

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, direct exposure to droplets, and 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. Whilst all Government legal restrictions in relation to church services were lifted on 19th July 2021, the mitigations below will follow developed good practice for minimising the risk.

What are the hazards?	Who could get hurt and how?	Covid-19 infection control – good practice	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>	Building users could touch a contaminated surface	<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	<p>Hand Sanitising</p> <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. 	<p>Hand Sanitising</p> <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 	<p>Hand Sanitising</p> <ul style="list-style-type: none"> • Provision of hand sanitiser • Maintain provision of disposable gloves 	<ul style="list-style-type: none"> • Management team 	<ul style="list-style-type: none"> • prior to building occupation 	

	<p>Building users could potentially breach social distancing and infect others.</p>	<p>Social Distancing</p> <ul style="list-style-type: none"> • All parties should be aware of the need to maintain social distancing between households. • Enable people to be seated rather than standing which reduces the risk of contact. • All attendees (other than the leader) should be encouraged to wear a face mask or covering 	<p>Social Distancing</p> <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 seated households. • Where individuals from separate households wish to sit together, they should be made aware of, and accept the potential for increased risk. • Encourage everyone to wear a mask within the building whilst walking to/from their seats and when singing. • Implement a one-way system for entry and exit to maintain 1m+ distancing • Seat those who may need to use toilet facilities or the backroom closest to these locations. • Provide regular reminders of the need to maintain social distancing in the building and to respect those who wish to maintain that outside 	<p>Social Distancing</p> <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 whilst in the building; provide a mask where required 	<ul style="list-style-type: none"> • Management team 	<p>prior to and during building occupation</p>	
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	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>Reducing inhaled aerosol and contact time</p> <ul style="list-style-type: none"> • Increase fresh air circulation • Services should be concluded in a reasonable time. • Once completed, participants should be encouraged to move outside promptly. • Gov legislation, as of 10th Dec 2021, requires a face covering/mask to be worn (unless exempt, or impracticable) within the building. 	<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 of a reasonable length • Attendees will be encouraged to move outside reasonably promptly at the service end. • Attendees will be asked to wear a mask/face covering whilst within the building. 	<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 socially distance within the building. • Clear reminders of need to wear a mask • Provide a mask where necessary. 	<ul style="list-style-type: none"> • Management team 		
	Building users could potentially infect or be infected by singing, or the playing of wind instruments.	<p>Singing</p> <ul style="list-style-type: none"> • Congregational singing (especially loud) is known to increase the risk of Covid-19 spread and should be minimised. • Recordings of singing/music may be used instead 	<p>Singing</p> <ul style="list-style-type: none"> • Singing is an important part of church worship, and may be exercised quietly by those wearing masks or face coverings within the church building, or normally outside the building. 	<p>Singing</p> <ul style="list-style-type: none"> • Ensure all leaders are aware of requirements • Church fellowship to be reminded of advice 	<ul style="list-style-type: none"> • Management team 		

	Use of shared toilet facilities may result in cross-contamination and infection	<p>Toilet facilities</p> <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 family group in toilets at a time.] 	<p>Toilet facilities</p> <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	<p>Test and trace</p> <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] 	<p>Test and Trace</p> <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. 	<p>Test and Trace</p> <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 		

			<ul style="list-style-type: none"> • Keep a record of everyone attending – in line with data protection – for 21 days. 				
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. • Bread and wine used for communion should not be handled communally. 	Touchable items <ul style="list-style-type: none"> • Church Bibles and songbooks used are quarantined for 72 hours • Minimise contamination; only one person designated to touch each of the lectern / microphone / recorder / collection boxes • Communion bread and wine will be prepared by one person with mask and gloves or sanitised hands, and served in individual portions and cups. 	Touchable items <ul style="list-style-type: none"> • Designated person to deal with touchable items • Designated person to prepare communion. Bread will be separated to minimise risk of cross-contamination 	<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 full vaccination. • 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: 10th December 2021

Gavin Walker

Signed: electronic

Date: 10th December 2021

NB: Document v4 reviewed with minor revisions 24th August 2021, agreed by NR, GW and accepted by BEC membership. v5 minor revision to allow for change in Government legislation pertaining to church services on 10th December 2021.