



SUDBOURNE AND TUNSTALL
BAPTIST CHURCH

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:		17 th April 2021
Risk assessment approved by:		Dave Rushbrook	Date of approval:		17 th April 2021
Date risk assessment to be reviewed by:		Upon change in Government advice	Risk assessment revision no:		012
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?
<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 • Encourage people entering the church to use NHS Test and Trace App on their phones to scan the location QR Code on display and /or record their details in local Bldg Log which will be held by Church Administrator and destroyed after 21 days. <p>All people entering the chapel building for reasons other than Sunday Services will scan the Test and Trace QR code or complete the Access Log by main doorway on entering the building</p>	<p>The risk of asymptomatic carriers still exists</p>

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<p>2. People who access Church Premises without permission</p>	<p>Unauthorised access It is possible that someone with the COVID19 virus may access the chapel building without permission. E,g, burglar</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> <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>	<p>Staff, Volunteers, Congregation</p>	<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 	

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	<p>3.2 Airborne Virus Asymptomatic carriers of the virus could exhale the virus and pass it on to others in the Chapel Building</p>	<p>Staff, Volunteers, Congregation</p>	<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. • 2m Social distancing to be observed between household groups whilst in the Church Building • Family groups may split and form “groups of 6” with individuals from other family groups once outside the building. However, 2m social distancing must be maintained within new “groups of 6” and between groups of 6. These groups will be fixed for the duration of attendance on that Sunday • 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 in-line with Government requirements • 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>The suggestion has been made to increase capacity by reducing Social Distancing to 1.0m, which appears to be permitted given as additional measures are in place. i.e. everyone facing the same way, and natural ventilation (all windows open). However, this might result in decreased user confidence and so needs to be discussed some more.</p>

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			<p>Controls specifically for service leaders in live services</p> <ul style="list-style-type: none"> • 3 m 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, 4 m social distancing will be observed between singers and congregation. 	
	<p>3.3 Toilets Contact with surfaces is particularly an issue in toilets. In order to minimise transmission of the COVID19 virus in Toilets...</p>	<p>Staff, Volunteers, Congregation</p>	<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. • 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 	
	<p>3.4 Cleaning Cleaning of the Chapel Building is important to control the spread of the virus.</p>	<p>Staff, Volunteers,</p>	<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. 	

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4. COVID-19 Virus present outside	Government guidance prohibits mingling in groups of more than 2 households or more than 6 people.	Staff, Volunteers, Congregation	<ul style="list-style-type: none"> • Service leader will remind congregation that Social interaction is not allowed inside Church Buildings but individuals are allowed to form socially distanced groups of 2 households or up to 6 individuals outside on the church premises. • Service leader will remind congregation of the need to maintain 2m social distance between outside groups 	
5. Other Hazards	General Maintenance/ Inspections	Staff, Volunteers, Congregation	<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>	
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
7. Personal Protective Equipment		Staff, Volunteers, Congregation	<p>Face masks to be worn by the Congregation, Welcome Team and provided for cleaning activities.</p> <p>Gloves to be provided for first aiders and cleaning activities.</p>	
8. First Aid assistance required		Staff, Volunteers, Congregation	<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.
9. Key staff not available due to illness		Staff, Volunteers, Congregation	<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.