

The Church of Scotland

Church Buildings COVID-19 Risk Assessment (V1)

This risk assessment must be completed before any church building reopens. This risk assessment will help congregations identify appropriate control measures that must be in place to protect members of the congregation, volunteers and visitors from the risk of Covid-19 infection. The control measures highlighted in this risk assessment reflect current best practice and should be regarded as the minimum standard for your church buildings and congregation. Additional control measures may be implemented to reflect local circumstances. Please note: this risk assessment reflects current policy in Scotland and may not be suitable for congregations in England or those within the International Presbytery. Further advice should be sought from the Church of Scotland General Trustees OR by emailing Covid19guidance@churchofscotland.org.uk. Your presbytery may request a copy of this risk assessment as they work with the congregations to reopen church buildings.

Congregation	Sherbrooke Mosspark
Presbytery	Glasgow
Which building(s) does this risk assessment relate to?	Sanctuary and Halls
Name of assessor(s)	Neil Linton, Tom Pollock, Mark Johnstone, Una Heaney, Clare Williams
Date	19/06/2020
Date of review	Rev 1 - 01/07/2020 Rev2 – 31/08/2020 Rev 3 (with addition of Halls) – 24/11/2020 Rev 4 – 4/6/2021 – Updated guidance from Government (1/6/2021) and Church of Scotland (27/5/2021)
Signature	Mark Johnstone



Hazards associated with the coronavirus pandemic	Potential risks to members of the congregation, volunteers and visitors to the church caused by hazards	Control measures	Actions
Infection prevention, cleaning and members, volunteers and visitors Safety			

<p>As church buildings reopen after the restrictions on places of worship are eased, congregations must ensure that their buildings are safe and do not increase the risk of virus transmission.</p>	<p>There is a direct threat to anyone who enters a church building due to its public nature that they may be exposed to Covid-19.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for 72 hours or longer on surfaces which people have touched or coughed on, etc. • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth <p>Not all people infected with Covid-19 show symptoms. Therefore, it is vitally important that reasonable precautions are in place and followed at all times.</p>	<p>The congregation will comply with its statutory duty to provide a safe environment, with particular reference to the Covid-19 pandemic by:</p> <ul style="list-style-type: none"> • ensure that all members, volunteers and visitors are aware of the infection prevention and control precautions that are in place within your buildings and the behavior expected of them during the pandemic to keep themselves and others safe • require all members, volunteers and visitors to practice physical distancing when in or around your building, including outside areas <p>The congregation will communicate and reinforce key Government public health messages to all members, volunteers and visitors who visit their buildings:</p> <ul style="list-style-type: none"> • anyone who is unwell or who shows symptoms of Covid-19 (High temperature/fever, cough or loss of smell), who is in the extremely vulnerable group, who is shielding, who is isolating, or who is living with someone who is isolating or is unwell must not attend church. • recommend the use an appropriate face covering when inside the building. • if a face covering is not used for medical or other reasons, cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) • put used tissues in the bin straight away • wash hands regularly with soap and water for at least 20 seconds (use alcohol base hand sanitiser/ gel if soap and water are not available) • avoid close contact with people who becomes unwell when within your buildings • clean and disinfect frequently touched objects and surfaces • do not touch face, eyes, nose or mouth if hands are not clean <p>The congregation will fully implement in all areas of their church buildings Health</p>	<p><u>Communication</u></p> <p>Members, volunteers and visitors shall be made aware of Sherbrooke Mossspark Parish Church control measures prior to attending. Information shall be made available via the internet and via telephone communications. Further information will be made available during attendance via signage displayed throughout the church and verbal instruction provided at the point of entry.</p> <p>Communications shall detail entries and exits, foot traffic routes, evacuation procedures, the recommendation to wear a face covering, hygiene requirements, eating and drinking guidance, seating arrangements, arrangements for collections and health requirements i.e. The Church cannot permit entry to those showing symptoms of COVID-19 and those who are currently isolating because of trace and protect or a positive test.</p> <p>Prior to attending, individuals shall notify the church via telephone or email, alerting the Minister of their desire to attend. This will allow the Church to limit attendance to manageable levels.</p> <p>The Church has removed access to large sections of the building Including the halls and kitchen facility. Signage shall be displayed to inform individuals that no access will be permitted to these areas. In addition, the only area to be used for worship will be the Sanctuary.</p> <p><u>Hygiene Controls</u></p> <p>Sherbrooke Mossspark Parish Church shall provide hand sanitising facilities upon entry to the building. All individuals shall use the sanitising gel prior to entry into the sanctuary.</p> <p>Volunteers shall marshal entry and exit points and ensure that they greet visitors from a distance of at least 2 meters.</p>
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<p>Effective physical distancing is a key element in reducing the transmission of COVID-19</p>	<p>Physical distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible</p> <p>Physical distancing effectively puts people at a safe range from anyone coughing</p> <p>The main route of virus transmission is through droplets exhaled or coughed by an infected person.</p> <p>Based on updated guidance from Church of Scotland on 27/5/2021 and Glasgow moving into level 2 from 4/6/2021, there is now a legal requirement to determine and publicly display the Physically Distanced Based Capacity (PDBC) limit of each space in our building. Congregations must ensure they understand the maximum safe number for the building, and for the worship service taking place.</p> <p>In line with the updated (27/5/2021) guidance, it is now permissible for more than one person to sing during worship. With Glasgow moving into level 2 on 4/6/2021, a small choir may assist to lead worship.</p>	<p>All members, volunteers and visitors are required to practice effective physical distancing while in and around the building by:</p> <ul style="list-style-type: none"> • avoiding non-essential contact with others • keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible • avoiding physical contact (e.g. hugs, handshakes, etc) <p>Adaptations to the building to support physical distancing will include:</p> <ul style="list-style-type: none"> • a review of the church building to identify suitable adaptations which will support physical distancing, for example layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc • establishing maximum occupancy limits for all areas of the buildings • all meetings will take place using telephone or video conferencing facilities <p>The congregation will display notices in throughout the church building reminding members, volunteers and visitors of the key infection prevention requirements, including the need to maintain safe physical distancing.</p> <p>The revised capacity of the sanctuary (as per updated guidance 27/5/2021) has been established adhering to the 2 metre specified distancing requirements.</p> <p>The small choir definition has been established by ensuring a 2 metre distancing, standing apart from the congregation while they assist to lead worship. The choir will be positioned in the chancel area of the sanctuary.</p>	<p>To comply with physical distancing controls, Sherbrooke Mossspark Parish Church shall:</p> <ol style="list-style-type: none"> 1. Limit the capacity within the sanctuary to 60 persons, the large hall to a maximum of 30 and the small hall to a maximum of 10. 2. The small choir maximum has been set at 6 individuals; they may remove their face coverings when singing to assist in leading worship as they are standing apart from the congregation, in the chancel. 3. A notice will be displayed outside the church (notice board) stating the maximum capacity of the sanctuary. 4. The sanctuary and halls may not be used simultaneously. 5. Remove access to sections of the church including the Kitchen facility. 6. Remove seating from the sanctuary. 7. Operate a one (1) way system for all foot traffic to prevent individuals passing in opposite directions. 8. Provide plastic chairs, positioned strategically to comply with the 2m distancing rule. 9. Stagger entry and exit from the building to ensure no unnecessary accumulation of people. 10. Enter and Exit via separate access points within the sanctuary (Church Use) Volunteers shall assist with ushering visitors in and out of the building. 11. Exit from the Church will be done in an orderly manner. 12. Display clear signage within the Church to assist with clarity & understanding. <p>Non church activities (i.e. Cub scout gatherings) need not comply with points 6 and 7.</p>
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Higher risk areas of the building

Some areas of the church building may present a higher risk than others; for example toilets and restrooms.

Heavily used areas of the building are more likely to present an infection transmission risk
 Toilets are essential for members, volunteers and visitors to wash their hands regularly but also the toilets must be kept clean and free of coronavirus contamination
 A number of people going to the toilet together may compromise their ability to comply with physical distancing
 Increased risk of people coughing and touching door handles, taps and toilet flush handles

- Ensure higher-risk/ high-traffic areas of the building are effectively controlled by applying appropriate safety precautions, including:
- stressing the need for everyone to follow good hygiene practice at all times (i.e. regular handwashing, using tissues and disposing of them appropriately, etc)
 - the congregation will ensure that adequate hand-cleaning resources are provided; all toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels
 - printing handwashing instructions/posters and displaying throughout the building, especially in toilets
 - limiting numbers of people who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure physical distancing
 - limiting lift occupancy
 - monitor high-traffic area use and regulate access as necessary
 - prioritise disabled use where necessary, e.g. disabled toilet use, use of lifts, etc
 - establishing safe queuing systems by use of room occupancy limits and floor markings/signage, etc
 - placing alcohol hand sanitisers/ gels at convenient places around the building with instructions for use
 - increasing environmental cleaning, especially in and around toilets and; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc
 - increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc
 - where possible, providing paper towels as an alternative to hand dryers in handwashing facilities

The church shall limit toilet facilities to one (1) person at a time. Post session, toilet facilities shall be cleaned thoroughly. Appropriate gloves and face masks shall be worn whilst performing cleaning duties.

Toilet facilities for activities confined to the sanctuary are available via the Disabled toilet. Volunteers shall be on hand to guide visitors when required. Queuing markers, placed at 2m intervals, shall be positioned outside the toilet facility in case it is occupied.

Toilet facilities for Hall use are available via the side entrance corridor on the perimeter of both the large and small halls. Toilet facilities are limited to one (1) person at a time.

Handwashing technique signage shall be displayed above each sink within the toilet facilities.

Disposable paper towels shall be provided within the toilet facility and reusable hand towels removed.

Automatic hand drying machines shall be turned off to prevent use.

<p>Some members, volunteers or visitors may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p>	<p>Those who are classified by the Scottish Government as being at greater risk from COVID-19 include people in the vulnerable (higher-risk) and extremely vulnerable (extremely high risk) categories</p> <p>Vulnerable (higher risk) people include those who:</p> <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 and instructed to get a flu jab as an adult each year on medical grounds • pregnant <p>And those with:</p> <ul style="list-style-type: none"> • chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neuron disease, multiple sclerosis (MS), a learning disability or cerebral palsy • diabetes • problems with their spleen, for example sickle cell disease • a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy • a BMI of 40 or above who are seriously overweight <p>Extremely vulnerable (extremely high risk) people include those with:</p> <ul style="list-style-type: none"> • cancer who are receiving active chemotherapy • lung cancer who are either receiving or previously received radical radiotherapy • cancers of the blood or bone marrow, such as leukaemia, lymphoma or myeloma who are at any stage of treatment • severe chest conditions such as cystic fibrosis, severe asthma, severe COPD, severe bronchiectasis and pulmonary 	<p>The congregation will ensure that those in the extremely vulnerable category will still be able to participate in church life during the Covid-19 pandemic without the need to attend church.</p> <p>The congregation will ensure that those in the vulnerable category will be appropriately supported in their choice to participate in church life in a way that meets their own individual needs and preferences whilst safeguarding their own health, safety and welfare and those of the wider congregation and community.</p>	<p>A communication shall be issued in the form of a letter displayed on the website, personal letters posted to older members of the Church who are not on the internet and, if necessary, a socially distanced visit shall be undertaken to reassure individuals that while we want them present we have to ensure their safety at this time.</p> <p>A vulnerable member of the Church may only attend during planned low attendance and the risk to their health could be reduced to an acceptable level. As above, prior notice shall be obtained via telephone communication or email to ensure their presence could be accommodated.</p>
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Premises access and travel

<p>Members, volunteers and visitors who come to your church building must be able to access your building safely</p>	<p>Travel to and from your building may lead to a greater risk of virus transmission</p> <p>Public transport may be restricted in order to achieve physical distancing on trains, buses, etc</p> <p>Access to church buildings may create a virus transmission risk if people all seek entrance at once or are channeled through single points of entry</p> <p>Risks may be increased for disabled people who may have reduced options for access</p>	<p>The congregation will apply the following arrangements to ensure safe access to their building:</p> <ul style="list-style-type: none"> • ensure that sufficient access points to the church building are provided so that people do not congregate at entrances and exits; ensure that all access points have supplies of hand sanitiser/gel available for use • review disabled access arrangements to ensure safe entrance or exit for disabled people • use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate. Consideration to the historical nature of the building will inform the extent of this provision. • provide alcohol based hand sanitiser/gel at entrances and exits 	<p>Sherbrooke Mosspark Parish Church shall provide disabled access to the sanctuary via the RHS entrance to the building. All access points shall be manned by a volunteer and hand sanitiser shall be available to use.</p> <p>As above - Volunteers shall ensure that they greet visitors from a distance of at least 2 metres. Volunteers shall ensure that individuals visiting the Church understand the hand hygiene requirements prior to entry.</p> <p>Handrails used to access the church shall be sanitised after use.</p> <p>Sherbrooke Mosspark Parish Church shall operate a one (1) way system for all foot traffic. Arrows and signage shall be displayed throughout the building to direct the flow of foot traffic, preventing individuals passing in opposite directions.</p> <p>Volunteers shall be on hand to guide and instruct individuals if necessary.</p> <p>Non church activities (i.e. Cub scout gatherings) restricted to hall use shall enter and exit the building via the side entrance closest to the large hall. Entry and exit from this entrance shall be coordinated to help maintain physical distancing. Furthermore, there is no requirement to operate a one-way system for hall use; however, as above, people movements within the building shall be coordinated to prevent physical distancing practices.</p>
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Cases of possible infection in the church building

<p>A members, volunteer or visitor may become unwell whilst attending the church building, or a symptomatic person may attend the building</p>	<p>High risk of transmission</p>	<p>If a member, volunteer or visitor of becomes unwell in the church building with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow Government advice to self-isolate</p> <ul style="list-style-type: none"> • Health Protection Scotland (HPS) "Covid-19 guidance for non-healthcare settings" guidance will be followed. <p>The following actions should be taken within the building:</p> <ul style="list-style-type: none"> • all surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets • public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal • cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine • cleaning staff must wear appropriate PPE • waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste 	<p>Individuals displaying COVID-19 symptoms shall not be permitted entry into the Church.</p> <p>If an individual falls ill during Church session, then they shall be asked to make their way home and follow both NHS Scotland and Scot Gov guidance.</p> <p>The Church session shall cease after such an incident and Individuals shall be guided to the exit not used by the symptomatic individual.</p> <p>A thorough clean using a viral disinfectant shall be completed prior to re-opening the Church. All touch points, seating areas, toilet facilities, walking routes & handrails used by the individual shall be cleaned thoroughly. Appropriate gloves and a face masks shall be worn whilst performing cleaning duties.</p> <p>As above – Cleaning waste shall be placed in waste bin. Bins shall be tied closed and left in position for 72 hrs prior to disposal. Appropriate gloves and face masks shall be worn whilst tying bin bags.</p>
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REVIEW

This risk assessment must be kept under constant review as we move through the different phases of the Scottish Government's four-stage approach to easing the Covid-19 restrictions. It is recommended that this risk assessment be reviewed at least monthly or before moving on to a different phase of the plan. A note of the review date and any amendments should be recorded and retained by the congregation.