/publications/covid-19-
funerals and commemorative events	guidance-for-managing-a-funeral-during-the-coronavirus-
during the coronavirus pandemic	pandemic/covid-19-guidance-for-managing-a-funeral-
_	<u>during-the-coronavirus-pandemic</u>
COVID-19: Actions for out-of-school	https://www.gov.uk/government/publications/protective-
settings	measures-for-holiday-or-after-school-clubs-and-other-
	out-of-school-settings-for-children-during-the-
	coronavirus-covid-19-outbreak/covid-19-actions-for-out-
_	<u>of-school-settings</u>
The use of personal protective	https://www.gov.uk/government/publications/safe-
equipment (PPE) in education,	working-in-education-childcare-and-childrens-social-
childcare and children's social care	care/the-use-of-personal-protective-equipment-ppe-in-
settings, including for aerosol	education-childcare-and-childrens-social-care-settings-
generating procedures (AGPs)	including-for-aerosol-generating-procedure

Elim guidance

202201 Elim Covid Guidance for England (v4)