

Oxlow Lane Baptist Church

Risk assessment for Covid 19

Assessor's Names:	Date Completed	Review date:
John Costen Isaac Che Suambe	26.08.2020	When government guidelines change.

Risks	Persons at risk	Control Measures	Person Responsible	Comments
Coronavirus entering the premise and potentially infecting users of the building	Minister Leaders Members Attendees	Communication of protocols to members/attendees prior to opening so that all are clear regarding expectations of how church might look and feel different. Expectation that everyone has read the protocols.	Neil John Grundy	New attendees to be advised of protocols by stewards on attendance.
		Email to members to indicate/confirm attendance to services. Ask everyone asymptomatic not to attend	Neil John Grundy	Email to be sent out to church members and attendees to indicate attendance prior to church opening and before every service. Members encouraged not to attend without confirming willingness to attend. Anyone with symptoms including but not limited to the following should not attend: Cough, headache, fever, high temperature, loss of smell etc...
		Those who are clinically vulnerable (those over 70 or with certain medical conditions) are encouraged	Neil	The government guidance does however makes it clear that these decisions are for the individual, because the risk is to them and they do not present any higher risk for others.

		to consider if it is appropriate for them to attend, as they are advised to stay at home as much as possible. Similarly, those who are shielding are recommended to continue to follow government advice and not attend.		
		Stewards to be appointed to guide attendees on arrival at Church. Stewards to record names and contact details of each person who attends to be kept for 21 days to enable tracing if anyone develops symptoms.	Neil Stewards	At least two stewards to be appointed for every service. One steward to oversee the entrance to welcome and record attendance, remind attendees of protocols and ensure all attending wear face covering. A second steward to assign attendees to their sitting positions and oversee that social distancing is maintained during the service.
		One point of entry to the church building	Stewards	All entry into the church building via the main entrance only.
		Buildings have been aired before use.	Stewards	
		Check for general cleanliness.	Volunteers	General cleanliness of church to be ensured before reopening and then maintained by volunteers on a weekly basis.
		Where possible, doors will be opened temporarily to improve ventilation.	Stewards	The main entrance doors, foyer doors, and windows to be left open throughout the service, weather permitting.
		Keeping emergency exits available at all times. When weather permits use side door to exit.	Stewards	To maintain social distancing at the end of the service, side doors and main entrance to be use as exit points.
		Limit access to places where the public do not need go.	Stewards	Access will be restricted to the main church hall and disable toilet in the entrance foyer only. No access to crèche, kitchen, Sunday

				school hall, Bible class hall and all toilets in that area of the building. Restriction signs to be put up on both doors behind pulpit.
		Place hand sanitizers beside entrance available for visitors to use.	Neil Stewards	
Transmission of Coronavirus to an individual direct from infected person	Minister Leaders Members Attendees	Suitable social distancing policy in place (2m)	Neil Stewards	
		No physical contact between persons from different households/bubbles	Stewards	
		All attendees required to wear a face covering	Stewards	
		One-way system of flow through building to avoid pinch points	Stewards	
		Seating arrangements adapted for social distancing	Neil Stewards Volunteers	2mtr social distancing to be maintained though restricted seating arrangements. Sitting arrangements to be finalised each week before the service based on confirm number of attendees.
		Capacity monitored and entry stopped when capacity reached	Stewards	
		No singing during services	Neil	
		Signage in place to remind people of safe practices	Neil	
		All those participating during the service e.g Bible reading and prayers will be allocated seats at the front to avoid walking past others.	Stewards Neil	

Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	Minister Leaders Members Attendees	Doors kept open where possible to reduce contact with door handles	Stewards	
		Regular cleaning of surfaces likely to be touched regularly with appropriate sanitizer spray.	Volunteers	All surfaces likely to be touched will be thoroughly wiped down with appropriate sanitizer and paper towels. Avoid the use of re-usable cleaning cloths.
		No passing of collection bags and collection not counted for 72 hours after service.	Neil George	Collection boxes/baskets to be made available at the entry and exit points of the building for members who want to give offerings. This will be done when entering or exiting the building. The offerings will only be counted after 72 hours.
		Building not used again for 72 hours and cleaned between uses	Neil Volunteers	Only one service will be held each week on a Sunday therefore leaving more than 72 between services.
		No serving of food and drink items prior to, during or after the service.		Coffee, tea and biscuits will not be served at the end of the service
		No distribution of bibles or other books – attendees asked to bring their own and take them away with them.		All Bibles and Hymn books have been removed from the pews and readings and hymns will be projected onto overhead screen. No notice sheets will be handed out.
		Microphones and other equipment kept to a single individual and cleaned after each service.	Neil	
Transmission of Coronavirus to an individual via toilet facilities	Minister Leaders Members Attendees	All attendees will be asked to spray clean toilet after use.	Attendees	
		Children to be accompanied to the toilet by their parents/guardian and parent/guardian to ensure toilet is disinfected after use.	Parents/guardians	

		Toilet to be supplied with appropriate cleaning products, hand sanitizer, disposable hand towels or dryers.	Neil	
		Toilet to be provided with additional waste collection facilities.	Neil	
		Access to toilet facilities limited only to front entrance foyer toilet.		
Transmission of Coronavirus to an individual via contaminated waste	Cleaners Anyone handling waste	All waste handled with suitable PPE	Volunteers	
		All bins lined with disposable liners and all waste double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.		
		Keep records of who has carried out cleaning and the tasks completed		

Note:

Risk assessment to be reviewed after the first service to ensure that control measures in place were suitable and sufficient for the risks involved.