


RE-OPEN RISK ASSESSMENT (ACUK)

Church name and location:	The Apostolic Church, All Nations' Centre, Tyers Terrace, Kennington, London SE11 5LY		
Form completed by:	Re-Opening Planning Team		
List others involved in the in compiling this plan:	Church Presbytery, Re-Opening Manager, Church Office, Health & Safety Manager, Healthcare & Environmental Management Consultant, Medical Practitioner and Mental Health Specialist		
Date completed:	13 July 2020	Approved by Covering Apostle:	Abraham Sackey
Date of next review:	Every 3 Months	Date: 31 July 2020	Signed: 

What are the hazards? <i>List the area of risk that you have identified? (Use a separate box for each risk area identified)</i>	Who might be harmed and how? <i>List the person(s) or personnel groups</i>	Is the risk High, Medium or Low	What are you already doing to control the risks? <i>Briefly describe any actions that you have already put into action</i>	What further action do you need to take to control the risks? <i>Briefly describe actions that you or the department or the organisation need to undertake</i>	Who needs to carry out the action? <i>Name the person responsible for making it happen</i>	When is the action needed by? <i>Please put the date by which the action needed to be completed</i>	Date Completed <i>Please put the date here when the action has been completed</i>
Church Office Activities for Staff.	Church Office Staff Visitors to The ANC		<ul style="list-style-type: none"> Church Office is Online using the Office 365 and Share Point Facilities Meetings are carried out using MS Teams / Conference call facilities. 	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.	Church Administrator	Each week - from Monday	Each week by Friday

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<p>(Weekdays - Mon - Fri)</p> <p>Church Office Activities for Staff. (Week days - Mon - Fri)</p>	<p>Church Office Staff Visitors to The ANC Cleaners, Contractors Drivers, Anyone else who physically comes in contact with ANC attendees.</p>	<ul style="list-style-type: none"> • All church communications via phone and email • Periodic visits • Tithe and Offering Payments all undertaken online • Any Physical offerings submitted by sealed envelopes in the post are appropriately managed using hygiene measures • Conference calls to be used instead of face to face meetings. • Face Coverings to be used by all in attendance • All in attendance at the church building to follow the above rules • Individuals SUPPORTING THE VULNERABLE- follow local guidelines, or in the absence, carry out additional risk assessment before putting staff at increased risk. • For those who do not read English language - Those who speak the relevant language or translation into relevant dialect will be provided <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>POLITE NOTICE - WE EXPECT EVERYONE TO BE COMPLIANT WITH THESE RULES AND WHOEVER IS NOT SEEN TO COMPLY - THEY WILL BE ASKED TO LEAVE THE PREMISES FOR THE SAFETY OF OTHERS</p> </div> <ul style="list-style-type: none"> • Ensuring sufficient rest breaks for staff. • Monitoring and review through regular staff 1:1 Sessions – online. 	<p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Regular checks carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Monitoring review required each week in case of incident</p>	<p>Church Administrator</p>	<p>Each week - from Monday</p>	<p>Each week - by Friday</p>
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<p>Church Office Activities for Staff. (Week days - Mon - Fri)</p>	<p>Church Office Staff Visitors to The ANC Cleaners, Contractors Drivers, Anyone else who physically comes in contact with ANC attendees.</p>	<p><u>Emergency Arrangements-</u></p> <ul style="list-style-type: none"> ANC Fire Risk Assessment being reviewed to take account of COVID 19 Fire Marshalling being reviewed to take account of one way system and COVID restrictions. Any Other Emergency to be reported to The Church Administrator <p><u>Caretaking Service –</u></p> <ul style="list-style-type: none"> undertaken weekly by one person to ensure maintenance of everyday actions and ensure building security is maintained <p><u>Wearing of Gloves</u></p> <ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. <p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work 				
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			<p>place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hscni.net/</p> <p>Mental Health</p> <ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help <p><u>Reference</u> -</p> <ul style="list-style-type: none"> • https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ • www.hseni.gov.uk/stress 	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>ANC Mind Care Services are available for staff and ANC Members, Visitors and the Community. Referral arrangements confidential and work with specialist and professionals in Mental Healthcare.</p> <p>MindcareService@gmail.com</p>			
General Church Building Re-Opening	Church Office Staff Visitors to The ANC Cleaners, Contractors Drivers, Anyone else who physically comes in contact with ANC attendees.		<p>Church Hygiene & Cleaning</p> <ul style="list-style-type: none"> • Deep Cleaning by professional e.g. By Recommended Company • Regular Cleaning of all areas of the church • Frequently cleaning and disinfecting objects and surfaces that are touched regularly hourly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. 	<ul style="list-style-type: none"> • Recommendations for professionals to undertake deep cleaning to be submitted to Ps Olokode • Sis Anna to check with the current cleaning company if they are able to cover regular and frequent cleaning required when the premises are being used for activities. <p>List of items to be obtained -</p> <ul style="list-style-type: none"> • Signs and posters to be obtained by Pastor Olokode • Yellow Signs for entry 	Re-Opening Manager	From August 2020	Sept 2020

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			<ul style="list-style-type: none"> Toilets to the poster for instruction in handwashing and provision of disposal hand towels More frequent waste disposal – eg. after each service 	<ul style="list-style-type: none"> Green signs for exit - with arrows Red signs for no entry or to let people know entry is restricted. Signs and tape will be put in place showing social distancing -. 2m 	<i>designs and also the risk assessment procedure</i>		
General Church Building Re-Opening	Ditto		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> Redesigning processes to ensure social distancing in place. Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency Guidance below..... https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people <u>Face Coverings</u> to be used by all in attendance (Until arrive at workplace and when social distancing cannot be maintained) 	<p>Signs and posters to be obtained by Pastor Olokode and Church Office</p> <ul style="list-style-type: none"> Circulation areas redesigned to use tape on the floors with arrows, signs and posters in place to remind attendees of the requirements for social distancing showing eg. 2m Yellow signs - for entry - Green signs - for exit - Red signs - no entry or restricted entry with barrier All attendees to be advised to always maintain social distancing 	Re- Opening Manager	From Re-opening	Ongoing until further notice
Preparation to attend ANC Church Services and Activities to prevent spread of Covid-19 Coronavirus	<p>Church Staff Church Officer Church Members All Visitors to the premises</p> <p><u>No Vulnerable Groups</u></p>	low	<p><u>Registration</u></p> <ul style="list-style-type: none"> Not all members will be attending ANC All Services will continue be available On line The no. of Church Officers and Members attending the ANC will be limited to comply within Govt guidelines. (See seating capacity Options and Recommendations are set out in the Site Visit Working Group Report). 	<p>All ANC Members and visitors are to be regularly reminded of the importance of social distancing in all public places.</p> <p>Registration facility will be available MON to WED - each week. This action must be completed and the list of attendees made available in The Weekend Pack prepared ANC Admin.</p>	ANC Information Services	By Wed of each week - circular is issued and cut off by Friday. For response	By Friday of each week

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	<ul style="list-style-type: none"> - The Elderly, - Children, - Pregnant - Those with existing underlying health conditions 		<ul style="list-style-type: none"> • The ANC has fully Compliant GDPR arrangements in place led by a qualified Data Protection Manager Representative in the Presbytery. • The ANC Database Facility which consists of all who have provided consent for their details to be made available will be used for Registration - All must register ahead of attendance using. • All vulnerable groups are encouraged to continue to access services online. <ul style="list-style-type: none"> - The Elderly, - Children, - Pregnant • - Those with existing underlying health conditions • <i>Identify If there Is a need to cater for a different languages</i> • Particular person/persons should be designated to be available to explain further church COVID requirements and provide support for those who are not able to understand the guidelines. 	<p>The ANC Information Services Team will advise further on this mechanism.</p> <p>Additional Info to be sent to those In the main Vulnerable groups to ensure they access services on-line</p> <p><u>There will be Trial run before re-opening</u></p>			
Church Group Meetings and Communications	Church, members, volunteers, visitors	Low	<p>All Sectional Meetings are utilising the various social media platforms for Cell Groups, Sunday School, Youth Groups, Departmental Meetings using:-</p> <ul style="list-style-type: none"> • Zoom • MS Teams / Conference call • You Tube 	Text Message Facility is available for those who do not have online access Advice obtained by ANC Information Services Team.	Online	Online	Online

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			<ul style="list-style-type: none"> • Facebook • And other social media 				
<p>Sunday - Management Team - preparing ahead of the main services to prevent spread of Covid-19 Coronavirus</p>	<p>Church Officers Stewards Volunteers</p>	Low	<ul style="list-style-type: none"> • Arrival of stewards by 9am & preparation advice • Ensure fully briefed • Areas they will cover / stationed • Clarify briefing for members • Ensure specific guidance posters are displayed • Adequate Provision for those who do not speak English will need to be identified and provided from the church database. • Ensure equipped with. PPE kit, sanitiser • Emergency Arrangements • Fire Risk Assessment review underway • Fire Marshalling reviewed due to one way system and social distancing • Any Other Emergency 	<ul style="list-style-type: none"> • Early arrival is essential. • Location of posters to be visibly displayed • Inform all attending the service of specific arrangements in case of emergency- eg. Fire, flood, any other emergency / incident • For those who do not read English language - Those who speak the relevant language or translation into relevant dialect will be provided • REVIEW IS REQUIRED EACH WEEKEND IN CASE OF INCIDENT OR A NEAR MISS • Extra PPE available and sanitisers. Small size. 	Re-Opening Manager	Every Sunday Morning	By close of Every Sunday
<p>Sunday Members Arrival and Access at All Nations Centre to prevent</p>	<p>Church Staff Church Officer Church Members</p>	High	<p><u>Preparation to attend</u></p> <ul style="list-style-type: none"> • As indicated in Registration Section above - <u>Pre-registration advice to be provided and understood/accepted.</u> 	<p>All ANC Members and visitors are to be regularly reminded of the importance of social distancing in all public places.</p> <p>There will be Trial run before re-opening</p>	All	Every Sunday Morning	At the close of Every Sunday

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<p>spread of Covid-19 Coronavirus</p>	<p>All Visitors to the premises</p> <p><u>No Vulnerable Groups</u></p> <ul style="list-style-type: none"> - The Elderly, - Children, - Pregnant - Those with existing underlying health conditions 	<ul style="list-style-type: none"> • All are to pre-register attendance and will be checked on arrival. • All attendees are to arrive at ANC with adequate face coverings, personal sanitiser and optional gloves • Extra items will be made available at the ANC entrances – tissues, etc. • Plastic bags to keep rubbish items <ul style="list-style-type: none"> • ANC Information Services Team Registration Process as set out above • Use of text service as well as online facility via ANC website – MONDAY to WEDNESDAY – Close of the Day • <u>The registration process will be made clear - for members only since access will be via ANC Online Website Database</u> - No entry without registration ! • People attending the ANC without being registered will be refused entry for orderliness. Should there be any challenge in this regard – The Stewards Leader will escalate to The Re-Opening Manager immediately. • Registration will provide clarity on allocation to Bubble Areas. • When the required number of registrations is reached - then registration will close until the following week. 				
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<p>Arrival and Access Protocols at All Nations Centre to prevent spread of Covid-19 Coronavirus</p>	<p>Church Staff Officer Members All Visitors to the premises</p> <p><u>No Vulnerable Groups</u></p> <ul style="list-style-type: none"> - The Elderly, - Children, - Pregnant - Those with existing underlying health conditions 	<p><u>Access Arrangements</u></p> <ul style="list-style-type: none"> • Stewards will check in attendees on arrival against the prepared register. Crowd control measures for attendees to avoid pinch points especially at the entrance • The main front doors will be the entry point on arrival and two separate entry streams will be in place. • The two exits to facilitate Bubble Areas will be no.1 (Nursery Door) and no.2.(St Oswald's Place). - See Working Group Report. • Posters to attendees of the rules requiring social distancing and other requirements <p><u>Sanitisers</u></p> <ul style="list-style-type: none"> • There will be two sanitiser stations as people access the building. • Battery controlled minimise physical contact • Additional provision of sanitisers in all circulation areas, toilets and at exit points and where washing facilities not readily available <p><u>Toilets and Hand Washing</u></p> <ul style="list-style-type: none"> • Communal areas and toilets are to be monitored to ensure social distancing is maintained. • ANC Stewards will be stationed in various locations. Stewards' leaders 	<p>Signs of one way direction to the exit points.</p> <p>Additional Posters will be on display beside the sanitiser stations with procedures to be displayed</p> <p>POLITE NOTICE - WE EXPECT EVERYONE TO BE COMPLIANT WITH THESE RULES AND WHOEVER IS NOT SEEN TO COMPLY - THEY WILL BE ASKED TO LEAVE THE PREMISE FOR THE SAFETY OF OTHERS</p>	<p>All</p>	<p>Every Sunday Morning</p>	<p>At the close of Every Sunday</p>
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			<p>will put in place further monitoring measures.</p> <ul style="list-style-type: none"> • Regular cleaning of toilet areas – before, during and after meetings by ANC Cleaning Services Company – Brightclean. • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • Drying of hands with disposable paper towels. • All encouraged to protect the skin by applying emollient cream regularly • Posters for procedures for good hand washing to be displayed beside hand wash basin. 				
Service Participation	<p>Church Staff Officers Members All Visitors to the premises</p> <p><u>No Vulnerable</u> Groups - The Elderly, - Children, - Pregnant - Those with existing health conditions</p>	High	<p>Face Coverings To be used by all facilitating</p> <ul style="list-style-type: none"> • Convenor • Choir - where applicable and when guidelines change. • Musicians • Preachers • All congregation <p>Singing Governments Guidelines will be observed during service participation eg. No open singing ministry. Choir ministry will continue to be pre-recorded and details shown on screen during the services until Govt and TAC Guidance is revised.</p>	<p><u>RECOMMENDATION</u></p> <p>ALL WHO ARE NOT ABLE TO WEAR THE FACE COVERING ARE KINDLY ASKED TO REMAIN AT HOME AND PARTICIPATE IN THE SERVICE ONLINE</p>	All	Every Sunday Morning	At the close of Every Sunday

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Service Participation	Ditto	High	<p><u>Capacity Seating</u></p> <ul style="list-style-type: none"> • Taking account of Social Distancing Members of same family are to sit together as allocated during the registration process. • We are also implementing seating area bubbles at this time to maintain order. • All service facilitators to maintain social distancing and facing the same direction. • All seating will observe social distancing requirements. On the stage and near to musicians, etc. • Constant reminders by those leading meetings will be made to maintain social distancing and other local requirements <p><u>Service Times</u></p> <ul style="list-style-type: none"> • Consideration has been given to service duration and to reduce the length of time people spend in the building. • Consideration is also to be given to the number of services 	<p><u>RECOMMENDATION</u></p> <ul style="list-style-type: none"> • The length of services is recommended to be reduced to 1 hr to minimise the time people will spend in the building. • Sunday from 10-11am and 12-1pm 	All As directed by stewards	Every Sunday	At the end of the Sunday activities
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General Circulation Areas and exiting the building	Church, members, volunteers, visitors access the building	High	<p>Floor Demarcation and One Way System - To Maintain Social Distancing</p> <ul style="list-style-type: none"> • Circulation areas redesigned within the church to ensure requirements are maintained. Use of tape on the floors with arrows, signs and posters in place to remind attendees of the requirements for social distancing showing eg. 2m • Yellow signs - for entry - • Green signs - for exit - • Red signs - no entry or restricted entry with barrier • All attendees to be advised to always seek move in one direction • No re- circulation will be allowed. 	Re - Opening Manager	Every Sunday	Every Sunday
Communion	Church, members, volunteers, visitors access the building	High	<ul style="list-style-type: none"> • Individual communion made available in hygienically prepared packs placed on chairs before the meetings. • Secured disposal process to be adopted and extra waste bins put in place. 	<ul style="list-style-type: none"> • Announcement made at the time of communion to avoid contact between attendees • Pre-packed communion to be placed on seats prior to arrival of members 	Church Officers	Every 1st Sunday of the month	Every 1st Sunday of The Month
Offering Collection	Church, members, volunteers, visitors access the building	Med	<ul style="list-style-type: none"> • Circulation re-designed within the church to ensure social distancing is maintained. • All attendees to be advised to always seek move in one direction • Envelopes provided in hygienically pre-packed pouch kept on each seat and used for the any offerings the cannot be given on line. Envelopes 	<ul style="list-style-type: none"> • Offering all to be encouraged to be done online 	ANC Finance Team Manager	Every Sunday	Every Sunday

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			are to be dropped into bowls on the way out of the main hall.				
Handling Money	Finance Team and Church Office	Med	<p>Sanitisers</p> <ul style="list-style-type: none"> All Involved In handling money will be required to use hand sanitisers before and during this activity. Sanitisers in all circulation area especially where washing facilities not readily available <p>Social Distancing</p> <ul style="list-style-type: none"> Limit the no. of officers undertaking the task <p>Hand Washing</p> <ul style="list-style-type: none"> On completion, Hand washing required Drying of hands with disposable paper towels. <p>All encouraged to protect the skin by applying emollient cream regularly</p>	<p>Gloves could be made available for use while handling money.</p> <p>For counting money, Separate management with gloves use of hand sanitizers, social distancing</p> <p>Ensure removal of gloves using the correct procedure to avoid contamination and ensure disposed in plastic bags and bins provided.</p>	ANC Finance Team Manager and Church Office	Every occasion when Mahoney is being handled.	On completion of money handling tasks
Refreshment & Kitchen Activities		Med	<ul style="list-style-type: none"> No food will be provided Provision of bottles of water will be available Water fountains with automatic dispensing are in place, but their use 	<p>Management of water protocols to arranged by Kitchen Team</p> <p>Water fountain to be used – cleaned regularly by cleaning team,</p>	Kitchen Manager	Every Sunday	Every Sunday.

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			<p>will be restricted. Regular cleaning by ANC Cleaning Services Team.</p> <ul style="list-style-type: none"> Additional Waste disposal bins have been obtained to encourage all waste to be discarded. Any empty bottles to be taken away and d when finished 				
Pre-Opening Building Preparation	Church, management team, stewards, volunteers, accessing the building	High	<p><u>Floor Demarcation and One Way System</u></p> <ul style="list-style-type: none"> All attendees to be advised to always seek move in one direction. Redesigning circulation within the church to ensure social distancing is maintained. One point of entry - at the front of the church Two points of exit – at the Nursery Area and St Oswald’s Place 	<p>See Site Visit Working Group Report and recommendations</p> <ul style="list-style-type: none"> Only Ground floor to be used for the Re-opening Phase One Entry Point Two Exit Points Bubbles will be utilised to facilitate distancing and tracing should this become necessary First Aid Bubble area to be added to the proposals. Seating layout for meetings will be dependent on the 2 m or 1m plus ruling 	Re-Opening Manager	From August 2020	From September 2020
PA Room Activities	Church, members, volunteers,	High	<p><u>PA Room Operation</u></p> <ul style="list-style-type: none"> Ventilation Considerations Reduced No. of staff, shifts Sanitising & Social distancing Dedicated microphones for service 	<p>Extra microphones, dedicated to convener, choir etc— sharing of microphones is to be avoided.</p> <p>Maintain social distancing at all times, and to be provided their own sanitiser.</p> <p>The person managing the camera in the main hall to be adequately protected</p>	PA Manger	Every occasion when services are being recorded	On completion of PA Activities

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Use of Admin Offices (Weekend Team)	Church, members, volunteers,	High	<p><u>Administration Services</u></p> <ul style="list-style-type: none"> Admin Information available on line and use of smart devices to be encouraged Only one or two max to use the Main Church Office and Secondary Admin Office at any one time. Doors to be kept open Ventilation Considerations 	Reinforce all information on smart devices and prepared well in advance for co-ordination purposes.	Admin Manager	Every occasion when services are being held	On completion of Admin Activities
Bookshop	Church, members, volunteers, visitors access the building	Low	<p><u>No Physical Bookshop</u></p> <ul style="list-style-type: none"> Consideration of online bookshop Put all resources and materials available to order online via church website. e.g. bibles, specific items Bookshop Team to arrange for orders to be despatched by post or pick up arrangement. 	None	Online	Online	Online
Other Church Activities	Church, members, volunteers, visitors access the building	Low	<ul style="list-style-type: none"> No other church activities taking place Community activities – Lighthouse Education Services Church Foodbank activities undertaken in conjunction with Vauxhall City Mission Other community activities being considered by ANC Groups (TBA) ANC Missions Team activities (TBA) Church Building Project activities 	Any Community activities taking place Will need to ensure A COVID-19 Risk assessment is submitted at least 1 month before reopening	Church Group Lead	Every Day	Every Day
Church Outdoor Activities	Church, members, volunteers, visitors and all who need to access the building	Low	<ul style="list-style-type: none"> There are no outdoor activities planned. Church Building Project activities may need to utilise the nursery playground area. 	Specific risk assessments and method statements will be secured ahead of any work undertaken.	Church Administrator	Each week - from Monday	Each week by Friday

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Health Concerns	Church, members, volunteers, visitors access the building	Med	ANC First Aid <ul style="list-style-type: none"> In the event of incident – those not feeling well, fainting, those with high temperature etc. A rota of first aiders to be put in place for times when the building is being used for services 	<ul style="list-style-type: none"> Recording facilities to be in place and a log is to be kept on the premises of any Incidents that may occur. 	ANC First Aider Lead	Every occasion when services are being held	Every occasion when services are being held
Mental health Concerns	Church, members, volunteers, visitors access the building	Med	<ul style="list-style-type: none"> Regular communication of mental health information and open door policy for those who need additional support. 	ANC Mind Care Services are available for staff and ANC Members, Visitors and the Community. Referral arrangements confidential and work with specialist and professionals in Mental Healthcare. MindcareService@gmail.com	ANC Mindcare Manager	Every occasion when services are being held	Every occasion when services are being held
If other risks are identified	Church, members, volunteers, visitors access the building	Med	<ul style="list-style-type: none"> Procedures - Comments, Complaints, Complements, Feedback - will be appreciated Use of forms, or website facility for feedback via the Church Office - or written record placed into the prayer box. 	Dedicated email address set up or contact ChurchOffice@apostolic-anc.org	Church Office / Admin Office	Every Sunday	Every Sunday

- This risk assessment is to be used in conjunction with The Re-Open Action Plan and ANC Site Working Group Proposals