

Purpose of this document:

This COVID19 Risk Assessment has been undertaken (and subsequently updated) to examine risks associated with COVID-19 and the measures which Father's House is able to put in place when planning to hold the **Sunday morning act of worship at the Lox Lane site** (owned and managed by Father's House).

- The main risk being considered will be the risk of catching COVID-19 and becoming ill and/or passing the virus on to others.
- Transmission of COVID-19 (**COVID-19 may be spread by people who are not showing symptoms**)
 - from person-to-person between people who are in close contact with one another (within about 6 feet); through respiratory droplets produced when an infected person coughs, sneezes, or talks, shouts, sings.
 - from touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The main symptoms of coronavirus are:
 - a high temperature – this means you feel hot to touch on your chest or back
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
 - a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/#symptoms>
- Those at risk are attendees of the meeting and those living on site at Lox Lane conference centre
- This risk assessment should be read alongside the general Lox Lane risk assessment document as well as the existing policies and procedures
- This document will be reviewed regularly to reflect changes in the on-going information with regard to COVID-19

Area of focus	Risk level	Control measures to be considered	Actions taken By Administrator, Caroline Watkins and the Leadership team	Risk level	Review and any changes
Preparing the facilities	High	<ul style="list-style-type: none"> • Follow relevant government guidance • Review general Health & Safety Policy to see if any actions needs to be taken • Managing car parking • Area on site for the meeting taking into consideration ensuring adequate space to facilitate social distancing • How will seating be managed • Consider signage required to direct attendees whilst on site • Hand sanitisers available at entrances/exits/toilets • Ensure adequate supplies of soap, paper towels and bins in the toilets • Consider if any areas on the site will be off limits, • Confirm who will oversee the meeting in order to support the implementation of safety measures • Appoint someone to keep a record of attendees 	<ul style="list-style-type: none"> • Covid-19: Guidance for the safe use of places of worship updated 14th May 2021 followed • All general safety checks have been undertaken • Both car parks on site will be used • The meeting will take place in the central courtyard • All those attending have been asked to bring their own chairs • Signs and markings are displayed to direct those attending, to facilitate social distancing, support hygiene etc. • Hand sanitiser is available at entrance, exit, and toilets • Adequate supplies of soap etc. in the toilets • Father's House members have been sent guidelines in advance of the meeting, • Father's House Leadership will oversee the meeting, with practical support from the Administrator and the Lox Lane team on-site • A record of those present will be kept for 21 days, in order to assist NHS track & trace if necessary 	Low	Document reviewed and updated on 18th May 2021
Arrival and departure	High	<ul style="list-style-type: none"> • Identify where people will be directed and how this will happen 	<ul style="list-style-type: none"> • <i>Initially a one-way system was put into place to manage possible pinch points on arrival and departure</i> • <i>Guidelines explaining this was sent to all attendees prior to meetings</i> • Father's House and Lox Lane team manage the parking, and the movement around the site, give advice on social distancing and record those 	Low	Update: as the courtyard area can be accessed through 3 separate entrances and people's arrival is naturally staggered we have dispensed with the

			attending		one-way system.
Emergency evacuation	Low	<ul style="list-style-type: none"> Emergency procedures are in place Consider if any changes to plans is required to maintain social distance 	<ul style="list-style-type: none"> Emergency evacuation procedure will remain the same Those leading the meeting will manage any emergency situation and issue instructions as necessary 	Low	
Cleaning & waste disposal	High	<ul style="list-style-type: none"> Cleaning of areas such as toilets Identify who will be responsible for cleaning Ensure adequate supplies of cleaning materials 	<ul style="list-style-type: none"> Cleaning of the toilets before and after the meeting will be undertaken by volunteers There are adequate cleaning supplies and bins for waste 	Low	
Social distancing/ Group sizes Arrangements for social distancing	High	<ul style="list-style-type: none"> Consider how social distancing will be encouraged and supported during the meeting 	<ul style="list-style-type: none"> Members of Father's House have been contacted via email, (or post) and social media. Information given in advance included guidance about social distancing Father's House leaders will be responsible for asking people to follow the guidance 	Low	Social distancing continues to be encouraged by regular mentions on the news emails etc
Response to suspected/ confirmed case of COVID 19	High	<ul style="list-style-type: none"> If someone on site becomes unwell with suspected coronavirus, they should be asked to leave and go home (Unless they are seriously ill in which case we will call 999) They are advised to get tested 	<ul style="list-style-type: none"> The 'Father's House procedure for Covid-19 illness' describing the steps to be taken if someone becomes unwell whilst on-site will be followed. 	Low	
Communication Ensuring accurate and clear communication	Med	<ul style="list-style-type: none"> Make all staff, volunteers (and users of the building) are aware of risk assessments and procedures designed to reduce the risk of Covid-19 transmission as Father's House is able to open up to more activities in the building Use signs and posters to build 	<ul style="list-style-type: none"> Information sent out prior to the meeting to explain expectations of those attending This risk assessment, and 'Father's House procedure for Covid-19 illness' will be available on the Father's House and Lox Lane websites Signs and markings clearly displayed on site <ul style="list-style-type: none"> Entrance/exit direct people around the site and so 	Low	

		<p>awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face or cough and sneeze into a tissue which is binned safely or into your arm if tissue not available</p> <ul style="list-style-type: none"> • Confirm that any contractor has carried out their own risk assessment before they do any work in the building 	<p>facilitate social distancing</p> <ul style="list-style-type: none"> ○ for toilets ○ to limit access to some areas of the site ○ to encourage washing/sanitising of hands on arrival & departure and before using the toilets 		
Singing	Med	<ul style="list-style-type: none"> • Government guidance says; • Indoors: Communal singing should not take place. • However outdoors, in the grounds or the outside space of a place of worship: when communal worship takes place outdoors, the congregation may join in with singing, and should follow the principles set out in the performing arts guidance. This includes ensuring that congregation members follow social distancing rules. 	<ul style="list-style-type: none"> • Worship (sung) is a central part of Father's House act of worship when meeting on a Sunday Therefore; • The decision to meet together to worship outdoors has been taken so that the risks of singing are mitigated (and to allow for a larger gathering) • Leaders will advise the congregation to give each other as much space as possible during sung worship 	Low	
Breaking bread	High	<ul style="list-style-type: none"> • Government guidance states: • "Where food or drink ('consumables') are essential to the act of worship, they can be used, however the sharing of food should be avoided, as should the use of communal vessels" 	<ul style="list-style-type: none"> • The act of 'breaking bread' will take place using individual pre-packaged crackers/juice • These will be given out when people register as they arrive at Lox Lane • Everyone will be asked to use the hand sanitiser before taking one of these out of the box (and picking up a song sheet) 	Low	
Offering	Med	<ul style="list-style-type: none"> • Where possible cash donations should be discouraged and the use of online or contactless giving encouraged • Where this is not an option, cash should be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed 	<ul style="list-style-type: none"> • Information about on-line giving information is provided weekly • A basket is provided at Lox lane, this is set in one place and people bring their offering in the form of cash or cheques to it. This is handled by Alistair Angus the Treasurer. 	low	

		around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.			
Masks	Low	<ul style="list-style-type: none"> There is no requirement to wear mask when meeting outdoors 	<ul style="list-style-type: none"> The wearing of masks is voluntary 	Low	