


**RISK ASSESSMENT**

Use of The Citadel for congregational activities during the Covid-19 Pandemic (Updated May 2021)

**RISK ASSESSMENT FORM**

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING					
<b>Company</b>	York City Church						
<b>Team</b>	Trustees						
<b>Title of risk assessment</b>	Use of The Citadel for congregational activities during the Covid-19 pandemic						
<b>Details of activity: Use of offices for staff</b>							
<b>Location of activity</b>	The Citadel						
<b>Other risk assessments cross-referenced</b>	Covid-19 risk assessment for the use of The Citadel by staff (link)						
<b>Date of assessment</b>	28/07/2020 (Updated 16/05/2021 to reflect changes in guidance and the return of larger meeting on Sundays which will include children’s work provision for the first time since the beginning of the pandemic)						
<b>Name of person carrying out assessment</b>	James Bailey (Trustee / Health and Safety Lead)						
<b>Person carrying out assessment’s signature</b>							
<b>Name of employee(s) consulted on activity</b>	Staff Team, Elders, Pastoral Coordinators, Church Administrator, Trustees						
<b>Others consulted</b>	Peter Roderick (Elder/Public Health Specialist), Steve Knight (Trustee)						
		<b>POTENTIAL OUTCOME</b>		<b>LIKELIHOOD</b>			
	Catastrophic	Fatal injury/permanent disability		Highly likely	More likely to occur		
	Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence		Likely			
	Moderate	RIDDOR reportable Over 7 Day Injury		Possible			
	Minor	Minor injury (requiring first aid)		Unlikely			
	Insignificant	Minor injury		Remote	Less likely to occur		
		<b>POTENTIAL OUTCOME</b>					
	Catastrophic						
	Major						
	Moderate						
	Minor						
	Insignificant						
		Remote	Unlikely	Possible	Likely	Highly Likely	
		<b>LIKELIHOOD</b>					
<b>Risk rating</b>		<b>Action</b>					
	<b>HIGH</b>	Urgently review/add controls & monitor (if Likely or Highly Likely – stop work, seek competent advice, notify person responsible for H&S)					
	<b>MEDIUM</b>	Review/add controls (as far as reasonably practicable) & monitor					
	<b>LOW</b>	Monitor control measures					

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<b>Hazard and related condition / activity</b> <i>Eg slip – wet floor from cleaning</i>	<b>Persons at risk</b> <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	<b>Existing control measures</b> <i>Eg method statements, training, authorised users, competent person, PPE – give specific details</i>  <b>To avoid repetition in this risk assessment – all mention of cleaning wipes relate to hard surface disinfectant wipes and hand sanitiser relates to alcohol-based hand gel (minimum 60% alcohol)</b>	<b>Are any additional control measures required? What are they?</b> <i>Eg documented observational monitoring</i>	<b>Risk rating after existing &amp; additional control measures</b> <i>Potential Outcome x Likelihood = Risk Rating (eg Minor x Unlikely = Low)</i>  If High (Likely or Highly Likely) – notify H&S Team
<b>PEOPLE</b>				
Exposure to COVID-19 whilst attending an event	All persons attending, staff, volunteers employees, and anyone they come into contact with (some of whom might be clinically extremely vulnerable)	Any persons attending who are <a href="#">displaying any symptoms of Covid-19</a> (e.g. high temperature, new continuous cough, loss or change to sense of smell or taste) must not attend the event – or if at the event they must: <ul style="list-style-type: none"> <li>inform the event organiser so they can consider bringing the event to a close, notifying attendees, notifying Public Health England, arranging for cleaning to take place asap)</li> <li>leave the event via a route that minimises exposure to others</li> <li>go home immediately and seek medical advice via <a href="#">111</a></li> </ul> Visitors displaying Covid-19 symptoms should use <a href="#">testing</a> arrangements (arrange a Covid-19 test as soon as possible but within 5 days at the latest)  NHS <a href="#">Test and Trace</a> scheme.	<ul style="list-style-type: none"> <li>Internal communications to church prior to the return of congregations activities. Information available on the church website.</li> <li>A register of all people attending congregational activities will be kept to ensure that these are available to the NHS Test and Trace Scheme if requested (consent forms will be available for people to complete if their contact details are not already held by the church).</li> <li>Promotion of the use of the NHS Test and Trace phone app on entry.</li> </ul>	Major x Possible = Medium
Exposure to COVID-19 whilst	All persons attending, staff, volunteers employees, and anyone they	<ul style="list-style-type: none"> <li>Following current government guidance in relation to the Safe Use of Places of Worship during the Covid-19 pandemic', including guidance specific to singing and amplified music within Places of Worship, the</li> </ul>	<ul style="list-style-type: none"> <li>Internal communications prior to the return to notify/remind people of the restrictions in place</li> <li>Frequently Asked Questions available on the website for the benefit of church</li> </ul>	Major x Possible = Medium

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attending an event	come into contact with (some of whom might be clinically extremely vulnerable)	<p>application of communion and safe distances between households and the wearing of face coverings.</p> <ul style="list-style-type: none"> <li>• Meetings will be planned and led in such a way as to reduce the likelihood of raised voices and adherence to social distancing.</li> <li>• Ventilation levels assessed and planned in order to maximise dispersal and air change rates.</li> </ul>	<p>members and those who might be considering visiting whilst the restrictions are in place.</p> <ul style="list-style-type: none"> <li>• Training for the Meeting Stewards and others involved in the running of the meetings to ensure they understand their roles in managing covid safety.</li> </ul>	
Exposure to COVID-19 whilst attending an event	Church members (including under 18's), visitors, and employees who are pregnant or clinically extremely vulnerable	<ul style="list-style-type: none"> <li>• Encouraging people who are in this category to follow current government guidance for people who are <a href="#">clinically extremely vulnerable</a> or <a href="#">pregnant</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal communications prior to the return, and Frequently Asked Questions on the website to invite those to whom this applies and are intending to return, to contact the church to share concerns and discuss any adjustments.</li> <li>• Pastoral Team to identify people who might be at particular risk for Covid-19 to ensure they are supported if they are intending to attend meetings, and where necessary make reasonable adjustments.</li> </ul>	Catastrophic x Possible = High
Exposure to COVID-19 whilst attending an event	Church members, visitors, and employees with a disability	<ul style="list-style-type: none"> <li>• Leadership Team (Elders and Deacons) and Meeting Stewards Team to make reasonable adjustments to avoid church members or visitors with a disability being put at a disadvantage due to Covid related restrictions/guidance.</li> <li>• Making sure that the steps taken to minimise risk do not have an unjustifiable negative impact on some groups compared to others.</li> </ul>	<ul style="list-style-type: none"> <li>• Where necessary, develop a personal emergency evacuation plan (PEEP) with relevant individuals, based on the current fire evacuation plan (particularly if changes are made to it as a result of Covid risk management)</li> </ul>	Major x Possible = Medium

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<p>Exposure to COVID-19 whilst attending an event</p>	<p>All persons under the age of 18, and volunteers providing care and education</p>	<p><b>Children and Youth Work Provision</b></p> <ul style="list-style-type: none"> <li>• Activities and meeting structure planned to reflect <a href="#">government guidance for out of school settings</a> and <a href="#">early years settings</a> including groups sizes, sharing of equipment, face coverings, encouraging social distancing, etc.</li> <li>• Promotion of asymptomatic testing by volunteers providing care and supervision to children, particularly in creche where social distancing between volunteers and the children cannot be easily maintained.</li> <li>• Internal communications with parents of young children to ensure they are aware of the structure of the meetings, directional flows, drop-off and collection arrangements, and measures in place to minimise risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Before restarting children’s work provision, Pastoral Coordinators will seek to identify any children or leaders who could be more vulnerable to Covid-19, and discuss managing risk in line with government guidance.</li> <li>• Information to go out to parents ahead of the return with important information and the Covid-19 measures in place for each group.</li> </ul>	<p>Major x Possible = Medium</p>
<p>Exposure to COVID-19 whilst attending an event</p>	<p>All persons attending, staff, volunteers employees, anyone they come into contact with (some of whom might be clinically extremely vulnerable)</p>	<p><b>Face coverings</b></p> <ul style="list-style-type: none"> <li>• Expectations of all persons attending congregational activities will reflect the current government guidance and legal position on the wearing of face coverings in places of worship, and the application of <a href="#">exemptions</a> where they apply</li> </ul>	<ul style="list-style-type: none"> <li>• Internal communications prior to the return, and Frequently Asked Questions on the Website, reinforce the latest government guidance</li> <li>• Meeting Stewards to apply governmental guidance/law to visitors who turn up during events</li> </ul>	<p>Major x Possible = Medium</p>

<b>BUILDING</b>				
Exposure to COVID-19 whilst attending an event	All persons attending, staff, volunteers employees, and anyone they come into contact with (some of whom might be clinically extremely vulnerable)	<p><b>Entry/exit arrangements</b></p> <ul style="list-style-type: none"> <li>• A Building Reopening Checklist has been completed</li> <li>• Where appropriate entry and exit points will be clearly marked as will any directional or one-way flow systems.</li> <li>• Hand washing/sanitising facilities available at all entry/exit points, toilet facilities and within all used rooms</li> <li>• Maximise the amount of background ventilation during each meeting, and within each room, without compromising building security and safeguarding of vulnerable groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal communications prior to the return, information available on the website, to ensure that those attending are aware of directional flows around the buildings on entry, exit and for parents dropping off/collecting their children at their venues</li> <li>• Reviewing agreed flows and entry/exit points during events and make changes where necessary to reduce risk</li> </ul>	Major x Possible = Medium
Exposure to COVID-19 whilst attending an event	All persons attending, staff, volunteers employees, and anyone they come into contact with (some of whom might be clinically extremely vulnerable)	<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• An assessment of ventilation levels and air changes within the building has been carried out. Favourable levels of ventilation exist, due to the ceiling height of the rooms (particularly within the main hall) and the availability of natural ventilation. Further information <a href="#">here</a>.</li> <li>• Maximise the amount of background ventilation during each meeting, and within each room, without compromising building security and safeguarding of vulnerable groups (as per government guidance on the <a href="#">ventilation of indoor spaces</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor ventilations levels within the building and keep abreast of changes to government guidance on ventilation within buildings</li> </ul>	Major x Possible = Medium

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<p>Exposure to COVID-19 whilst attending an event</p>	<p>Employees and volunteers and anyone they come into contact with (some of whom might be clinically extremely vulnerable)</p>	<p><b>AV Desk (if used)</b></p> <ul style="list-style-type: none"> <li>• One person serving on PA during each event</li> <li>• Cleaning materials provided and maintained in readily accessible locations so that users can sanitise workstations after use</li> </ul> <p><b>Amplification (if used)</b></p> <ul style="list-style-type: none"> <li>• Use of a personal microphones by the meeting leader to aid audibility and discourage shouting</li> <li>• Cleaning materials provided so that users can sanitise after use</li> <li>• Microphones not to be shared with others to reduce risk of spread and need for unnecessary movement during the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Leaders to confirm arrangements for amplification prior to the return so the appropriate measures and guidance can be put in place</li> <li>• Ensure volunteers are identified in advance and informed about the procedures in place during meetings, and their responsibilities, to manage the risk for people attending.</li> </ul>	<p>Major x Possible = Medium</p>
<p>Exposure to COVID-19 whilst attending an event</p>	<p>All persons attending, staff, volunteers employees, and anyone they come into contact with (some of whom might be clinically extremely vulnerable)</p>	<p><b>Moving around buildings</b></p> <ul style="list-style-type: none"> <li>• Some areas of the building restricted to specific staff/teams</li> <li>• Where appropriate, floor markings and signage to identify directional or one-way flow systems</li> <li>• High traffic areas, including corridors and walkways, are to be kept clear of obstructions or people interacting to maintain social distancing</li> <li>• Cleaning materials (wipes and hand sanitiser) will be maintained (foyer, offices, kitchen)</li> </ul>	<ul style="list-style-type: none"> <li>• Internal communications prior to the return, information available on the website, to ensure that those attending are aware of entry points, directional flows, location of toilets, including flows for parents dropping off/collecting their children at their venues</li> </ul>	<p>Major x Possible = Medium</p>
<p>Exposure to COVID-19</p>	<p>All persons attending, staff, volunteers</p>	<p><b>Common areas</b></p>	<ul style="list-style-type: none"> <li>• Internal communications prior to the return, and information on the website, to ensure those attending are aware of the</li> </ul>	<p>Major x Possible = Medium</p>

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attending an event	employees, and anyone they come into contact with (some of whom might be clinically extremely vulnerable)	<ul style="list-style-type: none"> <li>Regular cleaning of <i>high touch</i> areas/zones using wipes e.g. bannisters, toilet doors, door handles, light switches, printers, intercom controls, by cleaning staff</li> <li>Signs and posters to build awareness of good handwashing technique, the need to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available</li> <li>Encouraging parents of young children not to bring pushchairs/buggies, scooters, bikes, etc.</li> </ul>	arrangements in place and expectations re: Covid risk management	
Exposure to COVID-19 whilst attending an event	All persons attending, staff, volunteers employees, and anyone they come into contact with (some of whom might be clinically extremely vulnerable)	<p><b>Keeping the building clean</b></p> <ul style="list-style-type: none"> <li>All bins lined and the liner removed at the end of the day, sealed/knotted and placed in the main waste container to be collected at the earliest opportunity</li> <li>Cleaning of buildings carried out to a specific schedule by named responsible person/s</li> <li>Cleaning stations provided with cleaning materials (eg wipes) to encourage before and after cleaning of workspace areas</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of the cleaning regime to ensure it is adequate and increase frequency where necessary</li> </ul>	Major x Possible = Medium
Exposure to COVID-19 attending an event	All persons attending, staff, volunteers employees, and anyone they come into contact with (some of whom might be clinically extremely vulnerable)	<p><b>Hygiene – handwashing, sanitation facilities &amp; toilets</b></p> <ul style="list-style-type: none"> <li>Signs and posters to build awareness of good <a href="#">handwashing techniques</a> and mouth hygiene to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available</li> <li>Male urinals toilet made 'out of use'</li> <li>Male and female toilets to operate as 'unisex' and limited to one at a time</li> </ul>	<ul style="list-style-type: none"> <li>Internal communications and information on the website prior to the return to reinforce messages around affection hand and respiratory hygiene, and availability of facilities.</li> <li>Ensure stocks of hygiene products are maintained at all times and available to all key locations</li> </ul>	Major x Possible = Medium

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	extremely vulnerable)	<ul style="list-style-type: none"> <li>• Paper towels are to be used where possible and hand dryers electrically isolated to prevent use (signs put in place indicating they are no longer in use)</li> <li>• Signage to promote social distancing</li> <li>• Providing hand sanitiser in multiple locations in addition to washrooms</li> <li>• Enhanced cleaning regime for busy areas</li> <li>• Waste facilities placed in readily accessible locations</li> </ul>		
Exposure to COVID-19 whilst attending an event	All persons attending, staff, volunteers and employees	<p><b>Incidents, fire and first aid</b></p> <ul style="list-style-type: none"> <li>• Work-related incidents, near misses and ill-health should continue to be reported using the <a href="#">Incident Report Form</a></li> <li>• Prior to reoccupation any changes to the evacuation procedures are to be introduced and communicated to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Existing Fire arrangements, emergency and evacuation plans to be reviewed (2m social distancing is not expected to be achieved during a fire evacuation)</li> <li>• Existing First Aid arrangements to be reviewed to ensure there are suitable measures in place</li> <li>• Ensure Meeting Stewards are aware of the evacuation procedure, and any changes made as a result of Covid-19 safety measures. Ensure Steward the usual fire safety checks are still carried out on top of Covid-19 safety measures.</li> </ul>	Major x Possible = Medium





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ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position/Team	Date	Signature	Date
1	<p>Communication (including information video) highlighting key changes to the church community prior to the return. To include:</p> <ul style="list-style-type: none"> <li>• Symptoms</li> <li>• Hygiene (hand and respiratory)</li> <li>• Arrival and exit</li> <li>• Changes to toilet arrangements</li> <li>• Social distancing</li> <li>• Face coverings</li> <li>• Elevated voices</li> <li>• Direction of flows around the building</li> </ul>	Mark Alty	Elders	16/05/2020		W/C 16/05/2020 and ongoing
2	<p>Prior to the resumption of children's/youth work:</p> <ul style="list-style-type: none"> <li>• Planning of activities and structure to reflect government guidance for out of school settings, including safe room capacities.</li> <li>• Identification of children who are more vulnerable to Covid-19 (in advance where known or on arrival if visiting)</li> </ul>	Michael Ash-Mahon, Dave Stevens, Naomi Davies, Hannah Ainsworth, Hannah Witcomb, Mark Alty Kieran Scotchbrook, Rhi Scotchbroo	Children's Work and Youth Leadership Teams	April/May up to return on the 23/05/2021		23/05/2021








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3	Prior to resumption of children's work provide parent/carers with information regarding the how the provision will be managed, changes taking place and what is being asked of them and their children to reduce risk.	Michael Ash-Mahon, Dave Stevens, Naomi Davies, Hannah Ainsworth, Hannah Witcomb, Kieran Scotchbrook, Rhi Scotchbrook	Children's Work Leadership Team	Week commencing 17/05/2021		w/c 17/05/2021
4	Individual discussions with anyone known to be at higher risk (including pregnant women and clinically extremely vulnerable) to reiterate the advice of the government at the time regarding attending public events, and agreeing to any adjustments that can be made. Website encourages anyone in this category to contact the church prior to attending to discuss if this is a concern to them.	Deacons/Pastoral Co-ordinators	Leadership Team	Weeks leading up to the return on 23/05/2021		17/05/2021 and ongoing
5	Maximise the amount of background ventilation during each meeting without compromising building security	Meeting Stewards	Steward Team	Prior to each meeting/ ongoing		23/05/2021 and ongoing
6	Review directional flows within the building	Mark Alty, Steve Knight, James Bailey, Nikki Bixby, Children's Work Team	Trustees/ Leaders	Planning Meeting on 11/05/2021		11/05/2021 and ongoing




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7	Review requirements for arrival exit/seating layout/direction of travel/social distancing/signage/floor markings, etc	James Bailey/Steve Knight	Trustees	Planning Meeting on 11/05/2021 and up to return on 23/05/2021		11/05/2021 and ongoing
8	Continue to monitor government advice on ventilation within buildings and consider opportunities for improvements through the delivery of wider building initiatives.	Steve Knight/James Bailey	Trustees	Ventilation review site meeting 15/05/2021 and ongoing		15/05/2021 and ongoing
9	Building Reopening Checklist completed	James Bailey	Trustees			19/07/2020
10	Appointment of a cleaner to ensure cleansing of high touch areas (including ongoing review as building is used more frequently to ensure that frequency and extent is still appropriate)	Nikki Bixby	Staff			20/07/2020
11	Change of the male and female toilets to 'unisex' facilities with signage	James Bailey/Steve Knight	Trustees			19/07/2020
12	Ensure the AV desk has a supply of wipes for cleansing shared surfaced before and after use	James Bailey	Trustees			19/07/2020
13	Electronic isolation of hand driers (signs to be put in place indicating they are no longer in use)	Steve Knight/James Bailey	Trustees			19/07/2020

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14	Communications with the church community to be reviewed and updated where necessary following changes to national guidance or local circumstances	James Bailey/Mark Alty/Peter Roderick	Elders/ Trustees	Ongoing		Monthly/ Ongoing
15	Display the completed <a href="#">Covid Secure poster</a>	James Bailey	Trustees			21/07/20 20
16	Adherence to control measures to be monitored – any issues identified to be raised with the Trustee Lead	All staff/Trustees/ Elders/Church community	Staff/Trustees / Elders	Ongoing		Ongoing

**COMMENTS AND INFORMATION**

*Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information*

All relevant people have been consulted in the drafting of this risk assessment including the Church Leadership Team, representatives of the staff team, and Trustees. Many of them have had an active role in the planning of the events to ensure risk is mitigated. The risk assessment will be regularly reviewed to ensure that it remains relevant and effective at all times including following any changes to legislation/guidance, or changes to the way in which the building is used.

**Ventilation assessment:**

Reasonable steps have been taken to assess levels of ventilation within the building, particularly the main auditorium where the largest number of adults will be present during congregational activities. Smoke tests have been carried out to review the effectiveness of ventilation achieved through windows open to the external air. This has determined that very reasonable levels of ventilation are available within the main auditorium, and that the opening of windows on the gallery (first floor) and main stairwell is effective in dispersing air and achieving air change within the room. This assessment identified that the use of a single pedestal fan sited on the gallery at the front of the church, pointed towards the entrance, assists the rate of dispersal and air change offered through the open windows. The high ceilings within the main auditorium provides a significant amount of air by volume per person attending, compared with other conference type facilities with the same floor space.



The positive situation with ventilation within the main auditorium can be illustrated as follows:

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- The 5 openable windows on the main stairwell, and the 3 openable windows on the side of the gallery, together offer 3.7m<sup>2</sup> of window opening upstairs to help circulate air within the main auditorium.
- The main auditorium has an approximate volume of 3220m<sup>3</sup> (113,700 cubic feet or 3.22million litres). By comparison, a conventional hall of the same floor area (inc balcony), with a ceiling height of 3m, would have approximately 1400m<sup>3</sup>. This means the main auditorium offers 2 - 2.5 X the volume of air than a conventional conference venue.
- An average resting human inhales/exhales 360 litres of air per hour. With an assumed (maximum) capacity of 130 people, the auditorium offers each individual approximately 24,700litres of air, even without any air change.

The combined contribution of ventilation rates and volume of air per person will significantly reduce the risk associated with any aerosol particles emitted from the breath of anyone attending. Similar calculations have been carried out within the children’s work venues and similarly favourable amounts of air/dispersal rates have been identified, assisted by the opening of internal windows and doors. The room with the least ventilation is the creche room, with only a single openable window. The opening of the door to the room has been shown to increase the rate of dispersal/air change. This door will therefore remain open during the meetings, but reviewed to ensure that ventilation is not achieved at the expense of security/safeguarding.

<b>Scheduled date of next review</b>  <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	<b>Are there any changes to the activity since the last review?</b>  <i>Clarify that all the controls are still in place and how monitored on a regular basis</i>	<b>Signature of Person Responsible</b>	<b>Date of review</b>
<i>August 2020 – immediately following the first small gathering</i>	<i>No changes deemed necessary following review of the first congregational activity on 09/08/2020. The communications sent out to the church community prior to the meeting, including an information video, seemed to have been successful in preparing those who attended (roughly 20 people) for what was expected of them, and adherence to the covid-19 management principles was evident.</i>		<i>10/08/2020</i>
<i>May 2021 - review following the decision to return to Sunday morning meetings</i>	<i>Number of changes made due to changes to the guidance (Places of Worship, Out of Schools Settings and Early Years Settings), including the use of face coverings. Changes also reflect the first return to the whole church community since the beginning of the pandemic, including the recommencement of children’s work and creche provision.</i>		<i>16/05/2021</i>