



SUDBOURNE AND TUNSTALL
BAPTIST CHURCH

Covid 19 – Risk Assessment

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Premises		Tunstall Baptist Church			
Name(s) of person(s) covered by this assessment:		<ul style="list-style-type: none"> ▪ Staff ▪ Volunteers ▪ Visitors 			
Tasks and activities covered by this risk assessment:		<p>This risk assessment covers all activities and processes required to allow safe return of staff, volunteers and visitors to the Premises (specifically Services)</p> <p>Note informal gatherings in people's gardens will follow normal socialising guidelines in homes.</p>			
Name of person completing this risk assessment:		Matt Oliver	Date of completion:		July 2020
Risk assessment approved by:		Dave Rushbrook	Date of approval:		July 2020
Date risk assessment to be reviewed by:		Upon change in Government advice	Risk assessment revision no:		001
Record of risk assessment reviews					
Date of review		Reviewed by:		Comments / date of next review:	
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What are the hazards?	Hazard breakdown	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
People accessing Church Premises with COVID-19 Virus	<p>People who feel unwell</p> <p>People who become unwell whilst on Church Premises</p> <p>People who have been in contact with COVID-19 Virus in last 5 days</p> <p>People who carry the COVID-19 Virus without symptoms</p>	Staff, Volunteers, Visitors	<p>Communication - Email, Video and Local Signage communicating the following required controls listed in this assessment will be made available.</p> <p>Anyone experiencing COVID-19 symptoms, or who have been in contact with someone confirmed as having the COVID-19 Virus will be asked not to enter the Church premises.</p> <p>Anyone who develops COVID-19 symptoms whilst in church will be sent home and advised to follow the stay at home guidance.</p> <p>Welcome Team will confirm that all visitors are aware of controls and if permitted will take temperature using hand held device at a safe distance prior to entering the building.</p> <p>Welcome Team to wear face masks and avoid physical contact.</p> <p>Keep a register of persons present for Track and Trace. Destroy after 21 days.</p>	The risk of asymptomatic carriers still exists			
	People who access Church Premises without permission	Staff, Volunteers, Visitors	Only authorised key holders can gain access to Church Premises when locked.	Check for signs of break in whenever building is unlocked	Stewards	Before others arrive	

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COVID-19 Virus present in Church Premises	On people's hands	Staff, Volunteers, Visitors	<p>Hand sanitiser to be available at entrance, exit and within building and everyone encouraged to use them.</p> <p>Instructions for handwashing on display at entrances and in wash rooms.</p> <p>Anti-bacterial handwash and paper towels available in wash rooms.</p> <p>All doors kept open so no contact with door handles.</p> <p>No printed material or books will be available. People will be encouraged to bring their own Bibles.</p> <p>No food and drink will be provided.</p> <p>Anyone wishing to give will be encouraged to do so electronically. Envelopes will be provided for people wishing to use cash. These will be left sealed for 72 hours before opening</p> <p>Physical contact to be avoided outside of family groups</p>				
	Being exhaled from asymptomatic carriers		<p>We will limit the number of people in any gathering to ensure the following social distancing protocols are implemented:-</p> <p>One-way system through building for arriving, accessing toilets and leaving.</p>				

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			<p>Seating to be arranged to ensure that individuals/family groupings are at least 2m separation from other individuals and family groups.</p> <p>Congregation will be facing the same way.</p> <p>Services limited to 1 hour.</p> <p>Windows and doors will be kept open to maximise ventilation.</p> <p>2m Social distancing to be observed</p> <p>No informal contact within buildings.</p> <p>No congregational singing.</p> <p>All music will be pre-recorded.</p> <p>Children are allowed but nothing will be provided for them and they need to stay within family groupings.</p>				
	Toilets		<p>Toilets will be thoroughly cleaned prior to use of Church Premises.</p> <p>Anyone using toilets will be asked to wipe down all contact surfaces using cleaning materials provided.</p> <p>Anyone coming to services will be asked to “go before they arrive” to avoid use of toilet facilities if possible.</p>				

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	Cleaning	Staff and Volunteers	<p>The Church Premises will be cleaned more than 72 hours after the last service and more than 72 hours before the next service.</p> <p>Where this is not possible, all contact surfaces will be cleaned by those using the Church Premises.</p> <p>If this is not possible, Church Officers need to be informed to arrange cleaning.</p> <p>Cleaning materials and equipment will be kept on site at the Church.</p> <p>All bins to be emptied after every gathering.</p> <p>Face masks and gloves to be provided for all involved in cleaning activities.</p>	Clean building on Wednesday evening. Avoid more than one service at the same location on a Sunday.	Church members	Wednesday evening	
	General Maintenance/ Inspections	Staff, Volunteers, Visitors	<p>Prior to building being used, checks to be carried out to ensure free of other risks and run through of current building risk assessments to identify any issues.</p> <p>Clear one way routes and main worship room of all unnecessary items.</p>				
Fire or other Emergency		Staff, Volunteers, Visitors	In the event of a Fire or other Building Emergency, the existing Evacuation Plan will take precedent	Reminder at start of service	Church Officers	Before start of service	
	Personal Protective Equipment	Staff, Volunteers, Visitors	Face masks to be worn by the Welcome Team and provided for cleaning activities.				

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			<p>Masks may be worn by others.</p> <p>Gloves to be provided for first aiders and cleaning activities.</p>				
People at higher risk	Over 70's and shielding	Staff, Volunteers, Visitors	<p>Anyone in these categories will be encouraged to continue to engage via online services and zoom gatherings.</p> <p>Online services will still be the main means of gathering.</p>				
First Aid assistance required		Staff, Volunteers, Visitors	<p>Normal First Aid procedures will apply, but reflecting Social Distancing measures where possible.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	Ensure First Aider is on duty.	Church Officers	Every service	
Key staff not available due to illness		Staff, Volunteers, Visitors	<p>Identify reserves for key roles if self-isolating.</p> <p>Plan required if congregation has to self-isolate due to a positive case.</p> <p>Default is using online services using other material / speakers as required.</p>	Keep a register of persons present for Track and Trace. Destroy after 21 days.	Church Officers	Every service	