

Milton Keynes Christian Centre Risk Assessment - COVID-Secure In-Person Services

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document relates to opening up MKCC to staff, volunteers and members of the public entering for any permitted purposes.

Area of Focus	Who is at Risk?	Control Measures	Risk rating after controls have been put into place?
COVID-19 entering the premises and potentially infecting building users	Church Staff, Volunteers and church congregation	MKCC Church Leadership (CLT) have consulted with government guidance for the safe use of places of worship during the pandemic, out of school and early years settings and our insurers to ensure it is appropriate to undertake public church services and the measures required to do so safely. MKCC Trustees have reviewed the control measures contained within this risk assessment.	Low
		MKCC CLT will communicate that anyone displaying symptoms of COVID-19 should not attend physical church services or attempt to enter MKCC premises.	Low
		MKCC CLT will communicate to vulnerable individuals or to individuals who are self-isolating that they should not attend physical church services but rather make use of our online church facilities.	Low
		MKCC CLT will encourage church partners to adhere to government guidance on self-isolation after symptoms and/or positive test/contract tracing/returning from foreign travel.	Low
		Suitable posters will be displayed to ask people with symptoms not to enter the building.	Low
		Everyone will be required to apply hand-sanitiser on entry to the building.	Low
		Stewards and volunteers will ask attendees to verbally confirm they are not displaying any symptoms of COVID-19 as they enter the building.	Low
		Social distancing measures will be maintained within our auditorium and children's venue whilst worship services are taking place.	Low

Area of Focus	Who is at Risk?	Control Measures	Risk rating after controls have been put into place?
Transmission of COVID-19 from an infected person to another individual	Church Staff, Volunteers and church congregation	A 1-metre social distancing policy will be enforced within our auditorium and children's venue whilst worship services are taking place and at locations where individuals may be required to queue. Signage will remind people to adhere to our social distancing policy and floor markings will assist people to practice this.	Low
		All attendees will be requested to wear a face-covering (MKCC will have masks available if required) whilst singing or moving about the premises.	Low
		Capacity will be restricted to a maximum of 160-200 individuals within the auditorium , 35 children in Discovery Suite 1 and 12 children in the Ridley Suite.. Exact service capacity will be determined by the number of individuals within each household or bubble that books to attend. Seating in the auditorium will be adapted for social distancing whilst allowing individuals, couples or groups of 3, 4, 5 or 6 to attend.	Low
		Attendees will be instructed to arrive on-site in plenty of time to enable them to be seated before the service is due to commence. Doors will open 10 minutes prior to the service commencing. Stewards will require attendees to verify they have booked (by quickly displaying the confirmation notification on their mobile devices). Individuals who are unable to verify booking will be asked to step into a dedicated area within the foyer where a steward will check online to verify their booking before allowing them to enter the auditorium. If no booking exists, and the service is not fully booked, the steward will register details and admit the individual(s). If the service is fully booked, the steward will offer for the individual(s) to wait to see if anyone fails to attend or assist them to leave the premises.	Low
		Stewards and volunteers will deny access to the auditorium and children's venue once the maximum capacity has been reached.	Low
		Adequate provision will be made for individuals with physical disabilities to ensure they can enter our building through the designated door at our front entrance and they are suitably located within our auditorium to ensure ease of exit in an emergency.	Low
		Protective screens have been erected in places to protect staff and volunteers serving in ministry and to protect attendees.	Low
		Stewards and volunteers will ensure that attendees maintain social distances and adhere to Government guidelines during all of our services.	Low

Area of Focus	Who is at Risk?	Control Measures	Risk rating after controls have been put into place?
Transmission of COVID-19 to an individual from a contaminated surface/item (excluding toilet facilities)	Church Staff, Volunteers and church congregation	External entry doors will be kept open for a period of approximately 30 minutes to enable individuals to attend service Stewards will arrange for fire exit doors to be kept open as attendees exit the building to eliminate the need for people to touch door handles.	Low
		Surfaces that are likely to be touched by staff, volunteers or church partners will be regularly cleaned with appropriate sanitising spray or wipes.	Low
		The building will be adequately ventilated. MKCC Heating and Ventilation equipment is regularly serviced and maintained by suitably qualified contractors. MKCC has consulted with contractors and manufacturers to ensure that all air supply and extract equipment is set up to ensure attendee comfort and safety.	Low
		Offering bags will not be passed around during any of our church services. Attendees will be encouraged to give via text, give online using their digital device or by placing giving envelopes, cash or cheques into a secure collection box as they exit the building at the end of the service. A member of staff wearing appropriate PPE will remove all envelopes, cash or cheques from the offering boxes at the end of the service once all attendees have left the building. Items will be placed in a bank bag and stored in the church safe for a minimum of 72 hours before any attempt is made to prepare the offering(s) for banking.	Low
		The building will be deep cleaned between services (if multiple services running on the same day) or after the service if the building is being used by another user group within 72 hours. A water-based antimicrobial with multi-surface broad spectrum kill and residual control (Formula 429 FC) will be used to sanitise the auditorium and public areas after use. Surfaces that are likely to be touched frequently will also be cleaned with the appropriate sanitising products.	Low
		MKCC will not offer attendees an opportunity to partake of communion during church services - communion will only be reintroduced when it is deemed safe and plausible to do so.	Low
		MKCC will not distribute newsletters, service programmes, bibles or any other literature to individuals attending our services. Attendees may bring their Bibles, digital devices, etc and will be reminded to take them with them when they leave.	Low
		Staff or volunteers leading services will be provided with a 'check sheet' to announce, at the start of all services, the vital 'do's and don't' information to ensure their safety whilst on-site.	Low

Area of Focus	Who is at Risk?	Control Measures	Risk rating after controls have been put into place?
Transmission of COVID-19 to an individual using toilet facilities	Church Staff, Volunteers and church congregation	Hand driers are located in all MKCC toilets (reusable linen towels are not provided).	Low
		Government guidance for the cleaning of non-clinical settings will be adhered to, and particularly with regards to the cleaning of toilets. Toilets will be thoroughly cleaned before services and surfaces which are likely to be touched regularly will be cleaned periodically with the appropriate sanitising products. Appropriate PPE will be provided for staff or volunteers cleaning toilets.	Low
Transmission of COVID-19 to an individual from contaminated waste	Church Staff, Volunteers and church congregation	All waste within public areas will be assumed contaminated and handled appropriately. Staff handling waste will be provided with appropriate PPE and trained in suitable working practices.	Low
		Bins within public areas will be lined with disposable liners and all waste double bagged before being disposed of following MKCC's hazardous waste procedure – waste bags will be labelled and stored securely for 72 hours before being disposed of.	Low
Transmission of COVID-19 to a member of staff or volunteer	Church Staff and Volunteers	Staff and volunteers will be trained in safe working practices to ensure their safety whilst facilitating church services.	Low
		Staff and volunteers will be provided with appropriate PPE, including their preferred face covering (face-mask or visor).	Low
		Different stewarding teams will serve at each of our church services. Teaching or worship team members required to serve at multiple services will be offered a space to relax in between services. Seating will enable team members to socially distance and hand sanitiser will be available.	Low
		Staff and volunteers will be instructed to leave the building as soon as they have finished serving. Staff and volunteers will be asked to leave the site as quickly as possible.	Low
		Staff and volunteers will be trained in safe working practices to ensure their safety whilst facilitating church services.	Low
		Staff and volunteers will be provided with appropriate PPE, including their preferred face covering (face-mask or visor).	Low

Area of Focus	Who is at Risk?	Control Measures	Risk rating after controls have been put into place?
Ensuring service attendees are contactable in the weeks following their attending a church service	Church Staff, Volunteers and church congregation	Individuals or households seeking to attend one of our church services will be required to book a ticket to attend. Tickets will be available individually or in household groups of 2, 3, 4, 5 or 6. Parents wishing children to attend Discovery Kids will be required to book a ticket to attend. Attendees will be required to provide their first and last name, their email address and a contact telephone. MKCC will store this personal data securely (churchsuite) and will only share it with NHS Test and Trace service if they contact us to inform us that an individual who has recently tested positive has informed them that they recently visited MKCC.	Low
		MKCC will retain records of all service attendees for a minimum of 21 days as per Government guidance.	Low
Cleaning MKCC after COVID-19 related incident		If possible, MKCC will close the church premises for 72 hours with no access permitted. If 72-hour closure is not possible then MKCC will follow Government guidance for the cleaning of non-clinical settings . A water-based antimicrobial with multi-surface broad spectrum kill and residual control (Formula 429 FC) will be used to deep clean the auditorium and public areas after use. If the building has been quarantined for 72 hours then the building will be cleaned as normal.	Low

Version Control

Issue Date	Version Number	Issued by
17 th August 2020	1	Operations Manager
16 th September 2020	1.1	Operations Manager
12 th January 2021	1.2	Operations Manager
5 th May 2021	1.3	Operations Manager
19 th July 2021	1.4	Operations Manager

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.