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| **Name & Address of Church** | **North Billingham Methodist Church****Marsh House Avenue, Billingham TS23 3ET** | **Assessment undertaken by John Mason** |
| **Area of Building Assessed** | **Church Hall, Entrance, Welcome Area, Front****Toilet** | **Date of Initial Assessment 19/03/2021****Date to be Reviewed 30/04/2021** |
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| **Hazards/Risks***Think about the areas where contact takes place* | **Persons Affected***Think of anyone who comes in contact* | **Likelihood**1 = Seldom2= Frequently3= Certain or near certain | **Severity**1 = Low (minor injury)2 = Medium (serious injury)3 = High (fatality) | **Risk Rating**1-2 = low 3-4 = medium 6-9 = high priority | **Additional Covid-19 Controls – Reducing Risk** *Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19\*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.*  | **Action Plan***What needs to be done and by whom?* |
| Cleaning of Church | Cleaners | 1 | 2 | 2 | Ensure Church areas to be used (Church Hall, Entrance, Welcome Area, Front Toilet, Vestry) cleaned thoroughly | Deep clean scheduled for 29th/30th MarchThorough cleaning by cleaners of Church areas to be used. PPE advisable.Toilet to be cleaned by cleaners |
| Church airing | Church Steward | 3 | 1 | 3 | Ensure window handles, keys, door handles cleaned before using | Open windows and door for ventilation prior to and during serviceChurch Steward |
| Standing water in system | Church Steward | 1 | 2 | 2 | Toilets and taps to be flushed (all taps opened for 3-minute period) | Water system to be flushedChurch Steward |
| Hygiene(to prevent Covid-19) | Church Members/CongregationStewardsMinister/PreacherMusic and IT Operators | 2 | 2 | 4 | Hand hygiene to prevent spread of possible Covid-19 | Toilet - soap dispenser and paper towelsProvide bin for paper towelsOne person at a time to toilet, next person to wait 2 metres from door; hand washing sign on door and near sinkEntrance – hand sanitiser, people asked to use on entering and leavingDoor Steward |
| Church Hall: minimise spread of Covid-19 | Church Members, Stewards | 2 | 2 | 4 | Church attendance by booking only – to give name and contact number at booking in case of Covid-19 outbreak.No drinks or food allowed to be given out.Members can bring own bottle of water.Mask to be worn at all times by all attendees other than when addressing the congregation (i.e. Minister/Preacher, Readers).Hand sanitiser on entering and leaving.No hymn books to be used.Overhead projector may be used.Members can bring own bible.No singing. | Booking Clerk:To hold contact sheet for 21 days in case of Covid-19 outbreak.Booking Clerk to give a list of instructions for attending Church with regards to seating arrangement and social distancing rules, hand cleaning, toilet arrangements and that access to other parts of the Church is prohibited. |
| In case person becomes ill | Stewards | 1 | 2 | 2 | Have space to isolate person.Use PPE when attending. Have phone to call ambulance. | Steward/first aider |
| Closing of Church | Stewards | 2 | 3 | 6 | Toilets and taps and door handles to be sprayed with disinfectant spray.Bins emptied and rubbish disposed of.If Church not being used for 72 hours, lock doors; cleaning other than disinfectant spray not required.Outside door handle disinfectant wiped.Use hand sanitiser after activity. | Stewards |

**Covid-19 Risk Assessment**