

# Risk assessment

Woodstock Road Baptist Church

Assessment carried out by: Staff team and elders

Date of next review: February 2021

Date assessment was carried out: June 2020 and amended 11<sup>th</sup> January 2021

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
<b>1a. Preparation for services – general cleaning</b>						
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	Thorough cleaning needs to continue before the church re-opens for services.	Martin and Liz continue to clean the church every week Thursday.	We are aiming to continue services under current Lockdown as stated in government guidance.	✓

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Transmission of infection	Anyone attending services or using the building to prepare for services  Potential for serious illness or death	As above	<b>A thorough clean will be completed by M&amp; L on Thursdays.</b> Clean will include a disinfectant spray + wipe of chairs & surfaces. On Wednesday an AA group will use the back hall and they will wipe down surfaces on exiting.	M&L / volunteers	Every Thursday  Throughout the week by individual groups	✓
Transmission of infection	As above	As above	<b>Establish a cleaning checklist of necessary tasks</b> and a system of recording when cleaning has been completed  <b>Remove armchairs from foyer area</b> (into Manse) to reduce risk of infection	JR will devise a checklist for cleaning and recording  David B / volunteers	Prior to 1.7.20.  5.7.20.	✓  ✓

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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 livestream their service from our building.  During current lockdown restrictions they will not have a monthly service in the church building.	13.9.20.	✓
<b>1b Preparation for services – seating &amp; layout of the church</b>						
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	✓

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			<b>Assess seating capacity of the building</b> (based on 2m distance apart, during lockdown this will be about 45)	JR & J Rabbitt	<b>As soon as possible</b>	✓
<b>Transmission of infection</b>	<b>Anyone who attends; potential for serious illness or death</b>	N/a	<b>Establish a booking system if necessary</b> (inc on website for potential visitors)	Staff team	<b>W/c 6.7.20.</b>	✓
<b>Transmission of infection</b>	<b>As above</b>	N/a	<b>Remove as many red chairs as possible from the main church</b>	Tbc	<b>Before 12.7.20.</b>	✓
<b>Transmission of infection</b>	<b>As above</b>	N/a	<b>Set out up to 76 blue chairs according to seating plan</b> (blue chairs being easier to clean, and therefore safer). Chairs to be left out during the week as no other activities take place in the church.	<b>Nominated Deacons to do each Sunday morning before the service</b>	<b>Before 12.7.20.</b> Continue for each service	✓

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<b>1c Cleaning toilets</b>						
Transmission of infection	Anyone who attends	H&S policy in place & 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.	✓
<b>2 Welcome team and managing Sunday services</b>						
Anxiety	Anyone attending services	Welcome team in place but impacted by lockdown and health concerns	Ensure a viable Welcome Team is in place:	JR	Ready for first service on 12.7.20.	✓

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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.	✓
Anxiety	Anyone attending services	N/a	The Welcome Team will have an important role in a) directing people where necessary but also b) putting people at their ease as services will be different	Training needed on dual role	JR	
Anxiety	As above	N/a			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"> <li>• Entrance through main doors which are kept open</li> <li>• Welcome &amp; direct to hand sanitizer stations</li> <li>• Direct to seats</li> <li>• Floor taped as required</li> <li>• Asked to remain in seats before, during and after service</li> <li>• Direct to exits after service (row by row)</li> <li>• Exit via main doors <u>and</u> fire doors</li> <li>• Use hand sanitizer again as exit</li> <li>• No need for a one-way system</li> <li>• <b>Maintain fire exits</b></li> </ul>	<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	<b>Purchase additional supplies</b> of masks, gloves, disposable aprons, visors, anti-bacterial hand gel and multiple wall mounted dispensers	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	<b>Maximize ventilation</b> <ul style="list-style-type: none"> <li>• Windows and doors to be kept open (subject to weather and traffic noise)</li> </ul>	<b>Welcome team / deacons / volunteers</b>	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	<b>Ensure social distancing is observed according to current guidelines:</b> <ul style="list-style-type: none"> <li>• Produce 'reminder' signs re social distancing and not entering premises if experiencing symptoms</li> <li>• People to sit in household or support bubble groups at a 2m distance from the</li> </ul>	JR  <b>Personal responsibility</b>	First Sunday service	✓



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			next group. Children must sit with their parents			
Transmission of infection	As above	As above	<b>Kitchen to remain closed</b> • No tea and coffee available after services	Elders & deacons	Immediate	✓
Transmission of infection	Anyone attending church; potential for serious illness or death	As above	<b>PPE: Masks to be worn by all who attend a service</b> • 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	<b>No sharing of items</b> • Bibles, booklets, invitation cards etc will be removed to the Manse for storage	DT + JR + SG	Items removed at meeting on 19.6.20.	✓
Transmission of infection	As above	As above	• No notice sheets • No offering	Elders & deacons	Each Sunday service	✓
Transmission of infection	As above	As above	<b>Communion</b>	Elders & Jenny Reid	20.9.20	✓

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			<ul style="list-style-type: none"> <li>• Bread to be cut before service in kitchen by a person wearing PPE consisting of mask, gloves and apron and placed on plates spread out so easy for a person to take on piece without touching other pieces.</li> <li>• Wine to be poured into individual cups in kitchen by a person wearing PPE as above. Cups to be spaces out in carrying trays so that people can take one cup easily without touching other cups.</li> <li>• Two servers to carry bread and cups round congregation. They must sanitise hands before serving and be wearing a face mask.</li> <li>• Cups to be collected after the service by a person</li> </ul>			

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			wearing gloves and then washed in hot soapy water. Cups can be left to dry and then put away on Monday morning.			
<b>Transmission of infection</b>	<b>Anyone attending church; potential for serious illness or death</b>	<b>As above</b>	<b>Music and Readings</b> <ul style="list-style-type: none"> <li>• During lockdown we will not have live singing as part of the service. Piano will be the only instrument.</li> <li>• Congregational reading permitted (but only at normal voice) to increase participation</li> </ul>	<b>Service leaders and trustees</b>	<b>5/01/2021</b>	✓
<b>Transmission of infection</b>	<b>Anyone attending church; potential for serious illness or death</b>	<b>As above</b>	<b>Safe management of exit routes from the building and hand washing</b> <ul style="list-style-type: none"> <li>• Signage / tape</li> <li>• Hand sanitizer available</li> </ul>	<b>Welcome team</b>	<b>Preparations before 12.7.20.</b>  <b>Management Sunday by Sunday</b>	✓

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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	Social interaction prohibited from happening on the grass area in front of the church currently lockdown restrictions state there should be no mingling of households / bubbles. Individuals are only about the go for a walk with one other individual.	Monitored by deacons and welcome team  Individuals' responsibility  Review regulations	As above  Elders / deacons	✓  ✓
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	✓

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<b>3. Communication strategy</b>						
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	<b>Communication strategy:</b> <ul style="list-style-type: none"> <li>Initial notification and explanation at AGM, covering plans as lockdown regulations are relaxed and services may be allowed to resume. Continue to communicate via emails to the church.</li> </ul>	AR to give initial explanation of plans at AGM	17.6.20.	✓
Lack of awareness / compliance leading to increased risk of infection s 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"> <li>Disseminate information during church services, by email and website</li> <li>Publish risk assessment on website (when complete)</li> </ul>	Elders JR and elders	Ongoing Prior to first service on 12 <sup>th</sup> July	✓
			Notify Beechcroft Rd Residents Association of services resuming	JR		✓

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<b>Transmission of infection</b>  <b>Virus 'hotspots'</b>	<b>Anyone attending church service;</b> <b>Population at large</b>  <b>Risk of serious illness or death</b>	N/a	<b>Continued monitoring of government guidelines</b> (inc notifications of hotspots and reintroduction of lockdown)	<b>Elders</b>	<b>Ongoing</b>	✓
<b>4. Creche and Sunday School</b>						
<b>Transmission of infection</b>	<b>Anyone attending church service;</b> <b>potential for serious illness or death</b>	N/a	<b>Lockdown restrictions do not allow Sunday School or Youth Group to run</b> <b>As restrictions change this will continue to be monitored.</b>	<b>Elders and Sunday School Teachers</b>		✓

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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</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 &amp; deacons</p>	Keep under Review or as guidelines relax cleaning requirements.	✓
Transmission of infection	Anyone attending church service; potential for serious illness or death	N/a	Parents will be informed of when Sunday School can start again for their children by email.	JR	When regulations change.	✓

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<b>5. Attendance at Sunday services:</b>						
<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"> <li>• 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.</li> <li>• 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.</li> <li>• Individuals who are shielding should continue to follow the government’s advice on shielding.</li> <li>• 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.</li> <li>• 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.</li> </ul>						

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19