

RISK ASSESSMENT FORM for Attending Bishopdown Evangelical Church (BEC) Building – COVID-19 Risks

COVID-19 infection is a life-threatening disease, with potential ongoing and serious symptoms, particularly to those vulnerable through either age and/or underlying health conditions. Its mode of transmission is through contact with contaminated surfaces and droplets, and also may spread via an aerosol component.

BEC wishes to minimise the risk from COVID-19 infection, as far as is reasonably practicable, to any person present in the BEC building. This will be achieved by identifying the Covid-19 hazardous areas and activities, and implementing mitigations to minimise the risk. The mitigations will, at a minimum, follow all [Government legislation and advice](#).

What are the hazards?	Who could get hurt and how?	Government legislation and Advice	What are we doing to mitigate the risk?	What further action is needed?	Action by Whom?	By when?	Done
<p>Infection of building attendees:</p> <p>for example, touching of contaminated surfaces, breaching social distancing guidelines, face to face conversations, inhalation of infectious aerosols.</p>	<p>Building users could touch a contaminated surface</p>	<p>Cleaning</p> <ul style="list-style-type: none"> • Clean all Surfaces • Remove or close off areas where there are soft furnishings that are hard to clean • Close off all areas that are not being used. 	<p>Cleaning</p> <p>Before and after each Church meeting, all potential touch points will be wiped down with sanitiser</p> <p>Blue chairs will be single person use for each meeting. They will then be quarantined for a minimum of 3 days prior to re-use.</p> <p>The kitchen area will be closed off during the meetings</p> <p>The back-room will be restricted to a maximum of three parent/toddler “bubbles”. Social distancing will be maintained. Toys will not be shared and will be kept separate and quarantined for 3 days post use.</p>	<p>Cleaning</p> <ul style="list-style-type: none"> • Clear identification of surfaces to clean • Designated cleaning team • Regular review of areas to be cleaned • Parent/toddlers wishing to use the back room to be reminded of need for distancing and collection of used toys to be isolated in a box 	<ul style="list-style-type: none"> • Management team 	<ul style="list-style-type: none"> • As required 	

	Building users could potentially contaminate a surface	Hand Sanitising <ul style="list-style-type: none"> On entering and leaving the hall everyone should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available. 	Hand Sanitising <ul style="list-style-type: none"> Set-up hand sanitising stations at entry and exit. This will avoid queues at the toilet basins which are deemed higher risk. Provide disposable gloves for those responsible for cleaning or advise more regular hand cleansing 	Hand Sanitising <ul style="list-style-type: none"> Provision of hand sanitiser Consider provision of disposable gloves 	<ul style="list-style-type: none"> Management team 	<ul style="list-style-type: none"> prior to building occupation 	
	Building users could potentially breach social distancing and infect others.	Social Distancing <ul style="list-style-type: none"> All parties should adhere to social distancing guidelines of 2 meters (or 1 meter with risk mitigation where 2 meters is not viable) between households. Enable people to be seated rather than standing which reduces the risk of contact. All attendees (other than the leader) must wear a face mask or covering 	Social Distancing <ul style="list-style-type: none"> A maximum number of attendees and seating plan will be developed that allows for a minimum 2m distance between households. Ensure everyone wears a mask within the building Implement a one-way system for entry and exit to maintain 2m distancing Seat those who may need to use toilet facilities or the backroom closest to these locations. Provide regular reminders of the need to always maintain distance in both the building and church car-park. 	Social Distancing <ul style="list-style-type: none"> A seating plan that allows some flexibility for varying household numbers. Identify those who have a requirement to be seated in a particular area Remind people to wear a face covering/mask; provide a mask where required 	<ul style="list-style-type: none"> Management team 	<ul style="list-style-type: none"> prior to and during building occupation 	

	<p>Building users could potentially infect each other through a build up of infectious aerosol and/or by having excessive contact time, even allowing for social distancing</p>	<p>Reducing inhaled aerosol and contact time</p> <ul style="list-style-type: none"> • Increase fresh air circulation • Ceremonies and services should be concluded in the shortest reasonable time. • Once completed, participants should be encouraged to move on promptly. 	<p>Reducing inhaled aerosol and contact time</p> <ul style="list-style-type: none"> • Keep windows and (where possible) doors open during attendance (dependent upon temperature) • Each service should be planned to be as short as reasonably practical • Attendees will be encouraged to move on promptly at the service conclusion and minimise social interaction (in the building and in the car park) 	<p>Reducing inhaled aerosol and contact time</p> <ul style="list-style-type: none"> • Ensure all leaders are aware of requirements • Identify a designated individual to open and close windows and doors each week • Clear reminders of need to minimise interactions. 	<ul style="list-style-type: none"> • Management team 		
	<p>Building users could potentially infect or be infected by singing, or the playing of wind instruments.</p>	<p>Singing</p> <ul style="list-style-type: none"> • Wind instruments and congregation singing are not allowed under current guidance. • 1-3 individuals may sing but the use of a screen which can be easily cleaned to separate them from the congregation should be considered • Recordings of singing/music may be used instead • The congregation may sing outside the building (but within the church 	<p>Singing</p> <ul style="list-style-type: none"> • Ensure all leaders are aware of requirement not to sing, except outside the building but within the church grounds, and actively pass the message on to all attendees. 		<ul style="list-style-type: none"> • Management team 		

		grounds) whilst maintaining social distancing between household units					
	Use of shared toilet facilities may result in cross-contamination and infection	Toilet facilities <ul style="list-style-type: none"> • Ensure suitable handwashing facilities include running water and liquid soap and suitable options for drying hands. • Keep the facilities well ventilated, • Using social distancing marking and the adoption of a limited entry approach. [only one 'bubble' in toilets at a time.] 	Toilet facilities <ul style="list-style-type: none"> • Encourage attendees to use their own facilities before arriving to limit use. • Limit use of toilets to one family unit at a time • Provide hand sanitiser as an alternative to the basin to prevent cross contamination • Provide antiseptic wipes and encourage their use for individual cleaning of the toilets • communicate clear guidelines for toilet use, and provide signs 		<ul style="list-style-type: none"> • Management team 		
	Infected attendees may be unaware of their infection until some time after they have potentially infected others	Test and trace <ul style="list-style-type: none"> • Assist the NHS Test and Trace service by keeping an accurate temporary record of visitors for 21 days, if data is needed for contact tracing and the investigation of local outbreaks. [Note attendees are under no obligation to give details] 	Test and Trace <ul style="list-style-type: none"> • On arrival ask attendees if they have any COVID19 symptoms, or are generally feeling unwell: if yes then send home, and advise contacting NHS 111. • Ask if they have had any contact in past 10 days with Covid-19 (ie should they be in quarantine): if yes then send home. • Ask that anyone who subsequently develops symptoms or tests positive to let BEC know. • Keep a record of everyone attending – in line with data protection – for 21 days. 	Test and Trace <ul style="list-style-type: none"> • Ensure all leaders are aware of requirements • Clear reminders of need to be aware of symptoms and not attend. 	<ul style="list-style-type: none"> • Management team 		

Items potentially touched by multiple users	Anyone touching an item after another attendee has touched it could potentially be cross-contaminated,	Touchable items <ul style="list-style-type: none"> • Reusable and communal resources such as service sheets or Bibles should be removed from use and quarantined for 72 hours. • Individuals should be prevented from touching objects handled communally. 	Touchable items <ul style="list-style-type: none"> • Everyone encouraged to bring own Bible and/or words on screen. If Bible used then must be quarantined for 72 hours • Minimise contamination; only one person designated to touch each of the lectern / microphone / recorder / collection boxes 	Touchable items <ul style="list-style-type: none"> • Designated person to deal with touchable items 	<ul style="list-style-type: none"> • Management team 		
Those vulnerable or shielding	The vulnerable, elderly and those shielding are at greater potential risk from the effects of catching Covid-19.		The vulnerable <ul style="list-style-type: none"> • All vulnerable and elderly have now been offered or had their first vaccine. • Discourage attendance by those who are particularly vulnerable if haven't had vaccine. • Provide a recorded or streamed service so that non-attendees do not feel excluded for the time when Covid risk is still significant • Make it very clear that no one is expected to attend services and if they are not happy to do so they should not. 	The Vulnerable <ul style="list-style-type: none"> • Ensure that all potential attendees are clear that they do not have to attend, and will still receive a recording of the service if they wish to while the Covid risk is significant 	<ul style="list-style-type: none"> • Management team 	<ul style="list-style-type: none"> • As required 	

Name of assessors

Nick Robinson

Signed:

electronic

Date: 20th March 2021

Gavin Walker

Signed:

electronic

Date: 25th March 2021

NB: v2 changed to emphasise aerosol inhalation along with surfaces and droplets as a route of infection, and outdoor singing now included as part of Government advice. 22nd April 2021.