**Coronavirus Risk Assessment for opening**

**our church building for Sunday Services.**

Last reviewed 5th September 2020

Bury Street Community Church

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| **Risk:** | **Coronavirus entering the premises and potentially infecting users of the building** |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Ask everyone symptomatic not to attend | Yes | Dougie Affleck (hereafter DA) | Email & Video |
| 1. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel. | Yes | DA | Follow up with phone calls |
| 1. Verbal symptom checks on entry | Yes | Door Stewards | Will be asking before entering the building |
| 1. Ask vulnerable not to attend in person | Yes | DA & Elders | Email & letters phone calls |
| 1. Everyone to use hand sanitiser on entry and exit to the building . | Yes | Stewards | Before entering and exiting the building |
| 1. Action Plan in place and communicated to leaders in event of Coronavirus case known to enter premises. | Yes | Elders | Printed action plan in DA’s study and on noticeboard at back of main room. A brief will be given to stewards. |
| 1. Undertake the Ellis Whittam’s ‘Pre-Event Checklist’ (Appendix 2 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)). | N/A | Da & Karen Cook |  |
| 1. Display suitable posters to ask people with symptoms not to enter the building. | Yes | DA / Elders / Stewards | Floor markings @2m distance from the entrance point. |
| 1. Social distancing measures to be maintained where possible, including the arrival and departure of the venue. | Yes | DA | Email & Video |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. All contractors to complete the ‘Contractor Checklist’ (Appendix 6 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)). | N/A |  | None on site |
| 1. Bibles & Literature | Yes | DA & Karen Cook | All bibles to be blocked off and no literature to be given out |
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| **Risk:** | **Transmission of Coronavirus to an individual direct from infected person** |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Suitable social distancing policy in place (2m or “1m plus mitigations”) | Yes | DA & Elders |  |
| 1. No physical contact between persons from different households/bubbles | Yes | DA & Elders | No hugs, kisses, handshakes, etc. |
| 1. All attendees required to wear a face covering | Yes | DA & Elders |  |
| 1. One-way system of flow through building to avoid pinch points | Yes | DA |  |
| 1. Areas marked out of bounds where appropriate | Yes | DA & Karen Cook |  |
| 1. Seating arrangements adapted for social distancing | Yes | DA | Spacing the chairs 2m apart or 1m+ safety measures and grouping chairs into family bubbles. |
| 1. Capacity monitored and entry stopped when capacity reached | Yes | Stewards | Capacity 50. Any possible overflow to be monitored and back hall used. |
| 1. No singing during services. No wind instruments. | Yes | DA | Communicated  Via email and video |
| 1. Signage in place to remind people of safe practices | Yes | DA |  |
| 1. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities. | Yes | DA |  |
| 1. Visitors instructed to leave premises quickly. | Yes | DA & Stewards |  |
| 1. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building. | Yes | DA/ Stewards | Reinforced by email and video and at the start of a meeting |
| 1. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. | Yes | DA & Elders |  |
| 1. Keep a Register of attendees | Yes | Stewards/DA | To be kept in secure place data protection act |
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| **Risk:** | **Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)** |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature) | Yes | Stewards |  |
| 1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray. | Yes | Elders,Stewards  & Cleaning Team |  |
| Toilets supplied with disposable hand towels (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc. | Yes | DA / Stewards |  |
| 1. If we need to have 2 morning services in building it will be thoroughly deep cleaned between uses. | Yes | DA & Cleaning Team | Cleaning Team will given a pre job brief |
| 1. No serving of food and drink items prior to, during or after the service. | Yes | Elders |  |
| 1. No distribution of bibles or other books – attendees asked to bring their own and take them away with them. | Yes | Elders & Stewards | Bibles blocked off. |
| 1. Microphones and other equipment kept to a single individual | Yes | DA & Nigel Williams |  |
| 1. Undertake the ‘Pre-Event Checklist’ (Appendix 2 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)) and Cleaning Checklist (Appendix 3 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)) | Yes | DA & Karen Cook |  |
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| **Risk:** | **Transmission of Coronavirus to an individual via toilet facilities** |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray. | Yes | DA & Cleaning Team |  |
| 1. Toilets supplied with disposable hand towels (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc. | Yes | DA & Stewards |  |
| 1. Undertake the ‘Pre-Event Checklist’ (Appendix 2 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)) and Cleaning Checklist (Appendix 3 of [Guidance on Re-opening churches](https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx)) | Yes | DA |  |
| 1. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. | Yes | DA |  |
| 1. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections. | Yes | Karen Cook |  |
| 1. Children under 11 to be accompanied to the toilet | Yes | DA & Cleaning Team |  |
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| **Risk:** | **Transmission of Coronavirus to an individual via contaminated waste** |
| **Persons at risk** | Cleaners and anyone else handling waste |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. All waste to be assumed contaminated and handled appropriately | Yes | DA / Elders | Waste will be left in bins for greater than 72 hrs |
| 1. Anyone handling waste to be trained in suitable working practices | Yes | Karen Cook | Pre job brief will be given to clean team |
| 1. All waste handled with suitable PPE (see cleaning guidance for details). | Yes | DA / Karen Cook |  |
| 1. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures. | Yes | DA / Clean Team |  |
| 1. Lidded bins to be left open. | Yes | DA |  |
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| **Risk:** | **Transmission of Coronavirus to an individual via working in the church building** |
| **Persons at risk** | Ministers, leaders, members, attendees, contractors, cleaners |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
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| 1. Use remote working tools to avoid in-person meetings. | Yes | DA |  |
| 1. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout. | Yes | DA |  |
| 1. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects. | Yes | DA |  |
| 1. Provide hand sanitiser in rooms used for meetings. | Yes | DA |  |
| 1. Hold meetings outdoors or in well-ventilated rooms whenever possible. | Yes | DA |  |
| 1. For areas where regular meetings take place, use floor signage to help people maintain social distancing. | Yes | DA |  |
| 1. Implement cleaning procedures for goods and items entering the premises. | Yes | DA |  |
| 1. Where an individual enters the premises all necessary social distancing measures will be highlighted. | Yes | DA | Including the wearing of face-masks, 1m+ distancing measures and any other measure. |
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| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
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| **Risk:** |  | | | | | | |
| **Persons at risk** |  | | | | | | |
| **Risk Rating before control measures** | Likelihood |  |  | **Risk Rating after control measures** | Likelihood |  |  |
| Severity |  |  | Severity |  |  |
| Overall Risk |  |  | Overall Risk |  |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
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| **Review/Revision Record** |

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| --- | --- | --- |
| **Date of Review** | **Confirmed by** | **Comments** |
| 5th September 2020 | DA & |  |
| 12th September 2020 |  |  |
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| I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes | | |
| **Staff Member Name (Print)** | **Signature** | **Date** |
| Douglas Affleck | Dougie Affleck | 5th September 2020 |
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The above risk assessment was based on a template produced by the Baptist Union of Great Britain together with Ellis Whittam health and safety consultants. We’re grateful for their generosity in providing this template for us to work through.

