

Risk assessment completed bases on document:

‘COVID-19: Guidance for the safe use of places of worship from 4 Jul. Published by the Government 29 June 2020 12.39am: Guidance on safe use of places of worship after 4 July’

Please refer above document for full details.

Original risk assessment completed for CityLife International Church,1 S Parade, Sheffield S3 8SS on Saturday the 4th of July 2020. This form has been updated on the 2nd of August 2020.

Date of reopening of the church was on the 5th of July 2020.

KEY PRINCIPLE CHECKS	
1	Have responsibilities as employers under existing Health & Safety Law & the church's policy been satisfied?
	Yes, relevant health and safety requirements for safe opening church for Sunday church service has been implemented according to government guidelines. This is communicated to all members and leadership team via church website and electronic communication.
2	Has the church's volunteer management policy been adhered to? (eg working practices to avoid risk to their health & safety)
	All volunteers have been provided information about safe working practices according to government guidelines.
3	Has consideration been given to how fair and equal access can be provided for all users to access services? (eg frequency of services, booking systems etc)

	More than one service is organised in order to provide fair and equal access for all users who can safely and practically attend the church service. Online live streaming is available for uses who can not attend the service.
4	Has a COVID-19 risk assessment been completed by each place of worship you use as a Church?
	At present only worship centre open under CityLife International Church is at 1 S Parade, Shalesmoor, Sheffield S3 8SS. This risk assessment is only applicable to this building.
5	Has the risk assessment been made available? (places of worship are encouraged to make their risk assessments available online where possible)
	This Corona Virus risk assessment is available on church website, www.citylifecc.com
6	Has any form of informal 'community behaviour agreement' been co-designed with worshippers?
	People who will visit the church has been made aware of basic procedures related Covid 19 guidelines via email, text messages and video messages.
7	Have steps been taken to ensure that gathering limits are adhered to? (see page 2)
	As per government guidelines social distancing rule is strictly adhered to. As result it has been decided that 67 attendees can attend the service at one time. Once this capacity is reached no further admission to service will be allowed.
8	Has venue capacity been considered? (eg seating, safe travel to/from, queuing, entering and exiting the venue, toilets)
	One way system is in place to mitigate any risk while people enter or exit, this is applicable toilets as well, 2 meters are marked on the floor, seating capacity is reduced to ensure social distancing is possible inside church building.
9	Has consideration of entry times been considered? (avoiding queues in surrounding areas)
	Only one service is provided from 02/08/20, members have been asked to enter the building allowing plenty of time to avoid queuing in the last minute, ushers are in place to remind of the hand hygiene techniques at the entrance.

10	Has consideration been given to travel options & advice? (eg one way travel routes, advice to avoid forms of transport or avoid crowded areas when in transit)
	Advice on travel has been communicated electronically.

Shared items

1	Have you set up barriers and/or clear signage? Individuals should be prevented from touching objects that are handled communally.
	Only the essential part of the building is in operation at present, other areas has been cordoned off, health and safety advise are already communicated electronically and will be stresses before every service.
2	Is it clear to people that Individuals should avoid touching property belonging to others and any items, should be placed and collected ONLY by their owner while adhering to social distancing principles?
	This instruction will be displayed on central TV screen in church.
3	Have you removed reusable and communal resources such as service sheets, religious texts or devotional material?. Single use alternatives should be provided as long as they are removed and disposed of by the worshipper.
	No such items will be provided from the church.
4	Have you communicated that Items owned by an individual to aid worship such as a Bible or Notebook, can be brought in but should be removed again by the worshipper?
	This instruction will be displayed on central TV screen in church.
5	Have you considered providing a selection of clean books/Bibles for individuals to use in circumstances where worshippers cannot bring their own? Clean books should be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use. Items which cannot be easily cleaned should also be subject to the 48 hour quarantine after use.
	No books/bible will be provided from the church.

Food and Drink

1	Have you considered if food or drink ('consumables') is essential to the act of worship? Food or drink can be used, however the sharing of food should be avoided, as should the use of communal vessels.
	No consumables allowed during church service until further notice.
2	Have you considered how to handle consumables as a part of a faith practice? Those giving and receiving food items should wash their hands thoroughly before and after consumption, or wear gloves.
	No consumables allowed during church service until further notice.
3	Has the person distributing the elements been told that they should release it, into the hand only, in such a way to avoid any contact between them and those receiving it, or wear gloves? (If accidental contact does occur, both people should cleanse their hands immediately.)
	No sharing of consumables allowed during church service until further notice.
4	Have other mitigations been considered, for example, foodstuffs should be prewrapped, and a system should be in place to prevent individuals from coming into contact with consumables and any dishes and/ or cutlery other than their own (for example the use of shared bowls).
	No handling or sharing of consumables allowed during church service until further notice.
5	Is everyone aware that speaking, singing and chanting should NOT happen across uncovered consumables (other than consumables to be used by the celebrant alone). Consumables must be securely covered, and prior to the receptacle being opened, should be cleaned, hands must be washed or gloves worn.
	No handling or sharing of consumables allowed during church service until further notice.

6	<p>Have arrangements been put in place for hospitality spaces? Hospitality spaces within a place of worship, such as cafes, are permitted to open but should be limited to table-service, social distancing should be observed, and with minimal staff and customer contact in line with hospitality guidance.</p>
	<p>No handling or sharing of consumables allowed during church service until further notice. Coffee shop will remain closed until further notice. No hot drinks provided from church.</p>

Singing, Chanting and the use of Musical Instruments

1	<p>Is everyone aware that people should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting? This is because of the potential for increased risk of transmission from aerosol and droplets.</p>
	<p>People are encouraged to sing in normal volume and face covering is mandatory in the church building to minimise spreading of droplets.</p>
2	<p>Is everyone aware that speech/spoken responses during worship should also NOT be in a raised voice.</p>
	<p>Wearing mask is mandatory to enter the church building and opportunity to raise voice has been minimised.</p>
3	<p>Is everyone aware that activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided in worship or devotions and in rehearsal? This is because there is a possible additional risk of infection in environments where individuals are singing or chanting as a group, and this applies even if social distancing is being observed or face coverings are used.</p>
	<p>This is communicated to church members electronically.</p>
4	<p>Have arrangements been made so that only one individual may sing or chant. Where essential to an act of worship, one individual only should be permitted to sing or chant, and the use of plexi-glass screens should be considered to protect worshippers from them, as this will further prevent transmission and the screen can be easily cleaned.</p>
	<p>Only one live singer sings in the service, who stands behind plastic transparent screen provided by the church.</p>

5	Has use of recordings, where available, are used as an alternative to live singing?
	No playing of recording is scheduled for the church services.
6	Is everyone aware of the advice only to play musical instruments that are not blown into.
	No musical instruments will be used during services until further notice.

Weddings and other Life Cycle events :

No wedding or other life events are planned until further notice.

Use of Water

No water baptism will be conducted until further notice.

Cash Donations

1	Has consideration been made to avoid or minimise cash donations? Where possible you should discourage cash donations and continue to use online or contactless giving and resources.
	No cash donation accepted on Sundays, congregation has been made aware that online donations is the preferred method of payment.
2	Have alternative arrangements for cash donations been made? Eg: cash could be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.
	Arrangement has been made so that only one person received envelopes in a receptacle which will be quarantined for minimum of 72 hrs.

Young People and Children attending places of worship

1	<p>Have arrangements been made to manage young people and children in places of worship?</p> <p>Young children should be supervised by the parent or guardian. They should wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser ensuring that all parts of the hands are covered. Places of worship can help remind children and young people, and their parents and guardians, of the important actions they should take during the COVID-19 outbreak to help prevent the spread of the virus.</p> <p>Posters on general hand hygiene can be found on the eBug website.</p>
	<p>Hand sanitisers and hand washing facilities are provided on entering the church to adults and young children. Young children will be going to a different room for their Sunday school which has hand hygiene and social distancing measures in place.</p>
2	<p>Have measures been put in place for places of worship and activities for their young people and children?</p> <p>Any shared facilities for children, such as play corners, soft furnishings, soft toys and toys that are hard to clean, should be removed and/or put out of use.</p>
	<p>No play items provided in church. There will be two creche rooms for parents will small children, creche is not staffed so parents will take responsibility for looking after children adhering to 2 meter rule.</p>

3	<p>Have churches considered how to deal with outdoor play areas? Outdoor playgrounds are permitted to open where venue managers risk assess that it is safe to do so, see relevant guidance .</p> <p>Particular attention should be paid to cleaning frequently touched surfaces by children and those that are at child height.</p> <p>Principles in general guidance from the Department for Education should also be followed for any separate children’s activities being organised by the place of worship alongside or within a service.</p> <p>For formal childcare and educational settings refer to the relevant guidance</p>
	<p>Church has no outdoor play area. Sunday school will only run during the first service. Social distancing measures are implemented in Sunday school room, all children will be given separate stationary pack and study/craft material to avoid sharing of items.</p>

**GENERAL ACTIONS TO REDUCE THE SPREAD OF INFECTION -
GENERAL ACTION CHECKS**

1	<p>Do you have an accurate (temporary) recording system which records and retains visitor names for 21 days?</p>
	<p>For track and trace purposes, name and contact number of visitors will be taken and will retain for 21 days, this information will be kept confidential.</p>
2	<p>Have you implemented a booking system for visitors (which helps with limiting gathering numbers)?</p>
	<p>No, in order to limit gathering but number of seats are set adhering to social distancing guidelines, no more admissions will be allowed once seating capacity has reached.</p>

Restrictions on Capacity

1	<p>Have you considered the size and circumstance (including ventilation) of the premises?</p>
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	The number of people in the building at one point in time is restricted to ensure social distancing rules can be applied safely, ventilation will be improved by opening windows and doors as much as possible.
2	Have you determined the maximum number of people that can be accommodated whilst also facilitating social distancing? (this may therefore be lower than the maximum 30 people who can attend life-cycle events such as weddings). The safe number of people should be decided by the venue manager in consultation with the trustees.
	The number of attendees who can be accommodated in the seating area will be 57. Once this capacity has been reached ushers are instructed not to allow any further admission.
3	Have you taken into account the total floorspace as well as likely pinch points and busy areas (such as entrances, exits) and introduced (where possible) alternative or one-way routes?
	There is a one-way route in place on entrance and exit. No facility to socialise is provided in church building.

Social distancing

All managers and all visitors to a place of worship should follow the guidelines on social distancing

1	Are you adhering to social distancing of at least 2 metres or 1 meter with risk mitigation (where 2 meters is not viable) between households? For frequently used places, are you marking areas using floor tape or paint to help people maintain social distance?
	Total seat number is limited to enable social distancing possible in church building. There are floor markings in place on entry and exit areas.
2	Have you considered and set out the additional mitigations you will introduce in your risk assessment? These could include, for instance, avoiding any face-to-face seating by changing layouts, reducing the number of people in enclosed spaces, improving ventilation, using protective screens and face coverings, and closing non-essential social spaces, as outlined throughout the government guidance .

	Face mask has been made mandatory to enter the building.No other rooms or part of the building is made available for people to socialise in the church building. These areas and cordoned off and no entry signage in place.
3	Have you implemented a queue management process? It is important that the flow of groups in and out of the premises can be carefully controlled in a socially distanced way, reducing the risk of congestion or contact. Considerations should be made for how to manage those waiting outside a place of worship, including the introduction of socially distanced queuing systems.
	Ushers will guide all worshippers to their seats in a timely manner to minimise queuing. There are two meter marking on floor.

Other mitigations to support social distancing

Have you implemented processes and practices such as:

1	Those leading the worship reminding congregants of the importance of social distancing and hygiene.
	Government guidelines on social distancing and reducing the risk related to Covid 19 transmission has been communicated with the members of the church via text message, email and video messages. Related brief messages will be displayed on church screen.
2	Introducing a one-way flow in and out of the premises with appropriate floor markings or signage, with restrictions on accessing non-essential areas. At the end of worship, this could include worshippers leaving one row at a time, in order to prevent crowding at entry or exit points.
	This is already in place. Worshippers enter the building via the front door and exit the building via side door to avoid any queuing/crowding between services.
3	Multiple entry points opened, and clear signposting or assistance offered to guide worshippers and to avoid congestion.
	This is in place.
4	Staggering arrival and departure times to reduce the flow at exits and entrances as well as reduce any impacts on public transport. Introducing a booking system to help facilitate this. Ensure prioritisation is given to people who may have a specific need or requirement.

	People have been communicate electronically to allow themselves time to enter the building to avoid long queuing. There are tapes on the floor to ensure people stand 2 meter apart when waiting to enter the building.
5	“Sing screens”, barriers or alternative rooms and spaces to separate worshippers.
	Sing screens are in place for live singer.
6	All changes to entrances, exits and queues should take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.
	Existing disabled access facilities are not hindered by new church lay out.
7	Introducing a booking system to help with managing numbers, particularly for services where demand will be high.
	Once the calculated capacity of seats have reached not further admission is permitted.
8	Venue managers advertising set days or times when places of worship are open ONLY for those particularly vulnerable to COVID-19, such as those over 70 or clinically vulnerable
	Above 70 and clinically vulnerable people has been advised to stay at home and watch online service.
9	Leading worship in different spaces of the place of worship to limit the number of people in any one location - while avoiding risk of crowding at entry/exit points.
	No satellite churches are in operation until further notice.
10	Extra attention to cleaning and hygiene to reduce the risk of transmission where social distancing cannot be maintained. Consider how well ventilated the venue is and improve this where possible, for example by fixing doors open where appropriate.
	Cleaning schedule is in place to record cleaning frequency. Doors and windows will be kept open to improve ventilation during serice.
11	Following (and publicising) the guidance on hand hygiene:
	<ul style="list-style-type: none"> ● Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, or after being in public areas.
	Signage are in place to reminding of hand was good hygiene practices.

	<ul style="list-style-type: none"> ● When you cough or sneeze, cover your mouth and nose with a tissue, or the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically immediately afterwards. Then wash your hands thoroughly for at least 20 seconds using soap and water or hand sanitiser if hand washing facilities are not available.
	Signage are in place to reminding of hand was good hygiene practices.

Toilets

Toilets inside or linked to places of worship should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

1	Have you got Covid-19 related H&S and hygiene posters and signs on display?
	These posters are in place on entrance. More information is available on church website.
2	Are you using social distancing marking in areas where queues normally form, and have you adopted a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).
	After first service the worshippers are encourages to leave the church premises immediately, then only the next set of worshippers will be allowed in the building.
3	Have you made hand sanitiser available on entry to toilets where safe and practical?
	Hand sanitisers and available at multiple location in the church. buidling.

4	Have you ensured suitable handwashing facilities include running water* and liquid soap and suitable options for drying (either paper towels or hand dryers) are available. Communal towels should be removed and replaced with single use paper towels.
	Safe hand washing facility is available in both toilets, single use paper towels are in place.
	<i>*Have you checked your water is safe (ie legionnaire tested or other safety method)</i>
5	Have you set out clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage? Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider the use of disposable cloths or paper roll to clean all hard surfaces.
	Cleaning schedule in place. Ushers advised to clean toilets and frequently touched surfaces between services.
6	Are you keeping facilities well ventilated, for example by fixing doors open where appropriate and it is safe to do so?
	Door and windows will be kept open as able during the service.
7	Have you placed special care for the cleaning of portable toilets and the use of any larger toilet blocks (eg restricted access, extra cleaning)?
	Not applicable.
8	Have you put up a visible cleaning schedule that is kept up to date?
	Yes
9	Have you provided more waste facilities and more frequent refuse collection?
	Not required at present.

Cleaning

1	Have you set up cleaning routines? All surfaces, especially those most frequently touched such as door handles and rails, should be regularly cleaned using standard cleaning products. See guidance . Sufficient time needs to be allowed for this cleaning to take place, particularly before reopening for the first time. Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning. .
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	Areas of operation are cleaning during weekdays, more attention is paid for more frequently used areas. Deep cleaning and sanitisation of the operational areas were done prior to reopening of the church.
2	Do you have any listed historic surfaces to clean? Historic England has also produced guidance on cleaning historic surfaces , which might not be suitable for cleaning using standard cleaning products.
	No
3	Does your Risk Assessment set out frequency and other cleaning related processes? A decision should be made locally on how frequently cleaning should take place based on an assessment of risk and use of the building.
	Church building is only opened to public on Sundays. Regular cleaning of used spaces will take place during weekdays.

Face coverings

1	Have you taken any views on face coverings with your workers and worshippers?
	Face coverings are mandatory to enter the building for both staff, volunteers and visitors.
2	Have you considered whether face masks should be mandatory or voluntary?
	As above.
3	Have you shared your decision with your workers and worshippers?
	This is communicated electronically.
4	Have workers and worshippers been advised on best practice use of face coverings?
	Yes

Protecting the vulnerable

1	Do you know who, in your workers and worshippers, are clinically vulnerable and more likely to develop severe illness?
	Yes, all above 70 and clinically vulnerable have been advised to stay at home and attend online service.
2	Have you made workers and worshippers aware of the actions needed to protect people who are clinically vulnerable and more likely to develop severe illness
	Clinically vulnerable are discouraged to attend service, ushers will ensure they wear a face covering before entering services and follow government guidelines.

Individuals aged 70 years and over attending the place of worship

	Do you know who, in your workers and worshippers, are 70 and over?	
	Yes	
2	Have you made workers and worshippers aware of the actions needed to protect those 70 and over? Consider informing those people 70 and over in particular of the symptoms of COVID-19 and current stay alert and social distancing guidance .	
	Above 70 and shielders have been discouraged to attend church service but watch online service, workers and volunteers aware to follow government guidelines.	

HOW CAN PLACES OF WORSHIP COMMUNICATE THIS GUIDANCE TO VISITORS? - COMMUNICATION CHECKS

1	You may have provided your own guidance to your workers and worshippers. Have you considered making the government's information on COVID-19 available to your faith community and others, in order to challenge misinformation?
	These information have been communicated electronically and present in church website.
2	Have you considered informing certain groups of people who may be at increased risk of severe disease from COVID-19, of the symptoms of COVID-19 and current stay at home and social distancing guidance , and strongly discouraged them from attending gatherings during this time or set aside a time for them to attend for individual devotions?

	The people who are at higher risk are discouraged to attend the service and listen to live streaming.
3	Have you considered how guidance can be communicated to regular worshippers and new visitors, including before they visit, in a way that is accessible and appropriate for the cultures, languages and reading levels of communities served by the place of worship?
	Electronic communication via email, text and video messages contains detailed and clear instructions were sent out to all departments in the church. General guidelines are made available in church website for visitors.

PROTECTIVE SECURITY - SECURITY CHECKS

1	Have you considered how to maintain effective security of the premises, all staff and visitors, especially around entry and exit procedures, and any queueing or crowding outside the building where people can be more exposed?
	Stuarts are aware to look out for suspicious activities. Security camera are in place, doors to temporary closed areas are alarmed.
2	Have your considerations been built into your risk assessment? A risk assessment that considers protective security should be conducted in addition to, or as part of, any health and safety/ fire safety or other broader assessment of the hazards and threats to the people in and around the place of worship as a result of changes made to how that place of worship functions

<p>Fire exits are kept clear. Ashers will be in place to ensure security of building and content. Congregation is only allowed to use the essential part of the building. Entry to other areas have been restricted, signages in place. All reasonable and practical measures are taken to avoid slips, trips and falls.</p> <p>A separate health and safety and fire risk assessment is completed on 5th of July 2020 at 8.30 am.</p>
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Queues, social distancing and security:

1	<p>Have you organised queuing? Venue managers should wherever possible, and in line with social distancing, organise queuing within existing protected areas; venue managers should not remove any security features or useful street furniture items without considering protective security in the round.</p>
	<p>2 meter rule is stipulated at areas of potential queuing by markings on the floor.</p>
2	<p>Have you considered queuing in public areas? If queuing is only possible outside of protected areas then venue managers should consider and mitigate any vulnerabilities by: routing queues behind permanent physical structures (such as street furniture, bollards, trolley parks & bike racks) to provide a visual deterrent and delay; closing off vehicle access to shared spaces; adjusting servicing and delivery times; reducing the opportunities for vehicles to interact with pedestrians; erecting robust barriers; introducing a reduced speed limit mandated using traffic calming.</p>
	<p>Potential attendees are made aware of the 2 meter rule at entrance and every reasonable practice effort is made to avoid queuing especially outside church premises.</p>
3	<p>Have you considered the implications of making your queuing arrangements known to the public? Venue managers should avoid making public at the site or online, detailed information about queue locations, times and number of people or removal of security features such as street furniture and bollards.</p>
	<p>Potential attendees are made aware of the 2 meter rule at entrance and every reasonable practice effort is made to avoid queuing especially outside church premises.</p>

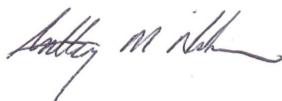
Staff, security officers/ volunteers and stewarding

1	Have you included awareness of security threats alongside health and safety risks in your worker briefings?
	Stewards aware to report any suspicious activity to police and record incident form
2	Have you considered having separate workers/teams for managing social distancing and health and safety aspects, and for security as this will allow proper due attention to be given to keeping the site safe from threats?
	There would be separate volunteers outside church premises eg: car park who are not involved in managing social distancing or queuing.
3	Have you got a good communication system in place to inform people of any incident. Carry out a short exercise or test to check procedures and equipment for this are working correctly.
	Security cameras and intercom system in place for communication purposes.
4	Have you tested your security procedures and equipment to check they are working correctly?
	Security alarms and intercom system are in working order.

Completed by:

Completed on: 04/07/2020

Anthony Nicholson
Assistant Pastor and Health and Safety Officer



Subhash Mathai
Trustee and Health and Safety Officer



