

# Coronavirus (COVID-19) Risk Assessment



**Organisation name:** Crossroad Christian Centre Trust, UK Charity 263912  
**Location:** Crossroad Church, Homer Lane, Seaton, Devon, EX12 2ES  
**Assessment carried out by:** Graham Knight  
**Assessment date:** 03/09/2020  
**Review date:** Ongoing, following government guidance

Identified Hazards	Who may be affected	Existing control measures	Additional control measures required	To be actioned by	Completion Date
Arrival at Crossroad: Transmission of coronavirus	Employees, Church Attendees	2m spacing markers are placed in car park to maintain social distancing when people queue to enter			
		Stewards take contact details of attendees to comply with Track and Trace scheme. These are kept for 21 days on local app		On-duty stewards	Each Sunday
		A hand sanitizer dispenser is placed at front door for all to use			
		Coat racks have been taken out of service			
		Front doors and new hall doors will be kept open to ensure adequate ventilation		On-duty stewards	Each Sunday
		All attendees are asked to wear face coverings when in the building, these are mandatory for stewards		On-duty stewards	Each Sunday
		Single use masks will be made available to those who do not bring a mask of their own		On-duty stewards	Each Sunday
		Door handles and surfaces to be cleaned after each service		Ida	Weekly
New Hall: Transmission of coronavirus	Employees, Church Attendees	Family groups or social bubbles are spaced 2m apart (2 empty chairs)		On-duty stewards	Each Sunday
		Stewards direct people to their seats, ideally filling up the hall from the front to reduce social contact		On-duty stewards	Each Sunday
		Drum screen is placed in front of keyboard to reduce transmission from worship leader to front seats			
		A one-way system for entering and exiting the new hall is used. The fire exit is used as the main exit at the end of the service			
		Stewards direct people to overflow seating in old hall if new hall is full		On-duty stewards	Each Sunday

		Door handles, chairs and surfaces to be cleaned after each service		Ida	Weekly
		Windows are opened to ensure ventilation, but ceiling fans are not used		Sunday team	Each Sunday
Old Hall: Transmission of coronavirus	Employees, Church Attendees	Family groups or social bubbles are spaced 2m apart (2 empty chairs)		On-duty stewards	Each Sunday
		A hand sanitizer dispenser is placed at old hall entrance			
		A one-way system for entering and exiting the old hall is used. The old hall porch is used as main exit at the end of the service.			
		An audio-visual relay is used to enable people to participate in the service			
		Door handles, chairs and surfaces to be cleaned after each service		Ida	Weekly
		Windows are opened to ensure ventilation		Sunday team	Each Sunday
Toilets: Transmission of coronavirus	Employees, Church Attendees	A hand sanitizer dispenser is placed at the entrance to the men's and women's toilets			
		The men's urinals are not to be used			
		Social distancing markers are placed in corridor in case a queue develops			
		Disposable paper towels and hand dryers are used instead of towels			
		Toilets and corridor doors to be cleaned after each service		Ida	Weekly
		Windows to be opened to ensure ventilation		Sunday team	Each Sunday
Offering: Transmission of coronavirus	Employees, Church Attendees	People are encouraged to give via Standing Order and bank transfer where possible			
		Offering boxes for cash and cheque donations are placed by new hall and old hall exits			
		Gloves to be used when counting offerings		Offering counters	Each Sunday
Food and drink: Transmission of coronavirus	Employees, Church Attendees	Communion services are taking place via Zoom rather than at Crossroad			
		No refreshments are served after the service			

Singing: Transmission of coronavirus	Employees, Church Attendees	Only the worship leader will sing; there will be no congregational singing			
Bibles: Transmission of coronavirus	Employees, Church Attendees	People are encouraged to bring their own Bibles			
		Church Bibles to be made available on request, but these will be quarantined for 48 hours after use		On-duty stewards	Each Sunday
Toys and play equipment: Transmission of coronavirus	Children, parents	Toys and soft play equipment are removed from new hall and the creche is closed			
Departure: Transmission of coronavirus	Employees, Church Attendees	Attendees are encouraged to leave promptly after service, stewards to direct to maintain social distancing		On-duty stewards	Each Sunday
Lack of awareness	Church Attendees	Sunday procedures have been communicated to church members in advance of re-opening			
		Coronavirus risk assessment is placed on church website			
		Social distancing and hygiene reminders to be given as part of notices		Jon and Louise	Ongoing
		Those who are at-risk are encouraged not to attend services in person			
Lack of involvement	Vulnerable groups	Services are made available online for those shielding or unwilling to attend in person		Graham	Ongoing