



## **Grace Church Greenwich (GCG) - COVID-19 Risk assessment**

Date updated: 27/09/20

Version 3

Document Control: Kate Squire

### **A - Returning to Grace Church Greenwich (GCG)**

The UK Government published updated guidance for places of worship (in England) on 14 August.

GCG is following the Government guidance as it assists places of worship to open for a broad range of worship activities, in accordance with the associated legislation. Areas addressed include:

- Key principles for safely opening places of worship
- Adapting practices to reduce the spread of infection
  - The use of shared items
  - Food and Drink
  - Singing, chanting and the use of musical instruments
  - Young people and children attending places of worship
- General actions to reduce the spread of infection
  - Test and trace



- Restrictions on capacity
- Social distancing
- People who are symptomatic
- Individuals who are self-isolating due to a possible or confirmed case of COVID-19 in the household
- Hygiene
- Toilets
- Cleaning
- Face coverings
- Protecting the vulnerable
- Individuals aged 70 years and over attending the place of worship
- Individuals who are extremely clinically vulnerable/shielding
- Protective security  
Adapting GCG to COVID-19 measures have been considered with regard to protective security implications.
- Enforcement

## **B - Statement**

The below Risk Assessments aim to:

**1 - protect all GCG staff/employees, volunteers, trustees, members, visitors, building users from infection of Coronavirus/COVID-19**

**2 - protect GCG from any reputational damage with the gospel coming into disrepute (e.g. if GCG causes an outbreak of Coronavirus/COVID-19)**

Trustees are responsible for the assessment of compliance with the Government guidelines i.e. carrying out risk assessments and ensuring they are adhered to. GCG will be adhering to all the Governments guidelines including all the 'must' (requirement by law) and wherever possible the 'should' (strongly advised).

Fair and equal access has been safely provided for all users to be able to undertake faith practices, in line with government guidelines and considering requirements under the Equality Act 2010 where these apply

Review Date: This is a live document and will be updated and reviewed as guidance changes or government restrictions are lifted or increased. It will also be update as GCG progresses through its phased return to physical meeting.

## **C - Risk Assessments**

This risk assessment outlines GCG's approach in relation to this guidance.

1. Grace Church Greenwich General - Risk Assessment				
	Identified Hazard	Risk evaluation	Who might be at risk?	Control measures to reduce the risk/Precautions in place
1.1	Exposure to COVID-19: people entering GCG carrying COVID-19 and passing it on to other building users. (Person enters with or without symptoms but could be carrying the virus).	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>All Building users/attendees<sup>1</sup> could be harmed by a potential outbreak of COVID-19</p> <p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable<sup>2</sup> people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable<sup>2</sup> people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could potentially be harmed by an outbreak of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Two metre social distancing is to be maintained wherever possible. Where it is not possible to stay two metres apart, a social distance of 'one metre plus' (meaning staying one metre apart, plus mitigations i.e. wearing face coverings/masks<sup>3</sup> and where necessary also gloves, screens etc. which reduces the risk of transmission) will be maintained. <b>Please note that due to the overall room size and layout in the Building's Main Auditoriums attendees will be spaced 1m apart.</b></li> <li>• Restricting the number of attendees in line with the Government Guidelines and Greenwich University's (GCG Landlord) COVID-19 Secure Capacity levels.</li> <li>• Hand sanitiser to be provided at all entrances, exits and high touch points - On entering and leaving, everyone, including staff, is to be asked to use hand sanitiser.</li> <li>• Signage/markings to inform people to follow a specific route or where queues could form such as toilets, stair cases, lobbies, lifts and exit.</li> <li>• Doors to remain open wherever possible to maximise ventilation and minimise touch points wherever possible.</li> <li>• Attendees to be informed in advance that (by email and GCG website):             <ol style="list-style-type: none"> <li>1- Any attendee or a member of their household having symptoms should follow government guidance and self-isolate. The individual and all members of their household should not enter King William Court, Old Royal Naval College ('the Building') or attend any in person group/church activity.</li> <li>2- Any person feeling unwell or if a member of their household is feeling unwell should not enter the Building or attend any in person group/church activity.</li> <li>3- If any person becomes unwell with symptoms of COVID-19 during any of our in person church activities they should go home immediately and are advised to follow the stay at home guidance, which covers NHS Test and Trace.</li> <li>4- Vulnerable people and extremely vulnerable people (or those Shielding) are advised to take particular care and to follow relevant Government guidelines.</li> <li>5- On entry and exit everyone must sanitise their hands.</li> </ol> </li> </ul>

				<p>6- Two metres social distancing must be maintained wherever possible. Where it is not possible, a social distancing of 'one metre plus' (meaning staying one metre apart, plus mitigations i.e. wearing face coverings/masks and where necessary also gloves, screens etc. which reduces the risk of transmission) must be maintained. <b>Please note that due to the overall room size and layout in the Building's Main Auditoriums attendees will be spaced <u>1m apart</u>.</b></p> <p>7- Masks are to be worn at all times<sup>3</sup></p> <p>8- All signage and demarcating's are to be followed at all times.</p> <p>9- Attendees encouraged not to linger prior or post the corporate worship service or any in person group/church activity.</p> <p>10- Attendees are informed that by attending a corporate worship service or in person group/church activity they are agreeing to their personal data being temporarily stored for NHS Test and Trace in line with Government requirements and GDPR.<sup>4</sup></p> <ul style="list-style-type: none"> <li>• Signage at all entrances stating:             <ol style="list-style-type: none"> <li>1- Do not enter if you or a member of your household are feeling unwell.</li> <li>2- On entry and exit, please wash or sanitise your hands.</li> <li>3- Maintain a two metre distance wherever possible.</li> <li>4- Wear a face covering/mask at all times.</li> <li>5- Respect and follow the signage, indicating routes/walkways, queuing positions, maximum capacity etc.</li> <li>6- GCG Bespoke NHS QR code posters displayed for visitors using the new NHS Track and Trace Application. Alternative data storage method for attendees without smartphones.</li> </ol> </li> <li>• Increased cleaning of the Building using anti-viral cleaning products will be performed by the GCG Landlord.</li> </ul>
1.2	Entrances and Exits	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Restricting the number of attendees in line with the Government Guidelines and the GCG Landlord's COVID-19 Risk Assessment to reduce congestion and queues.</li> <li>• Managing and directing the flow of people into and through the space to avoid close contact using signage, queuing lanes and one-way systems etc.</li> <li>• Staircases dedicated to one directional flow (i.e. either upwards or downwards)</li> <li>• Signage/markings to inform people to follow a specific route or where queues could form such as toilets, stair cases, lobbies and exit.</li> <li>• Hand sanitiser to be provided at all entrances and exits</li> <li>• Doors to remain open wherever possible to maximise ventilation and minimise touch points wherever possible.</li> <li>• Please ensure that social distancing is maintained when leaving or going to your</li> </ul>

				<p>vehicle in the Building's car park.</p> <ul style="list-style-type: none"> <li>Attendees, staff and volunteers encouraged not to linger prior or post any in person group meeting/activity.</li> <li>Signage at all entrances stating: <ol style="list-style-type: none"> <li>Do not enter if you or a member of your household are feeling unwell</li> <li>On entry and exit, please wash or sanitise your hands.</li> <li>Maintain a two metre distance wherever possible.</li> <li>Wear a face covering /mask at all times.</li> <li>Respect and follow the signage, indicating routes/walkways, queuing positions, maximum capacity etc.</li> </ol> </li> </ul>
1.3	High touch points e.g. door handles, light switches, staircase handrails, bins, toilet flushes, locks etc.	Risk of infection of Coronavirus / COVID-19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>Hand sanitiser to be provided at all entrances, exits and high touch points</li> <li>Doors to remain open wherever possible to maximise ventilation and minimise touch points.</li> <li>Increased cleaning of the Building using anti-viral cleaning products will be performed by the GCG Landlord.</li> </ul>
1.4	Auditorium/Classroom seating	Risk of infection of Coronavirus / COVID-19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>No reuse of the chairs/benches within 72-hour period or until GCG Landlord has undertaken cleaning.</li> <li>Where chairs/benches are required for use within a 72-hour period, increased cleaning before and after using a sanitising detergent or bleach cleaner will be carried out</li> </ul>
1.5	Inside the main Building Auditorium	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>Two metre social distancing is to be maintained wherever possible. Where it is not possible to stay two metres apart, a social distance of 'one metre plus' (meaning staying one metre apart, plus mitigations i.e. wearing masks and where necessary also gloves, screens etc. which reduces the risk of transmission) will be maintained. <b>Please note that due to the overall room size and layout in the Building's Main Auditoriums attendees will be spaced 1m apart.</b></li> <li>Restricting the number of attendees in line with the Government Guidelines and the GCG Landlord's COVID-19 Risk Assessment</li> </ul>

		cough, sore throat, high fever, shortness of breath, pneumonia, fatality.		<ul style="list-style-type: none"> <li>• Masks are to be worn at all times.</li> <li>• Bench seating positions to allow for two metre social distance between them. (this refers to the standalone bench seating on the back wall of the Main Auditorium all other seating is 1m apart per the Landlord's layout)</li> <li>• Signage/markings to inform people to follow a specific route, entrance and exit.</li> <li>• One way-system in place. Where a one-way system is not possible, a 'keep left' policy to be adhered too.</li> <li>• Attendees encouraged not to linger prior or post the corporate worship service or any in person group/church activity.</li> </ul>
1.6	Internal semi-enclosed, fully enclosed & confined spaces such as: hall/Sunday School/Noisy Church/staircases  (Toilets addressed below)	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Signage at entrances of all semi-enclosed, fully enclosed and confined spaces advising: <ol style="list-style-type: none"> <li>1) Do not enter if you are feeling unwell.</li> <li>2) Please wash or sanitise your hands.</li> <li>3) Maintain a two metre distance wherever possible.</li> <li>4) Wear a face covering when moving around the building and where 2 metre distancing cannot be maintained.</li> </ol> </li> <li>• Hand sanitiser to be provided in all useable semi-enclosed, fully enclosed and confined spaces</li> </ul>
1.7	Toilets	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Signage indicating: <ol style="list-style-type: none"> <li>1) Maximum capacity allowed</li> <li>2) Please wash your hands according to Government guidelines</li> </ol> </li> <li>• Poster to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into the crook of your sleeved arm if a tissue is not available.</li> <li>• Enhanced cleaning routine using a sanitising detergent or bleach cleaner after corporate worship service or any group/church activity. Cleaner to be fully briefed.</li> <li>• Ensure that there is sufficient soap, hot water and paper towels available. In addition, hand sanitiser to be available at entry/exit points.</li> </ul>
1.8	Emergency evacuation causing people to move into confined fire escapes and/or not maintain social distancing	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• All attendees to be advised in advance that emergency evacuation would take precedence over social distancing, one-way systems and other mitigating factors that are in place.</li> <li>• All attendees advised to disperse in an evacuation and not for a group(s) together.</li> <li>• leader/staff/volunteers informed of above.</li> </ul>

		with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.		
1.10	People not following social distancing and other procedures in place to prevent the spread of COVID-19	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Signage at all entrances</li> <li>• An email sent to all known attendees in advance/details on GCG website stating: Respect and follow the signage, indicating routes/walkways, queuing positions, maximum capacity etc.</li> </ul>
1.11	Delivering First Aid	Risk of infection of Coronavirus / COVID-19 from transmission from direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Suitable PPE (i.e. face visors, gloves, masks) available with First Aid equipment.</li> <li>• First Aid kits to include hand sanitiser.</li> <li>• leader/staff/volunteers to be informed of the PPE available and encouraged to use these when first aid is being administered.</li> </ul>
1.12	Transport	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Public transport should be avoided wherever possible. If this is not possible, Government guidelines should be followed and a mask should be worn when travelling on public transport.</li> <li>• Wherever possible attendees should travel with their household (or bubble) using their own transport, or alternatively walk or cycle.</li> <li>• A suitable hand sanitiser must be used after commuting, before or upon entering the Building.</li> <li>• If returning from abroad, the self-quarantine period should be adhered to prior to attending corporate worship service or any in person group/church activity.</li> </ul>

		cough, sore throat, high fever, shortness of breath, pneumonia, fatality.		<ul style="list-style-type: none"> <li>• There will be no lift/transport services arranged by the church. If a lift/transport is required, Government Guidelines need to be adhered to on how to do it safely.</li> </ul>
1.13	Running out of cleaning products / hand sanitizer	Risk of infection of Coronavirus / COVID-19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Stocks of hand sanitizer and cleaning products are to be topped up weekly and/or prior to depletion.</li> <li>• A minimum one months' supply in the GCG van at all times.</li> </ul>
1.14	Suspected or confirmed case whilst in the building	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• If an attendee/volunteer/ staff member develops symptoms compatible with coronavirus (COVID-19), they (and their household) should be sent home immediately and advised to self-isolate in accordance with the Government Guidelines. They should also arrange to have a test to see if they have coronavirus COVID-19. Where the person tests negative, they (and their household) can stop self-isolating and return to attend a corporate worship service or any in person group/church activity. Where the person tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that all attendees within the setting should self-isolate for 14 days.</li> <li>• In addition, the Landlord will be notified of the occurrence of a positive case by a member of the GCG Staff Team.</li> <li>• If an attendee/building user/staff member tests negative but is unwell, they should not return until they are recovered.</li> <li>• Depending on the exposure of a suspected case to other Building users/attendees, an outbreak control clean may be required, including:             <ol style="list-style-type: none"> <li>1 - Deep sanitising cleans of the immediate area, shared areas (such as toilets and welfare points) and high touch points where the confirmed or suspected case has been. (This will be performed by the GCG Landlord)</li> <li>2 - Ensuring everything else in the areas (such as walls, carpets, chairs, tables etc. that normally aren't cleaned regularly) are sanitised.</li> <li>3 - Due to the higher likelihood of harm to the cleaner, the cleaner must be fully</li> </ol> </li> </ul>

				<p>trained and in PPE that covers their entire body.</p> <ul style="list-style-type: none"> <li>• Process for NHS Test and Trace to be followed: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</a></li> <li>• A record of all attendees will be kept for 21 days. When collecting the names and contact details of attendees, their consent will be requested.</li> </ul>
1.15	Travelling (outside of United Kingdom)	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	When travelling abroad (outside of United Kingdom), Government Guidelines need to be followed. If self-isolation is required in accordance with the Government guidelines, attendees should not attend a corporate worship service or any in person group/church activity until the self-isolation period is completed.

## 2. Grace Church Greenwich Music and AV Teams - Risk assessment

	Identified Hazard	Risk evaluation	Who might be at risk?	Control measures to reduce the risk/Precautions in place
2.1	Chairs/tables	Risk of infection of Coronavirus / COVID-19 from transmission from contaminated surfaces resulting in various levels of	Service leader, musician/singer and videographer have a heightened risk of exposure.	<ul style="list-style-type: none"> <li>• Hand sanitiser to be provided at all entrances and exits</li> <li>• No reuse within 72-hour period</li> </ul>

		symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users could be harmed by a potential outbreak of COVID-19.	
2.2	Transmission of infection from service leader and those leading corporate prayer or reading	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p>	<ul style="list-style-type: none"> <li>• 2m social distance to be maintained at all times</li> <li>• No shouting (microphones to be used)</li> <li>• Sanitisation of microphones and surfaces post each service</li> <li>• PerspexScreen to be used</li> </ul>

2.3	Transmission of infection from singer/musician(s)	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All Building users could be harmed by a potential outbreak of COVID-19.</p>	<ul style="list-style-type: none"> <li>• 2m social distance between the musicians to be maintained at all times</li> <li>• No shouting (microphones to be used)</li> <li>• 2m social distancing at all times or masks shall be worn and no one from the congregation directly in front of musicians</li> <li>• No wind instruments to be played</li> <li>• No instruments to be shared within a 72-hour period</li> <li>• Sanitisation with appropriate cleaning products of instruments, microphones and surfaces pre/post set up and set down</li> <li>• Perspex Screen to be used</li> </ul>
2.4	Equipment used for preaching, sound equipment and music instruments	Risk of infection of Coronavirus / COVID-19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Service leader, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All Building users could be harmed by a potential outbreak of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Equipment (namely but not limited to microphones) and instruments to not be shared within a 72-hour period wherever possible. Where this is not possible, items/equipment should be thoroughly cleaned using suitable sanitising products before use by another person.</li> <li>• Sanitisation with appropriate cleaning products of instruments, microphones and surfaces pre/post set up and set down</li> <li>• Wash hands thoroughly prior to touching any shared equipment and upon completion</li> </ul>
2.5	Working in close proximity to others (required for certain tasks)	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an	<p>Service leader, musicians, AV Team have a heightened risk of exposure.</p> <p>All Building users could be</p>	<ul style="list-style-type: none"> <li>• Limiting the amount of time working in close proximity.</li> <li>• Where appropriate use of appropriate PPE (gloves/masks) to mitigate risk.</li> <li>• Wash hands prior to touching any shared equipment, upon completion of the task and before touching anything else.</li> <li>• Perspex screen to be used.</li> </ul>

		infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	harmed by a potential outbreak of COVID-19.	
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### 3. Grace Church Greenwich Corporate Worship Service - Risk assessment

	Identified Hazard	Risk evaluation	Who might be at risk?	Control measures to reduce the risk/Precautions in place
3.1	Exposure to COVID -19: people entering GCG carrying COVID -19 and passing it on to other building users. (Person enters with or without symptoms but could be carrying the virus).	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>All Building users/attendees could be harmed by a potential outbreak of COVID-19</p> <p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All Building users could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> <li>• Maximum capacity levels to be complied with at all times</li> <li>• Continuation of streaming/online corporate worship services to avoid large gatherings and to continue to reach those individuals who are self-isolating or particularly vulnerable.</li> <li>• Those leading the worship reminding congregants of the importance of social distancing and hygiene.</li> </ul>

3.2	Communion	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• No communion to be served.</li> </ul>
3.3	Shared Paper Documents (Service leaflets/bulletins/Order of Service)	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users could be harmed by a potential outbreak of COVID-19	<ul style="list-style-type: none"> <li>• No paper documents to be issued, all service notices and bulletins to be sent via soft copy/electronically.</li> <li>• Wherever any paper documents are required, these are to be printed by the individual required for their sole use</li> </ul>
3.4	Shared Bibles	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Attendees/visitors are encouraged to bring their own Bibles and their owner should take them when they leave after the corporate worship service. If the church does provide Bibles, these are to be quarantined for 72-hours before and after use.</li> </ul>

3.5	Transmission of infection from service leader, musicians/singer(s)	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All Building users could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Two metre social distance to be maintained at all times.</li> <li>• Minimum of two metre social distancing between the service leader and attendees.</li> <li>• Service leader to wear a mask at all times except when leading from the front when the Service leader will be behind a Perspex screen</li> <li>• No shouting (microphones to be used).</li> <li>• Services to be concluded in the shortest reasonable time.</li> <li>• Sanitisation or locking away for a 72-hour period of all microphones post each corporate worship service.</li> </ul>
3.6	Working in close proximity to others (required for certain tasks)	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/volunteers have a heightened risk of exposure.</p> <p>All Building users/visitors could potentially be harmed by an outbreak of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Limiting the amount of time working in close proximity.</li> <li>• Use of appropriate PPE (gloves/masks) to mitigate risk.</li> <li>• Wash hands prior to touching any shared equipment, upon completion of the task and before touching anything else.</li> </ul>

3.7	Transmission through singing, chanting and the use of musical instruments	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Staff/employees/trustees/elders have a heightened risk of exposure.  All Building users/visitors could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Social distancing to be maintained at all times between singer(s)/musician(s) as well with other attendees.</li> <li>• Singer/Musician(s) to wear a mask at all times except when singing.</li> <li>• Singer/Musician(s) limited to a group of no more than 4 households.</li> <li>• Singing will not include attendee participation (only singers).</li> <li>• No shouting (microphones to be used).</li> <li>• Perspex screen to be used</li> <li>• Sanitisation or locking away for a 72-hour period of all microphones used post each corporate worship service. Sanitisation should also be performed pre and post set up and set down.</li> <li>• Any instrument played during worship is to be cleaned thoroughly before and after use.</li> <li>• No instruments to be shared within a 72-hour period</li> <li>• No wind instruments to be played.</li> <li>• Singing in front of attendees to be restricted to a small group maintaining social distancing</li> </ul>
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**4. Grace Church Greenwich Sunday School - Risk Assessment**

	Identified Hazard	Risk evaluation	Who might be at risk?	Control measures to reduce the risk/Precautions in place
4.1	Exposure to COVID -19 (people entering GCG carrying COVID -19 and passing it on to other building users) through the nature of activities, group size, group setting etc.	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Children, parents, staff and volunteers  All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Restricting the number of attendees to bubbles of 15 in line with the Government Guidelines.</li> <li>• Group to be split into smaller groups and retaining consistent groups i.e. no mixing between groups. Groups of no more than 15 children and the appropriate number of Sunday School leaders required to maintain safeguarding requirements.</li> <li>• Sunday School Leaders to wear Perspex Visors</li> <li>• Any personal items are not to be shared, and are to be safely kept in a designated area and are to be removed by the owner after every group meeting.</li> <li>• Records of the children attending to be kept for at least 21 days, and include the specific group and members of staff/volunteers they have been assigned to in our setting.</li> <li>• Government's system control measures to be in place including:               <ol style="list-style-type: none"> <li>1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test and Trace to self-isolate, do not attend</li> </ol> </li> </ul>

				<p>Sunday School</p> <p>2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</p> <p>3) ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) Classrooms will be deep cleaned using anti-viral cleaning before being occupied by Sunday School and will be deep cleaned following Sunday School. This cleaning will be performed by the Landlord.</p>
4.2	Entrances and Exits to Classroom	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Children, staff and volunteers</p> <p>All Building users/attendees could potentially be harmed by an outbreak of COVID-19.</p>	<ul style="list-style-type: none"> <li>• All staff, volunteers and attendees to use hand sanitiser before and after each meeting and additionally as required.</li> <li>• Doors to remain open wherever possible (while still maintaining safeguarding requirements at all times).</li> </ul>
4.3	Emergency evacuation causing people to move into confined fire escapes and/or not maintain social distancing	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Children, staff and volunteers</p> <p>All Building users/attendees could potentially be harmed by an outbreak of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Children to be advised to remain with their leader/staff/volunteers in an evacuation in line with safeguarding requirements at all times. Standard Evacuation procedure to be followed.</li> </ul>
4.4	People not following physical distancing and other procedures to prevent the spread of COVID -19	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces	<p>Children, staff and volunteers</p> <p>All Building users/attendees</p>	<ul style="list-style-type: none"> <li>• Signage at all entrances</li> <li>• Email sent to all attendees in advance and details on GCG Website stating: Respect and follow the signage, indicating routes/walkways, queuing positions, maximum capacity etc.</li> <li>• Safeguarding requirements will be maintained in this process.</li> </ul>

		or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	could potentially be harmed by an outbreak of COVID-19.	
4.5	Transmission of infection due to the use of Paper Documents (handouts), notebooks and stationery in Sunday School	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Children, parents, staff and volunteers  All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Wherever possible, no paper documents to be issued, all notices and documents to be sent via soft copy/electronically.</li> <li>• Wherever any paper documents are required, these are to be printed by the individual required for their use only.</li> <li>• If any paper document are to be issued or provided, these are to be for single use only and are to be removed and disposed of by the attendee/individual using them.</li> <li>• Attendees/visitors are encouraged to bring their own Bibles and their owner should take them when they leave after the group meeting/activity. If the church does provide Bibles, these are to be quarantined for 72-hours before and after use.</li> <li>• Individuals/attendees to bring their own notebooks, journals, paper, pens, stationery etc. No sharing of any notebooks, journals, paper, pens, stationery etc.</li> </ul>
4.6	Transmission of infection from staff or volunteer	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Children, parents, staff and volunteers  All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Two metre social distancing is to be maintained wherever possible. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations i.e. wearing face coverings/masks and where necessary also gloves, screens etc. which reduces the risk of transmission) will be maintained. <b>Please note that due to the overall room size and layout in the Building’s Sunday School Classrooms attendees will be spaced <u>1m apart</u>.</b></li> <li>• Staff/volunteers to wear a Perspex Visor at all times</li> <li>• No shouting</li> <li>• Staff/volunteers restricted to a maximum of 5 with appropriate staff:child ratios and safeguarding requirements.</li> </ul>

4.7	Transmission of infection due to physical activities/game sessions	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Children, staff and volunteers  All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Restricting the number of attendees to 15 in line with the Government Guidelines.</li> <li>• No physical contact activities between Sunday School Bubble groups.</li> <li>• No shouting</li> <li>• There will be no communal singing instead there will be songs played or performed by the Sunday School Leader.</li> <li>• Any games will be appropriately socially distanced and will not require any physical contact or sharing of items.</li> <li>• Any shared facilities for children, such as play corners, soft furnishings, craft materials, soft toys and toys that are hard to clean, will be removed and/or put out of use.</li> </ul>
4.8	Transmission of infection within Sunday School Bubble	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Children, staff and volunteers  All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• All Leaders and Attendees will use hand sanitiser upon entry</li> <li>• All leaders (and any other attendees who are 12 years old or over) will wear a mask/Perspex Visor at all times</li> <li>• Hand sanitiser and wipes will be available for use throughout the Sunday School lesson</li> <li>• The doors will be kept open to minimise unnecessary touching of surfaces and encourage ventilation.</li> <li>• Chairs/Desk seating positions to allow for two metre social distance between them.</li> </ul>
4.9	Transmission of infection during Sunday School Registration	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Children, parents, staff and volunteers  All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• On arrival, children will be registered at a Welcoming Desk at the entrance of the building.</li> <li>• They will be signed in electronically on an iPad only to be handled by Welcoming Desk. This sign in will not require a signature but instead the Welcoming Desk attendant will perform sign 'by proxy'. This is a departure from normal policy in order to minimise contact and maintain safety.</li> <li>• Children will be in the care of Sunday School Leaders from the moment they have been electronically signed in until signed out at the end of the session and collected by their parent/carer.</li> <li>• Data will be held for both Track and Trace purposes and as required by the GCG Safeguarding Framework.</li> </ul>

				<ul style="list-style-type: none"> <li>• Parents and carers will not be allowed to enter the rooms in order to further reduce face-to-face contact with Sunday School leaders and children outside their Household bubble.</li> <li>• A map detailing both Sunday Registration and Pickup can be found in the appendix to this document.</li> </ul>
4.10	Transmission of infection during Sunday School Pick Up	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Children, parents, staff and volunteers</p> <p>All Building users/attendees could potentially be harmed by an outbreak of COVID-19.</p>	<ul style="list-style-type: none"> <li>• All Sunday School Attendees will be escorted in their group bubbles by their Sunday School Leaders to a sheltered area outside the Building (see map in Appendix).</li> <li>• Sunday School Attendees will be supervised by their Sunday School Leaders until Parents arrive to collect them.</li> <li>• Parents/carers who are collecting their children should form a socially distanced queue staying 2m apart from other Household Bubbles.</li> <li>• Sunday School Leaders will sign out the Sunday School attendees electronically on an iPad/phone which will only be handled by the Sunday School Leaders. This sign in will not require a signature but instead the Sunday School Leader will perform sign 'by proxy'. This is a departure from normal policy in order to minimise contact and maintain safety.</li> <li>• Children will be in the care of Sunday School Leaders from the moment they have been electronically signed in until signed out and collected by their parent/carer.</li> <li>• Data will be held for both Track and Trace purposes and as required by the GCG Safeguarding Framework.</li> <li>• A map detailing both Sunday Registration and Pickup can be found in the appendix to this document.</li> </ul>
4.11	Transmission of infection when Sunday School Attendees use Toilet Facilities	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Children, staff and volunteers</p> <p>All Building users/attendees could potentially be harmed by an outbreak of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Sunday School Attendees will be escorted to the toilet at their request by one leader.</li> <li>• Sunday School Attendees will be asked to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.</li> <li>• Maximum Capacity levels for Toilet Facilities will be adhered to at all times</li> </ul>

4.12	Transmission of infection due to Sunday School Leaders not following enhanced protocols	Risk of infection of Coronavirus / COVID-19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Children, staff and volunteers  All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Leaders at Sunday School will be required to attend a detailed training session on the enhanced protocols and recognise their responsibilities, so that, at all times:</li> <li>• Sunday School Leaders will comply with social distancing and use of face visors.</li> <li>• Sunday School Leaders will be advised to follow handwashing procedures after handling goods</li> <li>• Adequate supplies of hand sanitisers will be readily available to Sunday School Leaders</li> </ul>
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5. Grace Church Greenwich 'Noisy Church' - Risk Assessment				
	Identified Hazard	Risk evaluation	Who might be at risk?	Control measures to reduce the risk/Precautions in place
5.1	Exposure to COVID -19 (people entering GCG carrying COVID -19 and passing it on to other building users) through the nature of activities, group size, group setting etc.	Risk of infection of Coronavirus / COVID -19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Children, parents, staff and volunteers  All Building users/attendees could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• Restricting the number of attendees based on the Government Guidance and the Landlord's Risk Assessment Capacity for the relevant space</li> <li>• Records of attendees to be kept for at least 21 days, and include details of the relevant Noisy Church per attendee</li> <li>• Government's system control measures to be in place including:               <ol style="list-style-type: none"> <li>1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test and Trace to self-isolate, do not attend Sunday School</li> <li>2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>3) ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) 'Noisy Church' rooms/space will be deep cleaned using anti-viral cleaning before being occupied and will be deep cleaned following 'Noisy Church'. This cleaning will be performed by the Landlord.</li> </ol> </li> </ul>

5.2	Transmission of infection within 'Noisy Church'	Risk of infection of Coronavirus / COVID -19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Children, parents, staff and volunteers  All Building users/attendees could potentially be harmed by an outbreak of COVID -19 could potentially be harmed by an outbreak of COVID-19.	<ul style="list-style-type: none"> <li>• All attendees will use hand sanitiser upon entry</li> <li>• Adequate supplies of hand sanitiser will be readily available to 'Noisy Church' attendees</li> <li>• The doors will be kept open to minimise unnecessary touching of surfaces and encourage ventilation.</li> <li>• • Two metre social distancing is to be maintained wherever possible. Where it is not possible to stay two metres apart, a social distance of 'one metre plus' (meaning staying one metre apart, plus mitigations i.e. wearing face coverings/masks and where necessary also gloves, screens etc. which reduces the risk of transmission) will be maintained. <b>Please note that due to the overall room size and layout in the Building's Noisy School Classroom attendees will be spaced 1m apart.</b></li> <li>• All attendees who are 12 years old and over will wear a mask at all times</li> <li>• No toys will be provided so parents/carers are encouraged to bring their own</li> <li>• No toys to be shared between Household bubbles.</li> </ul>
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## 6. Grace Church Greenwich Crèche - Risk assessment

	Identified Hazard	Risk evaluation	Who might be at risk?	Control measures to reduce the risk/Precautions in place
6.1	Currently not open			

<sup>1</sup> All reference to Building users/attendees includes in all instances all staff/employees, volunteers, visitors, children, trustees, etc.

<sup>2</sup> Vulnerable, or extremely vulnerable as defined by Public Health England

<sup>3</sup> Masks (also referred to as face coverings) - In settings where face coverings are required in England, there are some circumstances, for health, age (<11 years old) or equality reasons, where people are not expected to wear face coverings.

<sup>4</sup> If an attendee/visitor does not wish to give personal information for the NHS Track and Trace, they may choose to opt out and may continue to attend a corporate worship service/church group/ activity. Please note that although partaking in the Track and Trace is voluntary, we encourage Government guidance to be followed and for people to share their details in order to support NHS Test and Trace to help stop the spread of COVID-19.



## E- Guidance consulted

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<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>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<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-during-the-pandemic-from-4-july>

<https://www.churchofengland.org/sites/default/files/2020-08/Guidance%20for%20church%20based%20children%20youth%20and%20family%20activities%20v%201.2%2024th%20August%202020.pdf>

<https://www.churchofengland.org/sites/default/files/2020-08/COVID%2019%20advice%20on%20conducting%20public%20worship%20v2.3.pdf>

[Appendix](#)

[Map of Sunday School Registration and Drop Off](#)

