

Covid-19 Risk Assessment undertaken by the trustees of Eternity Church – MAIN SUNDAY MEETINGS

Hazards/Risks	Persons Affected and Likelihood (seldom, frequently, often)	Severity/Risk rating (low, medium or high)	Control measures	
Entrance foyer (main doors entry)	All congregants Once a week	moderate	<ul style="list-style-type: none"> • A floor-standing, pedal operated hand sanitizing dispenser will be at the main entrance door. • The inner double doors shall remain closed. • A sign asking all visitors to Self Screen for Covid-19 symptoms will be on display in the foyer. • No one will be allowed entry to the building unless they are wearing a mask or have a valid reason for exemption. Those who do not have a mask will be provided with a disposable one. • 1 person/greeter will be in place – they will wear either a cloth face mask or a transparent face visor. • People will be asked to use the hand sanitizer before entering the building. • A QR code will be on display and all people entering the building will be asked to scan and complete the form for Track and Trace. • Those who do not have a smartphone/internet access will be given a paper form to complete. If they do not have a pen one will be given to them to use. • The completed form and the pen should be placed in the black letterbox at the end of the meeting, when exiting the building. Any pens used by them will be sanitized. • Floor markers will show a 1-way direction arrow. • People will be asked to move directly from the foyer, through the door on the right and into the main hall. 	

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Main hall	All congregants Once a week	Moderate	<ul style="list-style-type: none"> • Chairs will be laid out in sets of 1, 2, 3 or 4 chairs. • 1 person will be standing by the corridor into the main hall, wearing a mask or face visor. They will direct each household group to find a suitable set of chairs to equal their number and to adhere to a 1m social distance rule. People will be asked to remain in their seats until the service is concluded. Parents are to keep their children with them at all times. • People must exit after the meeting concludes via the marked one-way system – take the exit corridor to the left of the stage, follow the arrows through the foyer, double doors and out the main doors into the car park. • Hand sanitizer is available on exit. 	
Tithes and offerings/donations	Minimal number	Low	<ul style="list-style-type: none"> • Tithes and offerings will be encouraged to continue to be given via online banking, Paypal and the QR code on display. • Those who cannot will be offered to use the card processing machine in person. The machine will be brought to them to process their payment. The machine will be sanitized immediately afterwards, unless a contactless payment method was used, in which case no need to sanitize between uses. • Those who have brought cash/cheque donations can place it in the black letterbox in the foyer at the end of the meeting, on their way out of the building. 	

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Toilets	Minimal people	Low	<ul style="list-style-type: none"> • People will be asked to only use the toilets in emergency and only one household bubble at a time. • The toilets are professionally cleaned on a Saturday in preparation for Sunday church services. • A 1-person-at-a-time system is in place, with signs on the doors to indicate this ie one household bubble at a time. • People will be asked to queue in the minor hall, maintaining social distancing. If social distancing cannot be maintained then they should return to the main hall until they can safely resume. • 20 second hand-washing signs are on display to encourage good hygiene. • Hand spray and paper towel will be on hand in the toilets and people asked to spray and wipe door handles and taps after use, disposing of the used paper towel in the bins provided. 	
Kitchen, Creche, Offices	Minimal	Low	<p>These will be off limits to the general public. Only designated staff may enter, if required.</p>	

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Minor Hall	Minimal people	Low	<ul style="list-style-type: none"> • A screened corridor to the toilets will be created with room dividers. This will create a separate screened off area for parents to sit with their toddlers/babies should they require to leave the main hall seating area. • Audio feed of main service will be in place. • 4 chair sets will be in place, socially distanced. • It will be up to parents to maintain control of their children if they wish to sit here and listen to the service via the audio feed. • Hand sanitizer is on hand. 	
Pastor's office / counselling	Minimal people	Low	<ul style="list-style-type: none"> • Should a parishioner require a personal meeting/prayer with the Pastor/s after the meeting then this shall take place in the Pastor's office, with chairs placed 1m apart and masks on at all times. Should the household bubble be too large for this then it will take place in the minor hall, after all other people have vacated, to allow for social distancing. • Hand sanitizer is available. 	

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Refreshments and water fountain	n/a	High	No refreshments will be served and the water foundation will be switched OFF.	
KidzRock	n/a	medium	For the foreseeable future there will be no Sunday School/Children’s Church provided. Children are to remain with their parents at all times. Parents are responsible to ensure that their children maintain social distancing guidelines where appropriate.	