

Hebron Gospel Hall - COVID-19 Risk Assessment

Name and address of building: Hebron Gospel Hall, 32a Banbury Road, Bicester, Oxon, OX26 2HJ

Assessment undertaken by: Mr M Penfold

Version: 2 8th Aug 2020

Hazard/Risk	Persons Affected	Risk Rating	COVID-19 Controls to Reduce Risk	Actions Required
Contracting COVID-19 when entering the Hall	All	Low	Phased entry of people groups will be managed to avoid congestion and build up of people clusters. The front doors to be marked "entry only" and the lobby floor to be marked with arrows indicating unidirectional flow through building. Front and inner doors to remain open, weather permitting, to aid ventilation and prevent congestion. Only one family/group will be in the lobby at one time.	All to observe
Contracting COVID-19 when leaving the Hall	All	Low	Phased exit to be managed one group at a time to avoid congestion and people clusters. Exit to be through the back door, which will be marked "exit only". Floor arrows to guide traffic. Socialising after meetings in the car park to be social distanced and kept brief.	All to observe
Contracting COVID-19 during meetings in the Hall	All	Low	Family groups to be kept socially distanced by at least 1m. Face coverings to be worn at all times except for when receiving the bread and wine. When coughing, sneezing, attendees to cover the mouth with a tissue and dispose of immediately or cough/sneeze into the crook of the elbow, not into hands. Doors and windows to be kept open as much as possible to prevent air stagnation. Parents to prevent children from mixing with other family groups. Access to the upstairs of Hall to be roped off. If numbers exceed what is safe to cater for with social distancing, some visitors may need to be turned away.	Chair groups to be arranged 2m apart. Elders to ensure numbers inside the building are kept to a figure that enables this SD rule to be observed.
Contracting COVID-10 through hymn singing	All	High	Hymn singing will not be employed, nor will hymn books be utilised.	All to observe
Contracting COVID-19 through public prayers and sermons	All	High	Prayers to be made with unraised voice. When delivering a sermon the speaker will not need to wear a mask but will stand in a corner of the Hall where chairs are more than 1.5m away in all directions.	Participants to observe.
Contracting COVID-19 while taking the bread and wine during the Lord's Supper.	All	High	Emblems to be distributed in a no-touch manner by a pre-arranged elder who will, after hand sanitising putting on gloves and a mask, take the loaf to each person, break off a small portion and drop it into their hands. A different elder, after hand sanitising etc., will take the cup to each person in turn and pour a portion into their own individual drinking glass. Glasses to be left on a table at the exit and sanitised for use the following week.	An elder to dispense to each member.

Contracting COVID-19 while giving or counting the collection.	All	High	Collection through use of a free-standing box at the door which allows contributions to be dropped in without contact. Contents to be counted after the meeting by two men wearing gloves and masks. Money to be left in bags in the Hall's safe until the following week for collection and delivery to the Bank.	An elder, aided by one other man, to handle monies.
Contracting COVID-19 through touch.	All	Medium	All attendees to sanitise hands on entry and on exit, and before and after using the toilet facilities. No handshakes or embracing at any stage. Tissues and hand sanitiser provided to "catch it, bin it and clear it" as required.	All to observe
Contracting COVID-19 from Hall surfaces, handles etc.	All	Medium	All surfaces to be cleaned after each meeting. Taps, toilets, door handles, light switches, emblem table, offering counting surface will be sanitised using a bleach spray and anti-viral wipes.	Rota of persons responsible to be made/records kept.
Contracting COVID-19 through use of toilet facilities	All	Medium	Toilets to be used by one person at a time. Knock before entry. Hand sanitise before and after entry. Close lid when flushing. Windows to be kept open during meetings. Thrown away towels to be used.	All to observe
Contracting COVID-19 through lack of information about Hall's virus limitation guidelines and policies.	All	High	COVID-19 info sheet posted on front door requesting anyone with COVID-19 symptoms not to enter the Hall. Signs indicating the 2m social distancing rule to be employed. Signs requesting use of hand sanitiser to be employed. This risk assessment to be sent to all members and uploaded to Hall's website. Elders to announce instructions in meetings and to ensure social distancing is observed.	Elders to regularly reinforce, update and adapt the guidelines as necessary.
An attendee falls ill during a meeting	All	Medium	Any attendee developing COVID-19 symptoms (new cough, sneezing, aches, temperature, fever, runny nose/eyes) during a meeting should leave immediately, return home, and begin to follow the government's guidelines on self-isolation.* If the unwell person is unable to return home without help, a family member, if possible, should take them home. In a worse case scenario an ambulance should be called. The meeting will be brought to an orderly close for the safety of other attendees.	Ill person to remove themselves. Elders to follow through with meeting dismissal.

** Government advice: "If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days. If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period. Household members who remain well stay in self-isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person. Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation."*