



SUDBOURNE AND TUNSTALL
BAPTIST CHURCH

Covid 19 – Risk Assessment

| Covid 19 – Risk Assessment | | | |
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| Premises | Tunstall Baptist Church & Sudbourne Baptist Church | | |
| Name(s) of person(s) covered by this assessment: | <ul style="list-style-type: none"> ▪ Staff ▪ Volunteers ▪ Congregation | | |
| 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 congregation to the Premises (including for service recording and cleaning)</p> <p>Children’s Work, Outside singing and Activities involving food (e.g. communion) are covered by separate assessments</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: | 23 rd July 2021 |
| Risk assessment approved by: | Dave Rushbrook | Date of approval: | 23 rd July 2021 |
| Date risk assessment to be reviewed by: | Upon change in Government advice | Risk assessment revision no: | 015 |
| 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 we already doing? | Do we need to do anything else to manage this risk? |
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| <p>1. People accessing Church Premises for any reason with COVID-19 Virus</p> | <p>People infected with COVID 19 Virus</p> <p>This may include:</p> <ul style="list-style-type: none"> • People who feel unwell • People who become unwell whilst on Church Premises • People who have been in contact with COVID-19 Virus in last 14 days • People who carry the COVID-19 Virus without symptoms | <p>Staff, Volunteers, Congregation</p> | <p>Communication</p> <ul style="list-style-type: none"> • Revised controls emailed to whole church on every revision and placed on Church Website. • Local Signage specifying local controls in place • A video communicating controls is available on Church Youtube Channel. <p>Anyone</p> <ul style="list-style-type: none"> • experiencing COVID-19 symptoms, • Anyone who has been advised by Test and Trace service to isolate • Anyone who is living with somebody who has shown symptoms and is awaiting test results <p>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>In the case of services, the Welcome Team will</p> <ul style="list-style-type: none"> • wear face masks • avoid physical contact with congregation • confirm that all members of the congregation are aware of controls • if requested, take temperature of congregation members using hand held thermometer device at a safe distance prior to entering the building | <p>The risk of asymptomatic carriers still exists</p> |
| <p>2. People who access Church Premises</p> | <p>Unauthorised access</p> <p>It is possible that someone with the COVID19 virus may access the chapel</p> | <p>Staff, Volunteers, Congregation</p> | <p>The Chapel Building is kept locked when not in use. Only authorised key holders can gain access to Chapel Building.</p> <p>Persons unlocking the building will check for signs of forced entry. If forced entry identified,</p> | |

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| without permission | building without permission. E.g, burglar | | <ul style="list-style-type: none"> • quarantine building • notify Police • notify Church Administrator or Pastor • await further instruction | |
| <p>3. COVID-19 Virus present in Church Premises</p> <p>With the above controls in place, it is still impossible to guarantee that there is no COVID19 virus in the Chapel Building.</p> | <p>3.1 Skin borne virus People could bring the virus in on their hands or come into contact with it on infected surfaces within the Chapel Building.</p> | Staff, Volunteers, Congregation | <p>In order to minimise the risk of the virus being present on surfaces, where the building has been in use less than 72 hours before the current use, all contact surfaces will have been cleaned with anti-bacterial spray and wipes by the person vacating the building. See Item 3.4 below</p> <p>If the building has not been used for 72 hours, Government guidance states that any occurrence of the virus will not have survived.</p> <p>In order to minimise risk of the virus persisting on people’s hands....</p> <ul style="list-style-type: none"> • Hand sanitiser available at entrance, exit and within building and everyone encouraged to use them. • Instructions for handwashing on display at entrances and in wash rooms. • Anti-bacterial handwash and paper towels available in wash rooms. • All doors kept open so no contact with door handles. • No printed material or books will be available. • No food and drink will be provided except in Communion Services which will be covered by a separate Risk Assessment. • Anyone wishing to give money 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 • Physical contact to be avoided outside of family groups | |
| | <p>3.2 Airborne Virus Asymptomatic carriers of the virus could exhale the virus and pass it on</p> | Staff, Volunteers, Congregation | <p>In order to minimise the risk of the COVID19 virus being exhaled and becoming an airborne hazard.....</p> <ul style="list-style-type: none"> • We will limit the number of people in any gathering to ensure that 2m social distancing is possible between household groups. | |

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| | to others in the Chapel Building | | <ul style="list-style-type: none"> • 2m social distancing to be observed between household groups whilst in the Church Building • Windows and doors will be kept open to maximise ventilation during Sunday Services. • Where possible, one-way systems will be implemented through the building for arriving at, and leaving Sunday Services. • Where possible, one-way systems will be indicated by signage, but in situations where direction of travel after the service is different to before service, local verbal instructions will indicate the correct directions. • Seating to be arranged to ensure that 2m social distancing is maintained between people from different household groups • Congregation will be facing the same way • Face masks to be worn by congregation • No congregational singing. • Services limited to < 1 hour. • Children are allowed but nothing will be provided for them and they need to stay within family groupings. <p>Controls specifically for service leaders in live services</p> <ul style="list-style-type: none"> • 2m distance will be maintained between leader and congregation members (who are outside leader’s household group.) • Microphone will be used so that leader doesn’t need to raise voice to be heard by congregation. • Before and after services, leader will wear a mask whilst inside the building • Musicians and up to 2 singers may be playing and singing live, 2m social distancing will be observed between singers and congregation. | |
| | 3.3 Toilets Contact with surfaces is particularly an issue in | Staff, Volunteers, | <ul style="list-style-type: none"> • Toilets will be thoroughly cleaned prior to use of Church Premises. • Anyone coming to services will be asked to “go before they arrive” to avoid use of toilet facilities if possible. | |

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| | toilets. In order to minimise transmission of the COVID19 virus in Toilets... | Congregation | <ul style="list-style-type: none"> • Only one person at a time will be allowed to enter the toilet areas • Anyone using toilets will be asked to wipe down all contact surfaces using cleaning materials provided. • Toilets will be checked and cleaned if necessary, as part of the locking up procedure | |
| | 3.4 Cleaning Cleaning of the Chapel Building is important to control the spread of the virus. | Staff, Volunteers, | <ul style="list-style-type: none"> • Where possible, the Chapel Building will be cleaned more than 72 hours after the last service/activity. • Where this is not possible, all appropriate contact surfaces will be cleaned or “fenced off” by those vacating the Church Premises. • If this is not possible, Church Officers need to be informed to arrange cleaning. • Cleaning materials and equipment will be kept on site at the Church. • All bins to be emptied after every gathering. • Face masks and gloves to be provided for all involved in cleaning activities. | |
| 4. COVID-19 Virus present outside | Government guidance is that the risk from COVID “out of doors” is now acceptable | Staff, Volunteers, Congregation | <ul style="list-style-type: none"> • Service leader will remind congregation to be sensible and avoid close contact while outside | |
| 5. Other Hazards | General Maintenance/ Inspections | Staff, Volunteers, Congregation | 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. Clear one way routes and main worship room of all unnecessary items. | |
| 6. Fire or other Emergency | | Staff, Volunteers, Congregation | In the event of a Fire or other Building Emergency, the existing Evacuation Plan will take precedent | Reminder at start of service |

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| 7. Personal Protective Equipment | | Staff, Volunteers, Congregation | Face masks to be worn by the Congregation, Welcome Team and provided for cleaning activities. Gloves to be provided for first aiders and cleaning activities. | |
| 8. First Aid assistance required | | Staff, Volunteers, Congregation | Normal First Aid procedures will apply, but reflecting Social Distancing measures where possible. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. | Ensure First Aider is on duty. |
| 9. Key staff not available due to illness | | Staff, Volunteers, Congregation | Identify reserves for key roles if self-isolating. Plan required if congregation has to self-isolate due to a positive case. Default is using online services using other material / speakers as required. | Keep a register of persons present for Track and Trace. Destroy after 21 days. |