

Risk assessment


Woodstock Road Baptist Church

Assessment carried out by: Staff team and elders

Date of next review: September 2020

Date assessment was carried out: June 2020 and amended 7th September

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1a. Preparation for services – general cleaning						
Transmission of infection	Anyone attending services or using the building to prepare for services Potential for serious illness or death	Compliance with H&S policy but no specific action on Covid-19 other than that in place prior to lockdown	A thorough clean is required before the church re-opens for services.	Martin has now returned from furlough. M & L will resume cleaning duties from that date. They will undertake a thorough clean of the church premises with help from Sharon and Kerry.	The thorough clean must be completed before we hold our first Sun service. We are aiming to resume services on Sun 12 th July	✓

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Transmission of infection	<p>Anyone attending services or using the building to prepare for services</p> <p>Potential for serious illness or death</p>	As above	<p>Preparatory cleaning is necessary before each service (e.g. wiping down doors + windows, door handles, surfaces, computer and sound desk, piano, pulpit, etc)</p> <p>A thorough clean will be completed by M& L on Mondays. This will coincide with Sharon setting up for Coffee Shop meetings in preparation for Tuesday meetings Clean will include a disinfectant spray + wipe of chairs & surfaces. This means no cleaning will be needed after a Sunday service and the building can be left in quarantine from Tues to Sun</p>	<p>Welcome team / volunteers</p> <p>M&L / volunteers</p>	<p>Before each service</p> <p>Every Monday</p>	

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Transmission of infection	As above	As above	Establish a cleaning checklist of necessary tasks and a system of recording when cleaning has been completed	JR will devise a checklist for cleaning and recording	Prior to 1.7.20.	✓
			Remove armchairs from foyer area (into Manse) to reduce risk of infection	David B / volunteers	5.7.20.	✓
Transmission of infection	Anyone attending services or using the building to prepare for services Potential for serious illness or death	N/a	Decide if / when GCK want to use WRBC premises (in view of Gosford Sixth Form Centre not being available for hire for the foreseeable future)	Phil & elders have decided that GCK will continue to meet virtually for the time being and will not use WRBC premises. No further action necessary at present	1.7.20.	✓

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1b Preparation for services – seating & layout of the church						
Transmission of infection	Anyone attending services. Potential for serious illness or death	As above	Calculate floor space available for seating (total area of room - less stage, camera stage, sound desk, sanitizer stations, thoroughfares etc)	JR to discuss with J Rabbitt to devise seating plans (accounting for likely attendance, families, bubbles, etc)	As soon as possible	✓
			Assess seating capacity of the building (based on 1.5m distance apart)	JR & J Rabbitt	As soon as possible	✓
			Survey church re how many people may want to attend service on 12.7.20.	Staff team	30.6.20 with responses to be received by 2.7.20.	✓

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Transmission of infection	Anyone who attends; potential for serious illness or death	N/a	Establish a booking system if necessary (inc on website for potential visitors) Consider staggered arrival times along with confirmation of bookings	Staff team	W/c 6.7.20.	✓
				Staff team	Before 12.7.20. Continue for each service	✓
Transmission of infection	As above	N/a	Remove as many red chairs as possible from the main church	Tbc	Before 12.7.20.	✓
Transmission of infection	As above	N/a	Set out up to 76 blue chairs according to seating plan (blue chairs being easier to clean, and therefore safer). Use additional red chairs if required	Tbc	Before 12.7.20. Continue for each service	✓
Transmission of infection	As above	N/a	Quarantine any red chairs used for use in subsequent Sunday services	Tbc	Every Sunday service	✓

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1c Cleaning toilets						
Transmission of infection	Anyone who attends	H&S policy in place and provision for hygiene & cleaning	Order surface sanitisers for all toilet cubicles (Cathedral Hygiene)	JR	2.7.20.	✓
Transmission of infection	Anyone who attends; potential for serious illness or death	As above	Tape on floor (and posters as necessary) to facilitate queues for the toilets	JR	12.7.20.	✓
Transmission of infection	As above	As above	Draw up a (laminated) checklist of cleaning tasks with specific reference to toilets	JR	12.7.20.	✓

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Transmission of infection	As above	As above	Monitor use of toilets and queues. Consider closing some cubicles	Staff team	Sunday by Sunday	✓
2 Welcome team and managing Sunday services						
Anxiety	Anyone attending services	Welcome team in place but impacted by lockdown and health concerns	Ensure a viable Welcome Team is in place: <ul style="list-style-type: none"> Contact current members and offer opportunity to stand down if age / health needs require this 	JR	Ready for first service on 12.7.20.	✓
Anxiety	Anyone attending services	Shortage of Welcome Team members	Recruit additional welcome team members as required	JR & AR to consider suitable people; JR to recruit	Ready for first service on 12.7.20.	✓

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Anxiety	Anyone attending services	N/a	<p>The WelcomeTeam will have an important role in a) directing people where necessary but also b) putting people at their ease as services will be different</p>	<p>Training needed on dual role</p> <p>Individual choice regarding visors; not compulsory as task should be possible whilst maintaining social distance</p>	JR	
Anxiety	As above	N/a	<p>Supply visors to Welcome Team members</p>	<p>not compulsory as task should be possible whilst maintaining social distance</p>	JR	

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Transmission of infection	<p>Anyone attending services</p> <p>Potential for serious illness or death</p>	N/a	<p>Devise safest route into / out of the church:</p> <ul style="list-style-type: none"> • Entrance through main doors • Foyer taped off and armchairs removed • Welcome & direct to hand sanitizer stations • Direct to seats • Floor taped as required • Asked to remain in seats before, during and after service • Direct to exits after service (row by row) • Exit via main doors <u>and</u> fire doors • Use hand sanitizer again as exit • No need for a one-way system • Maintain fire exits 	<p>DT + JR + SG</p> <p>Welcome team</p>	<p>Meeting on 19.6.20.</p> <p>Follow-up work by 12.7.20.</p> <p>Implement every Sunday service</p>	<p>✓</p> <p>✓</p>

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Transmission of infection	Anyone attending church service	Hand sanitiser purchased prior to lockdown. We have an adequate supply of soap	Purchase additional supplies of masks, gloves, disposable aprons, visors, anti-bacterial hand gel and sanitizer stations x 2 (@ £99 x 2)	JR	As soon as possible	✓
Transmission of infection	Anyone attending church service	Compliance with H&S policy but no specific action on Covid-19 other than that in place prior to lockdown	Maximize ventilation <ul style="list-style-type: none"> Windows and doors to be kept open (subject to weather and traffic noise) 	Welcome team / deacons / volunteers	Each Sunday service	✓
Transmission of infection	Anyone attending church service; potential for serious illness or death	Compliance with H&S policy but no specific action on Covid-19 other than that in place prior to lockdown	Ensure social distancing is observed according to current guidelines: <ul style="list-style-type: none"> Produce 'reminder' signs re social distancing and not entering premises if experiencing symptoms 	JR Personal responsibility	First Sunday service	✓


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			<ul style="list-style-type: none"> • People to sit in household or support bubble groups at a 1.5m distance from the next group. Children must sit with their parents 			
Transmission of infection	As above	As above	Kitchen to remain closed <ul style="list-style-type: none"> • No tea and coffee available after services 	Elders & deacons	Immediate	✓
Transmission of infection	Anyone attending church; potential for serious illness or death	As above	PPE: Masks may be worn but are not compulsory <ul style="list-style-type: none"> • Supply of masks to be available as necessary • Additional gloves to be purchased for cleaners and others 	Individual responsibility of those attending; JR will purchase additional PPE	Each Sunday service	✓
Transmission of infection	As above	As above	No sharing of items <ul style="list-style-type: none"> • Bibles, booklets, invitation cards etc will be removed to the Manse for storage 	DT + JR + SG	Items removed at meeting on 19.6.20.	✓

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Transmission of infection	As above	As above	<ul style="list-style-type: none"> No notice sheets No offering 	Elders & deacons	Each Sunday service	✓
Transmission of infection	As above	As above	Communion may be possible but a separate risk assessment will be required	Elders	Tbc; no immediate plans for communion	
Transmission of infection	Anyone attending church; potential for serious illness or death	As above	<p>Music</p> <ul style="list-style-type: none"> Singing not permitted No woodwind or brass instruments Likely to be piano only Congregational reading permitted (but only at normal voice) to increase participation Limit services to 3-4 songs (pre-recorded or piano) <p>NB Musicians must also be socially distanced</p>	<p>Service leaders and musicians</p> <p>Consult music team re piano accompaniment or pre-recorded singing</p>	Monitor guidelines prior to first service (and ongoing)	✓

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Transmission of infection	Anyone attending church; potential for serious illness or death	As above	Safe management of exit routes from the building and hand washing <ul style="list-style-type: none"> • Signage / tape • Hand sanitizer available 	Welcome team	Preparations before 12.7.20. Management Sunday by Sunday	✓
Transmission of infection	Anyone accessing church grounds by car	As above	Safe management of carpark to avoid people congregating / mingling / breaching social distancing guidelines	Individual responsibility	Management and monitoring Sunday by Sunday	✓
Transmission of infection	Lower risk (outdoors)	N/a	It may be possible to facilitate some social interaction on the grass area in front of the church (currently in households / bubbles or groups of no more than six), though we will have to be careful about how this is perceived by neighbours	Monitored by deacons and welcome team Individuals' responsibility Review regulations	As above Elders / deacons	✓ ✓

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Transmission of infection	Anyone attending church service and the wider population if an infected person attends	N/a	Compile a register of attendees at services (and retain for 21 days to assist 'track and trace')	JR	Ready by 12.7.20. and each Sunday thereafter	✓
3. Communication strategy						
Lack of awareness / compliance leading to increased risk of infection	Anyone attending church service; potential for serious illness or death	Information disseminated by email, in Sunday services and on website	Communication strategy: <ul style="list-style-type: none"> Initial notification and explanation at AGM, covering plans as lockdown regulations are relaxed and services may be allowed to resume 	AR to give initial explanation of plans at AGM	17.6.20.	✓

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Lack of awareness / compliance leading to increased risk of infections above	Anyone attending church service; potential for serious illness or death	Information disseminated by email, in Sunday services and on website	<ul style="list-style-type: none"> Disseminate information by email and website Produce explanatory video Publish risk assessment on website (when complete) 	<p>Elders</p> <p>JR and elders</p> <p>JR and elders</p> <p>JR and elders</p>	<p>Ongoing</p> <p>Prior to first service on 12th July</p>	
			Notify Beechcroft Rd Residents Association of services resuming	JR		✓
Transmission of infection Virus 'hotspots'	<p>Anyone attending church service; Population at large</p> <p>Risk of serious illness or death</p>	N/a	Continued monitoring of government guidelines (inc notifications of hotspots and reintroduction of lockdown)	Elders	Ongoing	✓

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4. Creche and Sunday School						
Transmission of infection	Anyone attending church service; potential for serious illness or death	N/a	<p>Close access to Manse on Sun mornings as the additional cleaning responsibilities will be too onerous every week. Or seal the Manse during the week so available on Sun</p> <p>We cannot offer Creche at present</p> <p>Ideally parents will keep children with them during services / watch online. If they attend in person then make sure they are sat in a place that a child can have room to play on the floor in front of them.</p>	<p>Elders and deacons</p> <p>Elders and deacons</p> <p>Parents JR & deacons</p>	<p>In preparation for resuming Sunday services.</p> <p>Review in Sept or as guidelines relax cleaning requirements.</p>	

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Transmission of infection	Anyone attending church service; potential for serious illness or death	N/a	<p>Regulations now allow Sunday School to take place for children in the primary year.</p> <p>Following planning meetings with the current Sunday School teachers and assessing the number of children we have in that age bracket one Sunday School Class will be held in the back hall of church during the morning service</p>	Elders and Sunday School Teachers	7 th September	

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<p>Transmission of infection</p>	<p>Anyone attending church service; potential for serious illness or death</p>	<p>N/a</p>	<p>Parents will be informed of the start of Sunday School for their children by email.</p> <p>The email will explain that Sunday School will start at the beginning of the church service and children are to be brought to the back hall entrance by the kitchen hatch.</p> <p>Parents are not to enter the hall unless their child refuses to go in without them.</p> <p>Children will be taken back into church at the end of the service. Parents will be asked to remain in their seats until their child has returned to them.</p>	<p>JR</p>	<p>8th September</p>	

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Transmission of infection	Anyone attending church service; potential for serious illness or death	N/a	<p>Sunday school will be taught by two teachers and social distancing will be observed as far as possible with young children.</p> <p>One teacher will teach the story to the whole class. The children will be sat at tables. Age appropriate sheets and craft will be provided to each child on their table with their own pencils and any other items needed for the craft.</p>	Sunday School Teachers	13 th September	
Transmission of infection	Anyone attending church service; potential for serious illness or death	N/a	<p>Face Masks. Government Guidance says that teachers are not obliged to wear face masks when teaching children.</p> <p>Hand sanitiser dispensers will be provided in the back hall</p>	<p>Sunday School Teachers</p> <p>Deacons</p>	<p>13th September</p> <p>13th September</p>	

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Transmission of infection	Anyone attending church service; potential for serious illness or death	N/a	Sunday School teachers will ensure that any games or activities that are done in the class will be socially distant and each child will have their own named items to use e.g. pot of play dough.	Sunday School Teachers	13 th September	
5. Attendance at Sunday services:						
<p>It is important in resuming Sunday services, when permitted, that we try to protect people who are clinically vulnerable and more likely to develop severe illness. Current government guidelines require the following:</p> <ul style="list-style-type: none"> Religious leaders, lay people, family, volunteers, staff and members of the public, including children, should stay at home if they have a new, continuous cough or a high temperature or loss of or change to sense of smell or taste. This is to minimise risk of spread of COVID-19 to friends, the wider community, and particularly the vulnerable. People are also required to wear face coverings in enclosed public spaces where there are people they do not normally meet, such as a place of worship. Individuals who are shielding should continue to follow the government’s advice on shielding. 						

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<ul style="list-style-type: none"> • Certain groups of people may be at increased risk of severe disease from COVID-19, including people who are aged 70 or older, regardless of medical conditions. Individuals who fall within this group are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household. • If anyone becomes unwell with symptoms of COVID-19 in a place of worship they should be sent home and advised to follow the ‘stay at home’ guidance. If they need clinical advice they should go online to NHS 111 (or call 111 if they don’t have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital. 						

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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