

# Risk assessment

Woodstock Road Baptist Church

Assessment carried out by: Staff team and elders

Date of next review: September 2021

Date assessment was carried out: June 2020 and amended 20 July 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 illness	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 each week.	Martin and Liz continue to clean the church every week Thursday.	Weekly	✓
Transmission of infection	Anyone attending services or using the building to prepare for services  Potential for illness	As above	A thorough clean will be completed by M& L on Thursdays. Clean will include a disinfectant spray + wipe of surfaces. All other groups will be responsible for cleaning door handles etc.	M&L / volunteers	Every Thursday  Throughout the week by individual groups	✓

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<b>1b Preparation for services – seating &amp; layout of the church</b>						
Transmission of infection	Anyone attending services. Potential for illness	As above	<p><b>Set out red chairs in rows with slightly wider gap between rows than pre pandemic.</b> Aim to get 150 chairs set out.</p> <p><b>Booking no longer required.</b></p>	<p><b>Jonathan Rabbitt to do initial set up prior to service on 25<sup>th</sup> July.</b></p> <p>Chairs will then be cleared on Sunday after the service ready for Tuesday coffee shop. Chairs will be set out on Friday or Saturday by volunteers or after a Thursday prayer meeting (from mid August onwards) ready for a Sunday.</p>	25/7/21	✓
<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	✓

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<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: Jenny to brief welcome team on new layout and advice to sit distant from others.	JR	23/7/21	✓
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  Anxiety	Anyone attending services  As above	N/a  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 some people will not have been to a service for over a year. <ul style="list-style-type: none"> <li>• Welcome &amp; direct to hand sanitiser stations</li> <li>• Direct to seats</li> <li>• Encourage people to sit distant from others.</li> <li>• Encourage people to be mindful of others needs and preferences</li> </ul>	JR to brief welcome team via email.	23/7/21	✓

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Transmission of infection	Anyone attending church service	Hand sanitiser purchased prior to lockdown. We have an adequate supply of soap	Hand sanitiser dispensers will stay in place for use. A supply of masks and gloves will also be maintained.	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"> <li>Windows and doors to be kept open (subject to weather and traffic noise)</li> </ul>	Welcome team / deacons / volunteers	Each Sunday service	✓
Transmission of infection	As above	As above	Kitchen to remain closed on Sundays <ul style="list-style-type: none"> <li>No tea and coffee available after services</li> </ul>	Elders & deacons	Immediate	✓
Transmission of infection	Anyone attending church; Potential for illness	As above	Masks are no longer required to be worn by law but in line with Government guidance the wearing of them is expected and recommended. <ul style="list-style-type: none"> <li>Supply of masks to be available as necessary</li> </ul>	Individual responsibility of those attending;  JR will purchase additional PPE	Each Sunday service	✓

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Transmission of infection	As above	As above	<p><b>Communion</b></p> <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>	Elders & Jenny Reid	20/9/20	✓

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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.			
Transmission of infection	Anyone attending church; potential for illness	As above	<b>Music and Readings</b> <ul style="list-style-type: none"> <li>• Singing permitted in the building during a service by music group and congregation.</li> <li>• Singers to stand facing away from congregation and each other.</li> <li>• Congregational reading permitted (but only at normal voice) to increase participation</li> </ul>	<b>Service leaders and trustees</b>  <b>See separate Music risk assessment drawn up by JT</b>	25/7/21	✓
<b>3. Communication strategy</b>						
Lack of awareness / compliance leading to increased	Anyone attending church service; potential for illness	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</li> </ul>	<b>AR to give initial explanation of plans at AGM</b>	24.6.21.  Ongoing	✓

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risk of infection			<p>services may be allowed to resume. Continue to communicate via emails to the church as more announcements made by government.</p> <ul style="list-style-type: none"> <li>Email to be sent to the church once final announcement made regarding lifting of regulations</li> </ul>	DT to send email to the church on 13/7/21	13/7/21	
Lack of awareness / compliance leading to increased risk of infection	Anyone attending church service; potential for illness	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	✓
Transmission of infection  Virus 'hotspots'	Anyone attending church service; Population at large  Risk of illness	N/a	Continued monitoring of government guidelines (inc notifications of hotspots and reintroduction of restrictions)	Elders	Ongoing	✓

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<b>4. Creche and Sunday School</b>						
Transmission of infection	Anyone attending church service; potential illness	N/a	Regulations now allowed a creche to be run during the morning service.	Elders and deacons	18/4/21.	✓
			A rota has been set up. Two helpers are required and they should try and maintain a social distance in the room. The window will be opened for good ventilation and wipes provided for cleaning toys. Face masks are not required by helpers but can be worn if they would prefer.	Parents JR & deacons	As soon as possible.	✓
Transmission of infection	Anyone attending church service; potential illness	N/a	Regulations now allow Sunday School to take place for children in the primary years.	Elders and Sunday School Teachers	22/3/21	✓
			Following planning meetings with the current Sunday School teachers and assessing the number of			



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			<p>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>			
<p><b>Transmission of infection</b></p>	<p><b>Anyone attending church service; potential illness</b></p>	<p><b>N/a</b></p>	<p><b>Parents will be informed of the start of Sunday School for their children by email.</b></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</p>	<p><b>JR</b></p>	<p><b>12/4/21.</b></p>	<p>✓</p>

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			their child has returned to them.			
Transmission of infection	Anyone attending church service; potential illness	N/a	<p><b>Sunday school will be taught by a teacher with an additional helper if required and social distancing will be observed as far as possible with young children.</b></p> <p>The 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> <p>Any games and activities will be carried out in a socially distant way as far as possible with young children.</p>	Sunday School Teachers	12/4/21	✓

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Transmission of infection	Anyone attending church service; potential illness	N/a	Face Masks. Government Guidance says that teachers are not obliged to wear face masks when teaching children.	Sunday School Teachers	12/4/21	✓
			Hand sanitiser dispensers are provided in the back hall	Deacons	13/9/20	✓
Transmission of infection	Anyone attending church service; potential illness	N/a	<p>During August there will be no Sunday School but if children want to they can watch a YouTube video of a Families Together session from Word Alive.</p> <p>A rota will be drawn up of volunteers to supervise this in the front room of the manse. Windows to be opened for ventilation.</p>	JR	23/7/21	
Transmission of infection	Anyone attending church service; potential for serious illness or death	N/a	<p>Youth Groups are also able to meet in person again.</p> <p>Please see separate Risk Assessment</p>	Youth Team and Jenny	12/4/21	✓

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<b>5. Attendance at Sunday services:</b>						
<ul style="list-style-type: none"> <li>• Please do not come to church for a Sunday service (or other church activity) if you have any of the symptoms associated with Covid 19, namely a persistent cough, a change to your sense of taste or smell, and a high temperature. There are additional symptoms that are also worth checking out; sneezing, sore throat, headache, and what feels like a bad cold. If you do experience these symptoms, please take a PCR test and stay at home until you get the result.</li> <li>• We would also encourage everyone to make regular use of the lateral flow tests (available to collect from pharmacies) to reduce the possibility of coming to church having contracted the virus but being asymptomatic - thereby increasing the risk of transmission.</li> <li>• Although the wearing of masks is no longer a legal requirement the Government has said that it is expected and recommended that you do so in indoor spaces.</li> <li>• Although social distancing is no longer a legal requirement we will encourage people to sit with space between household groups.</li> <li>• We would encourage you to still use the NHS Covid App to check into our church building using the QR codes that are displayed.</li> </ul>						

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

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