

Risk Assessment Report: Re-opening of Fountain of Peace (FOP) Ministries Church Premises to the Public

Church address: 3 Staffa Road, Leyton, E10 7PY, London, England.

Version Control

Issue Date	Version Number	Issued by
16 th July 2020	1	FOP Administrative department (COVID-19 Recovery workgroup)
20 th February 2021	2	FOP Administrative department (COVID-19 Recovery workgroup)

Background:

As part of the ongoing process to lift movement restrictions caused by the COVID-19 pandemic, The UK government announced that churches and cathedrals were legally permitted to re-open for public worship from the 4th of July 2020. A second “tiered-structured lockdown” came into effect on the 5th of November 2020 and as a response to rising Covid-19 cases, the Government announced another national lockdown from the 5th of January 2021. Under current guidelines, places of worship are permitted to stay open.

[Government guidance for the safe use of places of worship](#) requires that a COVID-19 risk assessment be carried out for every building and site open to the public. In line with government directives, this document summarises results from FOP’s risk assessment with links to relevant government advice notes. It covers FOP’s *risk assessment methodology* and the *control measures* put in place for safe re-opening of FOP church building to members of the public. It also offers guidance on best-practices during acts of worship and administrative church operations.

I ask that you carefully read this risk assessment report and fully adhere to the instructions stated therein.

Rest assured that FOP is closely monitoring the situation and will keep you updated on the latest instructions from the UK government on this matter. For your reference, further information about COVID-19 virus can be found online at www.nhs.uk/coronavirus.

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.

Thank you for your time and attention. Remain blessed in God’s loving presence.

It is well.

On behalf of Fountain of Peace (FOP) Ministries,

M. Amadi

Dr. Mark Amadi

Senior Pastor, Fountain of Peace Ministries

Section I - Risk Assessment Methodology

A four-step process was used in assessing potential risks and developing control measures/ mitigation strategies for identified risks:

1. Activity definition - list of activities expected in church premises and permitted uses to plan for:
 - Private prayers (ministers, stewards, and church members)
 - Private prayers (general public)
 - Public worship
 - Livestreaming services
 - Weddings, christenings, funerals, and other rites of passage services
 - Services with controlled attendance e.g. church workers-only, ministers-only
 - Counselling sessions
 - Opening for visitors and tourists.
2. Hazard assessment:
 - Transmission of COVID-19
 - Hazards arising from the temporary closure of the church
 - Hazards arising from now using the church in a different way

Key constraints and considerations on the movement of people within and outside worship spaces.
Access and utilization of communal spaces e.g. toilet(s).
3. Hazard implications and impact assessment:
 - Who might be harmed and how?
 - How will planned activities affect different groups of people? e.g. children and adults aged 65 and over.
4. Control measures and mitigation strategies:
 - mitigations for identified risks, e.g. temperature-checking devices, hand sanitizers, face masks
 - pre-requisites and actions required for planned activities to go ahead safely e.g. COVID-deep cleaning
 - required equipment and changes needed to previous mode of operations e.g. modified seating arrangements and service times.

Section II - Risk assessment template for FOP Ministries

Church: Fountain of Peace Ministries	Assessor's name: Mr Kola Lambo (<i>Head, Administrative department</i>)	Date completed: Version 1: July 16, 2020 Version 2: February 20, 2021	Review date: July 16, 2020 February 28, 2021
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Area of Focus	Controls required	Additional information	Action completed?	Completion date
1. Access to FOP church building for <u>ministers and stewards</u> for purposes of private prayer and/or livestreaming General advice on accessing church buildings can be found here.	i. One point of entry to the church building clearly identified and separate from public entry if possible	Single point of entry clearly identified (see photos in next section of document)	Yes	July 12, 2020
	ii. Consult a "lone working" policy if relevant.	A suitable lone working policy has been consulted. Link to sample "lone working" policy can be found here .	Yes	July 13, 2020
	iii. Buildings have been aired before use.		Yes	July 12, 2020
	iv. Check for animal waste and general cleanliness.		Yes	July 12, 2020
	v. Ensure water systems are flushed through before use.	Link to Government Guidance for organisations on supplying safe water supplies	Yes	July 16, 2020
	vi. Switch on/check electrical and heating systems. Commission system checks as necessary.		Yes	Weekly
	vii. Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Yes	Weekly

Area of Focus	Controls required	Additional information	Action completed?	Completion date
2. Deciding whether to open to the public	i. Give due notice of resumption of building use to neighbours, congregation, and wider community. Ensure visitors and worshippers know what to expect when they come.		Yes	July 15, 2020
	ii. Update FOP website and social media platforms with information on risk assessment and new mode of operations	Completed risk assessment template uploaded to church website	Yes	<ul style="list-style-type: none"> July 26, 2020 Updated Feb. 28, 2021
	iii. Implement booking system if needed, whether for general access or for specific events/services	FOP maintains an active social media (<i>Watsapp</i>) platform and an <i>Online Registration System</i> for its services	Yes	July 12, 2020
	iv. If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Apply here.	Not applicable	
3. Preparation of FOP church premises for access by members of the public	i. Conduct general and "COVID deep cleaning" prior to church re-opening	Please see next section for Covid-cleaning certificate of completion	Yes	July 3, 2020
	ii. Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits accessible at all times.	Single point of entry clearly identified (see photos in next section of document). Emergency exits have been clearly marked	Yes	July 12, 2020
	iii. Make any temporary arrangements for people to wait or queue outside the building (considering any consequential risks arising from people gathering outside).	Front yard of church building available as queuing lot with 2-meter social distancing rule	Yes	July 12, 2020

Area of Focus	Controls required	Additional information	Action completed?	Completion date
3. Preparation of FOP church premises for access by members of the public (Continued)	iv. Doors and windows should be opened temporarily to improve ventilation.		Yes	Weekly
	v. Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		Yes	July 12,2020
	vi. Remove or isolate children's resources and play area	There will be no separate services for youth and children (for now). All church attendees will worship together in "family bubbles."	Yes	July 5, 2020
	vii. Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 1m with risk mitigation.	Seating arrangements adjusted to comply with social distancing rules – separate seating for over 60s, "family bubbles" (see photos in next section)	Yes	July 5, 2020
	viii. Clearly mark out seating areas including exclusion zones to maintain distancing.	See photos in next section. Social distancing updated from 1m to >1 to 2m-rule	Yes	<ul style="list-style-type: none"> • July 12, 2020 • Updated Feb. 28, 2021
	ix. Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Yes	July 12, 2020
	x. Limit access to places where public does not need go; use temporary cordon if needed.		Yes	July 12, 2020
	xi. Determine placement of hand sanitisers available for visitors to use.	See photos in next section	Yes	July 12, 2020

Area of Focus	Controls required	Additional information	Action completed?	Completion date
3. Preparation of FOP church premises for access by members of the public (Continued)	xii. Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	See photos in next section	Yes	July 12, 2020
	xiii. Ensure high-risk surfaces/touch points are wiped with appropriate sanitisers	Advice on cleaning church buildings can be found here .	Yes	July 3, 2020
	xiv. Equip church ushers with infrared digital thermometers to measure body temperature of all entrants. (<i>Entry can be denied in cases where body temperature reading is 37.5oC and above</i>)	Ushers equipped with infrared digital thermometers to measure body temperature before entry admission	Yes	July 16, 2020
	xv. Provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Entry record maintained by FOP Church Administrative department	Yes	July 16, 2020
	xvi. Check that toilet and handwashing facilities have soap, paper towels and bin		Yes	July 12, 2020
	xvii. Ensure all waste receptacles have disposable liners (e.g. polythene bags) to reduce risk to those removing them.		Yes	July 16, 2020
	xviii. Check that all church cleaners are not in a vulnerable group or self-isolating.	Cleaning now outsourced to professional cleaners	Yes	July 16, 2020
	xix. Set up cleaning rota for church opening.	Cleaning now outsourced to professional cleaners	Yes	July 16, 2020
	xx. Provide all cleaners with disposable gloves and provide suitable cleaning materials	Cleaning now outsourced to professional cleaners	Yes	July 16, 2020

Area of Focus	Controls required	Additional information	Action completed?	Completion date
4. Mode of Worship	<ul style="list-style-type: none"> i. Face masks compulsory for all attendees aged 12 and over; ii. Maximum of three choir members allowed in choir area with proper social distancing; iii. Plexi-glass screens to be installed to protect worshippers and singers; iv. Microphones/worship items to be sanitized whenever transferred between persons; v. As much as possible, all offerings to be cashless payments (online giving platform) vi. No physical touching or holding of hands during acts of worship; vii. No communal singing; xxi. FOP Sunday service adapted to be no longer than 1hour45minutes (10-11.45am) Wednesday service (7pm-8.30p.m). 		Yes	<ul style="list-style-type: none"> • July 12, 2020 • Updated Feb. 28, 2021
5. Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	<ul style="list-style-type: none"> i. Confirm persons responsible for waste disposal and frequency of waste removal. ii. If possible close church building for 72 hours with no access permitted. (If building has been closed for 72 hours between periods of opening, then there is no need for extra cleaning to remove virus) 	If 72-hour closure is not possible, follow Public Health England guidance on cleaning in non-healthcare settings Public Health England guidance available here.	Yes	July 15, 2020
6. Cleaning the church after known exposure to someone with Coronavirus symptoms	Conduct "COVID deep cleaning" prior to church re-opening	Advice on cleaning church buildings can be found here.	Yes	July 15, 2020

Section III – Picture gallery of some risk control measures in FOP ministries

Number reference (#) below each picture refers to the relevant section in FOP's Risk Assessment Template (section II)



3 (xi) Hand sanitizers available for use



3 (xii) Notices to remind visitors about important safe practices



3 (vii) Seating arrangements adjusted to comply with social distancing rules



3 (ix) Clearly marked out flow of movement for entry and exit



3 (i) FOP "COVID deep cleaning" certificate



3 (i) Dedicated worship area for high-risk group e.g. ages 65+