

# Risk assessment (Covid-19)

## Crockenhill Baptist Church

**Risk assessment completed prior to recommencement of worship services on Sundays (updated following new government guidance regarding face coverings):**

Assessment carried out by: Peter Clarridge (Elder)

Signature:

Endorsed by Mark Drury (Pastor) on behalf of the Trustees

Signature:

Date carried out: 8<sup>th</sup> July 2020

Reviewed: 24<sup>th</sup> July 2020, 6<sup>th</sup> August 2020, 20<sup>th</sup> September following government updates

Church shut for second lockdown (9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> November 2020)

Reviewed 2<sup>nd</sup> December 2020 prior to reopening

Reviewed 7<sup>th</sup> April 2021 following government updates

Future reviews: ongoing

In considering each area of risk, we have assessed the likelihood of the risk occurring and the impact it would have if it did occur. In all cases below, we have assumed that without any control measures in place, the likelihood of Covid-19 being passed on is highly likely and the impact would be severe.

Following the implementation of the control measures agreed, we are of the opinion that the likelihood of Covid-19 being passed on is substantially reduced, to the point where the overall risk is acceptably low.

‘Stewards’ will initially be elders and/or deacons.

<b>Risk:</b>	Covid-19 enters the premises and potentially infects users of the building				
<b>Persons at risk</b>	Church members and members of the public				
<b>Risk level before control measures</b>	<b>Control measures agreed</b>	<b>Control in place?</b>	<b>To be actioned by</b>	<b>Completion date</b>	<b>Risk level after control measures</b>
High	<p>Members and usual attenders to be asked whether they intend to attend service.</p> <p>Risk assessment and action plan to be put on website.</p> <p>All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing.</p>		<p>MD, LE, PC</p> <p>PC, GC</p> <p>MD letter</p>	<p>11/7/20</p> <p>10/7/20</p> <p>10/7/20, ongoing</p>	Low

	<p>Members over 70 and other vulnerable persons to be reminded that the government discourages their attendance – <b>no longer applies.</b></p> <p>No lifts to be provided except by people within the same social bubble.</p> <p>Attendees advised that wearing a face covering is now mandatory, subject to certain exceptions.</p> <p>Verbal symptom checks on entry and temperature checked via handheld device.</p> <p>Anti-bacterial handwash to be provided for people to use as they arrive.</p> <p>Plan of action to be sent to members and put on church website including agreed control measures.</p> <p>Letter to members and regular attendees setting out government</p>		<p>MD letter</p> <p>PC email</p> <p>MD letter</p> <p>Stewards</p> <p>LE, stewards</p> <p>MD, GC</p> <p>PC</p>	<p>10/7/20, ongoing</p> <p>29/3/21</p> <p>ongoing</p> <p>7/8/20</p> <p>Ongoing</p> <p>12/7/20, ongoing</p> <p>10/7/20</p> <p>5/12/20</p>	
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	<p>guidance on travel into Tier 3 area – no longer applies.</p> <p>Letter also to include a reminder that in Tier 3, people must not mingle indoors with anyone they do not live with or have formed a support bubble with.</p>		PC	29/3/21 5/12/20	
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<b>Risk:</b>	Transmission of Covid-19 to an individual from an infected person				
<b>Persons at risk</b>	Church members and members of the public				
<b>Risk level before control measures</b>	<b>Control measures agreed</b>	<b>Control in place?</b>	<b>To be actioned by</b>	<b>Completion date</b>	<b>Risk level after control measures</b>
High	<p>Implement social distancing measures:</p> <p>Stewards outside main entrance to manage any queues, and markers to encourage social distancing.</p> <p>Stewards to wear masks and to remind attendees that face coverings are now mandatory, subject to certain exceptions.</p> <p>One-way system to be implemented, entering through main doors and leaving through lounge door via archway.</p> <p>Chairs to be placed singly 2m apart, or in groups of 2, 3, 4, or 5 for family groups – distance now '1m +' i.e. at least 1m with additional mitigations in place.</p>		<p>LE, PC</p> <p>Stewards</p> <p>Stewards</p> <p>MD, LE</p>	<p>12/7/20, ongoing</p> <p>10/7/20</p> <p>12/7/20, ongoing</p> <p>12/7/20, ongoing 29/3/21</p>	Low

	<p>Stewards to direct people to the appropriate allocated seats.</p> <p>Capacity to be monitored and overflow in lounge and back hall to be used if necessary.</p> <p>Notices to be given at start of service drawing attention to safety procedures – also displayed on screen.</p> <p>Signs to be displayed reminding people of safety measures.</p> <p>Ventilation to be improved by keeping windows and doors open – <b>adequate ventilation essential given change to 1m+ distancing.</b></p> <p>No singing during the service – recorded songs to be projected onto screen. <b>Singing allowed outside on church property, subject to social distancing.</b></p> <p>No crèche or Outback to be provided.</p>		<p>Stewards</p> <p>Stewards</p> <p>MD, GC</p> <p>LE</p> <p>LE, PC</p> <p>MD, GC</p> <p>MD</p>	<p></p> <p></p> <p></p> <p></p> <p>29/3/21</p> <p>29/3/21</p> <p>12/7/20, ongoing</p>	
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	<p>Register of all attendees to be kept securely for at least 21 days (to include name and phone number for visitors not already known). Giving of details is optional for visitors</p> <p>Length of meeting to be kept to under 1 hour.</p> <p>Stewards to implement controlled departure, one row at a time. (Members or visitors unable to climb steps to or from lounge will exit through main doors after others have left.)</p> <p>Members asked to leave promptly and not 'mingle' in the car park, in line with latest legislation (email and verbal notice in service) – updated to allow for socially distanced conversation outside, subject to 'rule of 6' or 2 households.</p>		<p>LE</p> <p>MD</p> <p>Stewards</p> <p>PC</p>	<p>20/9/20, ongoing</p> <p>29/3/21</p>	
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<b>Risk:</b>	Transmission of Covid-19 to an individual via a contaminated surface or item (excluding toilet facilities)				
<b>Persons at risk</b>	Church members and members of the public				
<b>Risk level before control measures</b>	<b>Control measures agreed</b>	<b>Control in place?</b>	<b>To be actioned by</b>	<b>Completion date</b>	<b>Risk level after control measures</b>
High	<p>Doors to be kept open to reduce contact with door handles</p> <p>Cash donations to be discouraged and online giving suggested. Any cash placed in offering boxes to be handled only by Treasurer, wearing gloves if possible.</p> <p>Main church building not to be used again until following Sunday – cleaning to be completed after at least 72 hours.</p> <p>No food or drink to be served.</p>		<p>Stewards</p> <p>MD, RE</p> <p>MD, LH</p> <p>MD</p>	12/7/20	Low



	<p>No celebration of the Lord's Supper until further notice.</p> <p>Lord's Supper to be celebrated safely. Preparation of bread and wine to be completed in sanitised area - person preparing should wash hands thoroughly beforehand. Bread and wine to be left covered before use. Server to sanitise hands and distribute individual piece of bread and individual glass whilst wearing gloves. Contact with hands of recipients to be avoided.</p> <p>No notice sheets to be provided.</p> <p>Bibles and hymn books to be removed from backs of chairs and stored elsewhere – members to be asked to bring own Bibles (passage also projected onto screen).</p> <p>Microphones to be kept to single individuals.</p>		<p>MD</p> <p>LE</p> <p>MD</p> <p>LE, PC</p> <p>GC</p>	<p>29/3/21</p>	
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<b>Risk:</b>	Transmission of Covid-19 to an individual via toilet facilities				
<b>Persons at risk</b>	Church members and members of the public				
<b>Risk level before control measures</b>	<b>Control measures agreed</b>	<b>Control in place?</b>	<b>To be actioned by</b>	<b>Completion date</b>	<b>Risk level after control measures</b>
High	<p>Toilet facilities will be available, but people will be discouraged from using them.</p> <p>Children must be accompanied by an adult.</p> <p>Soap and antiseptic wipes or spray to be available.</p> <p>Dryers to be disabled with tape and hand towels removed - paper towels to be made available instead.</p>		<p>MD, LE</p> <p>MD</p> <p>LE</p> <p>LE</p>	12/7/20, ongoing	Low

<b>Risk:</b>	Transmission of Covid-19 to an individual via contaminated waste				
<b>Persons at risk</b>	Church members and members of the public				
<b>Risk level before control measures</b>	<b>Control measures agreed</b>	<b>Control in place?</b>	<b>To be actioned by</b>	<b>Completion date</b>	<b>Risk level after control measures</b>
High	<p>All waste to be assumed to be contaminated and handled appropriately.</p> <p>All waste to be disposed of after at least 72 hours.</p> <p>All waste to be handled using gloves and double bagged prior to disposal.</p>		<p>LE, LH</p> <p>LE, LH</p> <p>LE, LH</p>	12/7/20, ongoing	Low