**AYLESBURY VALE COMMUNITY CHURCH**

**Sunday service and Friday prayers**

**COVID 19 - Specific Risk Assessment & Method Statement**

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| **Address** | **Aylesbury Vale Church Centre**  **St Marks Road, Aylesbury**  **HP21 8RH** |
| **Assessment date** | **21/07/2021** |
| **Doc ref** | **AVCC Sunday service RAMS Rev4** |
| **Assessors** | **AVCC Leaders** |

1. **Introduction**

The [COVID-19: guidance for the safe use of places of worship](https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship) requires a COVID-19 risk assessment to be carried out for every place of worship and grounds prior to opening to the public. This risk assessment and method statement has been completed in line with government guidelines to enable Aylesbury Vale Community Church (AVCC) worshippers to enter the church centre for the purpose of Sunday services, Friday evening prayers and also to guide the leaders on which actions to take to minimise the potential for spreading of COVID-19 among worshippers. These meetings shall be held every week commencing on 25th July 2021 between 10:30 – 12:30 on Sundays and 19:30 – 21:30 on Fridays (when run). Worshippers are to register on Eventbrite prior to commencement of each meeting. Attendance will be recorded for each session and kept for at least 21 days to assist the NHS test and trace service (if required).

1. **Staying alert and safe**

* Worshippers to register on Eventbrite before commencement of each meeting.
* Worshipers are encouraged to download the NHS Test and Trace application and scan the QR code on the door before entering the building.
* The attendance limit for each meeting shall be 110 Worshippers only.
* Worshippers are to be encouraged to use private transport for travelling to/from the Church centre and avoid Public transport as much as possible.
* Upon arrival at the Church centre, worshippers are encouraged to sanitise their hands using an alcohol-based hand sanitiser with 70% alcohol or above for at least 20 seconds to reduce the spread of the virus.
* Worshippers are not required to wear face coverings whilst attending the meetings, but may do so if they desire.
* Worshippers are not required to avoid contact with other worshippers, but to respect the wishes of others who may wish to maintain a distance of at least 1.0m from each other and avoid physical contact such as hand shaking / hugging.
* Worshippers are encouraged to gather outside, rather than inside.
* Signs will be put up to remind worshippers to observe personal hygiene.
* Worshippers to be discouraged from sharing equipment.
* Worshippers to take personal responsibility for themselves and for others by reducing the spread of the virus
* Government advice on staying alert and safe can be found at - <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

1. **If a worshipper believes they have been exposed to or show symptoms of Covid-19.**

Worshippers must **NOT** attend the meetings if they believe they have been exposed to or have any symptoms of Covid-19, or if they are required to self-isolate.

Additionally, they **MUST**:

* Follow the current NHS information and advice: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
* Inform the Senior Pastor as soon as practicable and discuss if they have been in contact with any other worshippers.

1. **First Aid**

* Worshippers (First Aiders) are to download St John Ambulance / British Red Cross App on to their smart phones where possible.
* Minor cuts, abrasions, sprains etc. are to be self-treated by the Injured Person.
* They are to ensure that they wash their hands with soap and water for a minimum 20 seconds. They are then to treat dress the cut/abrasion.
* Where First Aid is required, the First Aider is to ensure that they wear gloves (Nitrile or cut 5). RPE if available (FFP3 or Power Flow Helmet).
* First Aid kits to be checked for face shields / coverings.
* First Aider is to thoroughly wash their hands with soap and water as soon as possible after treatment.

1. **Mental Health and Wellbeing**

* Worshippers are advised to stay in touch with family and friends but try not to sensationalise things. If sharing information, use trusted sources, and remember that their family and friends might be worried too.
* Try to avoid speculation and look up reputable sources on the outbreak, rumour and speculation can fuel anxiety. Having access to good quality information about the virus can help feel more in control.
* Watch out for worshippers who may feel anxious, distracted, and complacent about other health and safety rules.
* Advise on mental health and wellbeing can be found here:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>

1. **Communications**

* All AVCC Worshippers will continue to receive updates on the AVCC website, WhatsApp, and YouTube.

**Appendix A: Risk Assessment**

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|  |  | DEGREE OF RISK | | | RESIDUAL RISK AND PRIORITY - | | | | | |
|  |  | (Uncontrolled) | | |  | Residual risk factor | | | ACTION | |
| TASK/ACTIVITY | HAZARD | L | S | T | Measures to Reduce Risk | L | S | T | REQUIRED | |
|  |  | 1-5 | 1-5 | 1-25 |  | 1-5 | 1-5 | 1-25 | Yes/No | By Whom |
| Preparation of the AVCC Church building and grounds for use | Contamination / Spread of COVID-19 | 2 | 4 | 8 | * Worshippers to register on Eventbrite before commencement of meeting. * Ian to open the church building and ensure all windows and doors are open for maximum ventilation throughout the building * Ian to ensure water systems are flushed through before use. * Ian to switch on and check electrical and heating systems if needed. * Anna and Becky to arrange the seats to comply with social distancing guidelines. * Anna to organise and refill hand washing soap / sanitisers. * Cleaning to follow government guidelines:   <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>   * If any worshippers are uncomfortable with any of the above measures, they should STOP and RETURN home. | 1 | 3 | 3 | YES | Ian, Mark & Anna |
| Access to AVCC church building |  | 3 | 3 | 9 | * Juliette to usher worshippers and log all attending the meeting using the Eventbrite app. * Directions for all users to avoiding bottlenecks. * Worshippers should be encouraged to sanitise their hands upon arrival at church centre and again before leaving church centre. Where reasonably practicable, hand cleaning facilities will be provided at or close to parking areas * Have hand sanitiser available for people to use on entry and exit of the church building. * Put up notices to remind worshippers about important safe practices e.g. practice hand washing etc. * Confirm exit doors in the case of an emergency. | 1 | 3 | 3 | YES | Juliette & Joseph |
| Conduct during Meetings | Spread of COVID-19 | 3 | 4 | 12 | * Worshippers to sit in clearly marked out seating areas respecting exclusion zones to maintain social distancing. * Online offering (giving) to be encouraged. An offering bucket will be placed at the exit for worshippers to make offering while exiting at the end of service * Parents to ensure children are attended to at all times during service (there is a dedicated plan for kids church that is consistent with the measures within this RAMS). | 2 | 2 | 4 | NO | Geoffrey& Winnie |
| Physical contact with Worshippers at church | Contracting COVID-19 | 4 | 4 | 16 | * Worshippers to respect others’ social distancing preferences at all times. * Watch out for worshippers who may feel anxious, distracted, and complacent about other health and safety rules. | 2 | 2 | 4 | YES | All |
| Sharing of equipment and stationary associated church activities | Contamination / Spread of COVID-19 | 3 | 3 | 9 | * Worshippers not to share any equipment including microphones and bibles (other than with their household or support bubble) * Limit the use of stationery to your own. * Rigorous cleaning regime to be implemented for shared equipment and surfaces. * No leaflets or handouts will be distributed. Any information will be emailed to worshippers if needed. | 1 | 3 | 3 | YES | Simon & Michelle |
| Provision of First Aid | Contracting  COVID-19 | 4 | 4 | 16 | * Worshippers (First Aiders) to download St John Ambulance / British Red Cross App on to their smart phones where possible. * Minor cuts, abrasions, sprains etc. are to be self-treated by the Injured Person. * They are to ensure that they wash their hands with soap and water for a minimum 20 seconds. They are then to treat dress the cut/abrasion. * Where First Aid is required the First Aider is to ensure that they wear gloves (Nitrile or cut 5). RPE if available (FFP3 or Power Flow Helmet). * First Aid kits to be checked for face shields / coverings. * First Aider is to thoroughly wash their hands with soap and water as soon as possible after treatment. | 2 | 3 | 6 | YES | Anna |
| Interface with members of the public | Contracting COVID-19 | 2 | 5 | 10 | * Attendance only after registration on Eventbrite * Church Building to remain closed to members of the public. * Ensure 1.0m Social Distancing is maintained between seated groups during the main service | 1 | 3 | 3 | NO | All |
| Worshippers exhibiting Covid-19 Symptoms | Spread of COVID-19, | 2 | 5 | 10 | * Worshippers to return home immediately. * Avoid touching anything. * Cough or sneeze into a tissue and put it into a bin - if Worshippers do not have tissues, cough, and sneeze into the crook of their elbow. * Worshippers must not come to church if they have a high temperature or a new persistent cough, or if they are required to self-isolate. * Worshippers should carefully consider whether to attend if they:  1. are deemed a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) 2. are living with someone who is self-isolating or deemed a vulnerable person. | 1 | 5 | 5 | NO | All |
| Use of shared Welfare Facilities including Toilets, and Canteens | Contamination / Spread of COVID-19, | 3 | 4 | 12 | * Communion will be served by a person or persons wearing a face covering and gloves (Nitrile or cut 5). * Canteen to remain closed * Provide suitable and enough rubbish bins with regular removal and disposal. * Enhanced cleaning of all shared facilities throughout the meeting period. * Potentially contaminated waste e.g. hand towels to be promptly removed from the Church Building. * Cleaning team to carry out regular cleaning, including: * Toilets * Kitchen/server areas (if used) * Frequently touched surfaces e.g. door handles. | 1 | 3 | 3 | YES | Cleaning Team |