

# Risk Assessment

<b>Work Activity/ Hazard:</b>	Covid -19 Premises Specific Risk Assessment	<b>Premises</b>	Enon Baptist Church
<b>Date of Assessment:</b>	January 2021	<b>Date to be Reviewed:</b>	March 2021

<b>Likelihood</b>	<b>Severity</b>
1 – Very Unlikely	1 – Insignificant
2 – Unlikely	2 – Minor
3 – Fairly Likely	3 – Moderate
4 – Likely	4 – Major
5 – Very Likely	5 – Catastrophic

	5	4	3	2	1
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
	SEVERITY				

1 - 2	No Action
3 - 6	Monitor
8 - 12	Action
15 - 16	Urgent Action
20 - 25	Stop

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<b>Spread of COVID 19</b>	<p>Employees, church attendees and visitors to the building</p> <p>Contracting Coronavirus</p>	<p>Follow current government advice regarding which employees can return to the workplace and who should remain at home.</p> <p>Church trustees and venue managers should familiarise themselves with the COVID-19 government guidelines</p> <p>A risk assessment to be completed and disseminated to all church members and all visitors to the building. This risk assessment will be available online and will be made available to those without internet facility.</p>	1	5	5				
<b>Main Entrance</b>	<p>Employees, church attendees, and visitors.</p> <p>Contracting Coronavirus</p>	<p>2m social distancing on approach to main entrance door. Entrance door to be kept open.</p> <p>Car park in front of church not to be used to allow for social distancing on approach to main door. Visitors will be asked to use car park opposite unless they have reduced mobility. (Steward 1 to supervise)</p>	1	5	5				

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<b>Steps in corridor</b>	Those with poor or reduced mobility	<p>Hand sanitiser station inside the door and face masks will be available.</p> <p>Second steward (at 2m distance) will take name and contact details to assist NHS test and trace in event of local outbreak. Privacy statement will be available.</p> <p>Signage will direct people and ensure social distancing is observed (2m) into the main hall.</p> <p>Steward 3 will ensure fluid movement through link corridor into the church.</p> <p>Hand rail to assist Steward 3 to make single use ramp available for any person using a wheelchair.</p>							
<b>Spread of COVID 19 within worship area</b>	<p>Employees, church attendees and visitors</p> <p>Contracting Coronavirus</p>	<p>Seating 2m apart for separate households.</p> <p>Worshippers may sit or stand but movement around the worship area is prohibited.</p> <p>Ensure adequate ventilation, windows and doors to be kept open (every 2<sup>nd</sup> window)</p> <p>Maximum of 25 seats plus 5 on the platform area.</p>	1	5	5	Anyone from the congregation requested to speak/pray from the platform will practice social distancing as they proceed to the platform in their movement.			

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<p><b>Children and young people</b></p>	<p>Employees, church attendees and visitors</p> <p>Contracting Coronavirus</p>	<p>Changeover of seats will be necessary for service 2 to reduce risk of infection. Seats will be marked A and B, to facilitate changeover of <i>clean chairs</i>.</p> <p>No hymn books, sheets or Bibles will be provided, however people are welcome to bring their own notepad/Bible with them.</p> <p>On entry into the church people will be asked to use rear seats first (steward 3)</p> <p>Collection tub (non-touch) on exit. Any cash is to be left for 72 hours before handling or wear gloves</p> <p>Children must remain with their parents at all times.</p> <p>Books or toys will not be provided for children but children may bring a toy with them. Sharing with other children must be discouraged.</p>	2	5	10	<p>To leave chairs for 72 hours as per guidelines.</p> <p>Chairs are sprayed in between services with antibacterial viral spray.</p>	1	5	5

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<b>Increased risk of aerosol and droplet infection</b>	Employees, church attendees and visitors Contracting Coronavirus	<p>Whilst a small group of singers are permitted from the platform, collective singing will not be allowed. Shouting and raising of natural voice should be avoided.</p> <p>Singers on the platform to use individual microphones and be 2m apart from one another.</p> <p>Handheld microphones should not be shared between participants.</p> <p>Avoid using wind instruments.</p> <p>Instruments and microphones to be cleaned before and after use. Cleaning wipes and bin provided on the platform for this purpose.</p> <p>Lecturns to be wiped between services.</p> <p>Sound desk equipment and computer will be cleaned between services.</p> <p>Service leaders will be socially distanced on the platform/ maximum of 5 persons.</p>							

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		<p>Wearing of face masks is now mandatory.</p> <p>Communion bread and wine cannot be passed from person to person and should not be distributed by stewards.</p> <p>At all times there should be no contact between those distributing and those receiving.</p> <p>Any bread and wine the service leader lifts symbolically or speaks over should not be distributed.</p> <p>Pre-packaged individual cups of juice and a with a sealed pocket for a wafer will be placed on or under chairs before the service</p> <p>Those distributing bread and wine should wash hands/wear gloves and wear face masks prior to doing so.</p> <p>At the end of the service each person will be asked to place the used tray into a black bin bag which will be placed into a further bag and binned.</p>							

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		Communion procedure to be laminated and placed on the lecturn as a reminder for leaders.							
<b>Exit process</b>	Employees, church attendees and visitors  Contracting Coronavirus	Service leader will remind people to use hand sanitiser on exit and ask people to proceed swiftly outside to the car park.  Steward 3 will direct people from rear seats first, maintaining 2m distance and following signage.  A table which will be moved upon entry and exit will ensure people follow the one way system out of the building. The car park steward 1 will encourage people to return to cars asap and will discourage people gathering in groups.	1	5	5				
<b>Toilets</b>	Employees, church attendees and visitors  Contracting Coronavirus	Restrict number of people using toilets to one person at a time. Maximum occupancy to be displayed on the door.  Hand sanitiser will be available before entry and on exit. This is in addition to adequate hand washing facilities.	1	5	5				

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		<p>Children under 11 must be supervised by a parent.</p> <p>Display notice re:correct handwashing and sanitising, including toilet seat. Wipes and bins will be provided.</p> <p>The use of toilets is discouraged and people will be encouraged to use private facilities at home before and after the service.</p> <p>If necessary the toilet in the link corridor to be used during service time.</p>							
<b>Maintaining cleanliness within the building</b>	<p>Employees, church attendees and visitors</p> <p>Contracting Coronavirus</p>	<p>A thorough clean of premises prior to reopening.</p> <p>Provision of appropriate cleaning materials, wipes and bins around the building. Clear job description for the cleaner, monitoring of work and supervision if indicated.</p> <p>Cleaners should wear PPE - gloves, apron and mask. Disposable cloths, wipes should be double bagged after use and stored for 72 hours before</p>	1	5	5				



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		<p>general waste. Steward 3 to empty pedal bins at the end of the second service.</p> <p>Detailed weekly/regular cleaning schedules to be in place. Cleaning checklists as required on visible display.</p> <p>Frequent cleaning of door handles, light switches, handrails, surfaces and checking of toilet area in particular after each service. Steward 2 will clean in between service 1 and 2.</p>							
<b>Meeting Rooms</b>	<p>Employees, church attendees and visitors</p> <p>Contracting Coronavirus</p>	<p>Non-essential rooms are currently out of use. These are the kitchen, crèche room, youth room and prayer room.</p> <p>Prior to these rooms being reopened for use a risk assessment will be completed.</p>	1	5	5				
<b>Hall</b>	<p>Employees, church attendees and visitors</p> <p>Contracting coronavirus</p>	<p>Limit size of small groups meeting to 12 people</p> <p>One named person/key holder to be responsible for the meeting.</p> <p>All attendees to be registered</p>							

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		<p>upon arrival, name and contact details recorded. Attendees must use hand sanitiser provided upon entry to the building. Chairs to be 2m apart and masks to be worn.</p> <p>Windows and door into hall to be kept open to increase ventilation. Kitchen and crèche room not to be used until further notice.</p> <p>Individual drinks/snacks are permitted; any packaging to be taken home for disposal.</p> <p>Attendees will be requested to clean any areas (using antibacterial viral wipes provided) before leaving. This includes any surfaces, door handles, tables and toilets (if used). Used wipes should be placed in a pedal bin bag, tied and then placed in the large bin outside.</p> <p>If chairs are to be used again within 72 hours they must be sprayed with the antibacterial viral spray provided.</p> <p>On leaving the building,</p>							

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		attendees are to maintain a 2m social distance and use the hand sanitiser at the exit.							
<b>Office</b>	Employees, church attendees and visitors  Contracting Coronavirus	<p>Working from home remains the first option where possible. Staff who are symptomatic should not come into the office.</p> <p>Staff to wash hands/use sanitiser on entry, frequently during day and when leaving the office</p> <p>Manage occupancy levels and display on the door. (4 persons)</p> <p>Desks and chairs arranged in such a way to avoid face to face contact and placed 2m apart.</p> <p>Door will be kept locked when not in use prevent unauthorised entry.</p> <p>Ensure adequate ventilation by opening windows and doors where possible.</p> <p>Desks and surfaces to be cleared and cleaned at the end of a session/day by individuals using them. Papers to be stored in provided plastic box.</p>	1	5	5				

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		<p>No communal office equipment, cups, phones, keyboards, stationery.</p> <p>Staff to bring own food and are encouraged to bring a flask for hot drinks. If the kettle is used it should be wiped down after use.</p> <p>Photocopier to be loaded with paper at the beginning of the day and to be used remotely where possible. Photocopying for other church attendees to be done by request. Photocopier to be wiped down after use.</p> <p>Hand sanitiser and cleaning equipment to be available in the office.</p> <p>Frequently touched surfaces such as door handles, light switches to be cleaned regularly during the session/day.</p> <p>Tissues to be disposed of in pedal bins, all bins in office to be emptied at the end of the day.</p>							
<b>Communication</b>	Employees, church attendees and	All leaders and stewards to receive clear and specific	1	5	5				

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	<p>visitors</p> <p>Contracting Coronavirus</p>	<p>instructions pertaining to risk assessment of Sunday worship.</p> <p>Posters and signs to be displayed as a reminder of social distancing and hand hygiene.</p> <p>All staff personnel should be informed and reminded of symptoms of coronavirus as necessary. It is imperative that they do not enter the building if symptomatic but contact NHS 111.</p> <p>To provide accessible and appropriate communication to all church members and regular attendees at Enon.</p> <p><i>“Consider informing certain groups of people (70 plus) to stay at home and strongly discourage them from attending church services during this time or set aside a time for them to attend individually” Gov.uk 29<sup>th</sup> June 2020</i></p> <p>The risk assessment to be made available online as per guidelines. It is imperative that church</p>		5	5				

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		members and regular attendees do not attend if they are symptomatic. Government guidelines should be followed at all times when travelling to and from church.							
<b>Someone presents with symptoms in church</b>	Employees, church attendees and visitors  Contracting Coronavirus	An emergency written plan to be in place, available on the platform for those leading a service:  Ask the person to leave and call NHS 111 Consider closing service and disperse the congregation Thorough cleaning of worship area following the incident.	1	5	5				
<b>Safeguarding considerations</b>	Employees, church attendees and visitors  Contracting Coronavirus	Safeguarding policies and procedures to remain in place throughout this time.  A review of current policies and procedures by Designated Person (GL)  Review of staff available as and when Junior Church resumes.  Support of pastoral carers, leaders and the minister who are	1	5	5				

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		likely to be tired and possibly stressed by process of lockdown and reopening.							
<b>Re-opening closed premises.</b>	Employees, church attendees and visitors  Contracting Coronavirus	Building checks to be completed prior to reoccupation							

**To be completed by the Individuals undertaking the risk assessment:**

**Name:**

**Signature:**

**Date:**

**To be completed by the Trustees of the church:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved, church attendees, visitors and any other person who may be affected by the activities of the church.

**Name:**

**Signature:**

**Date:**



