

# Limbrick Wood Baptist Church

## Health and Safety Risk Assessment:

### **Coronavirus Risk Assessment**

Date of Assessment: 25.06.20

Reviewed: ~~29.06.19~~ (in light of government guidance).

Reviewed: ~~17.07.20~~ ~~04.08.20~~ ~~21.08.20~~ ~~29.09.20~~ ~~16.10.20~~ ~~07.01.21~~ **10.04.21**

All areas of risk will be covering infection and infection control. The government have updated and released their guidance on the **9<sup>th</sup> April 2021**, and the changes are reflected in this risk assessment.

Coronavirus (COVID-19) usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first. This is why social distancing, regular hand hygiene, and covering coughs and sneezes is so important in controlling the spread of the virus. The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others. Because face coverings are mainly intended to protect others, not the wearer, from coronavirus (COVID-19) they are not a replacement for social distancing and regular hand washing. It is important to follow all the other government advice on coronavirus (COVID-19) including staying safe outside your home

The main symptoms of coronavirus (COVID-19) are:

a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Risk	Details
Hazard / Risk	Additional Control Measures
<p><b>Face Masks – The Law</b></p>	<ul style="list-style-type: none"> <li>• The wearing of face masks within church will be mandatory. This is a requirement of law to reduce transmission of coronavirus (unless legally exempt).</li> <li>• The church will have clear signage on immediate display showing that face masks must be worn before entry and remain in place during the service but can be removed once the individual has left the premises.</li> <li>• Nobody should be ‘pressed’ in to giving out personal information and it is relied upon for their integrity and compliance with the law</li> </ul>
<p><b>Over-population of church:</b></p> <ul style="list-style-type: none"> <li>• <b>Increased risk of virus transmission</b></li> <li>• <b>Reduced capacity to maintain cleaning / hygiene</b></li> <li>• <b>Breach of government</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Groups of up to 6 or two households may mingle outside of the church building</b></li> <li>• Government guidance on social distancing will be observed by all <b>when inside the building</b>; this will be 2metre distance from anyone not within your household, or 1 metre plus mitigations (e.g. facemasks).</li> <li>• <b>Contact details will need to be provided on each person attending, in case there is a need for them to be contacted as part of the government’s ‘Track and Trace’, people can use the QR scan code upon entry if they prefer - giving contact details is optional and is not a condition of attending your place of worship</b></li> <li>• If anyone is displaying symptoms, then they should not attend and follow the governments guidance on self-isolating etc.</li> </ul>

<p style="text-align: center;"><b>requirements</b></p> <p><b>NB- please see end section on local covid alert levels</b></p>	<ul style="list-style-type: none"> <li>• If someone displays / becomes aware that they are experiencing symptoms of coronavirus during their time at church, they should notify a steward and leave the premises and get tested.</li> <li>• The church will need to undergo a thorough deep clean if someone who has been present at the church develops coronavirus (unless the church is able to be secured for 72 hours, as the virus is no longer present after this time and only 'normal' cleaning is required).</li> <li>• Ventilation should be promoted, ensuring that windows, and wherever possible doors too, are kept open to allow for ventilation and air flow as this reduces the risk of transmission.</li> </ul>
<p><b>Transmission through poor hygiene / cleanliness / proximity</b></p>	<ul style="list-style-type: none"> <li>• Stewards will be allocated to ensure that before, during and after services that the church building will be cleaned, and specific attention given to 'hot spots' (e.g. door handles, chairs).</li> <li>• Attendees will be required to apply hand sanitiser when they enter the building and be reminded about good hygiene.</li> <li>• Posters will be on display in the church reminding people of their hand hygiene and how to promote this.</li> <li>• Seating will be laid out to support social distancing with sufficient spacing between non-household groups</li> <li>• The church will operate a strict access and egress system, to try and reduce 'bottlenecks; the main doors into the church hall will be the access, and the doors from the vestibule will be the exit. A steward will be available at both the access and the egress point in order to support the flow and direction of attendees.</li> <li>• Ideally the use of the toilets would be reduced, in order to reduce risk, however it is understood that the use of these may be necessary for people. Signage on hand hygiene will be present within the toilets. Toilet facilities should be cleaned / disinfected after each use (including the toilet, sink, taps, door handles, etc.) before returning to the church hall using the correct one-way system.</li> <li>• In order to reduce risk of cross-contamination, only those areas that are needed will be available; this should only be the main hall, vestibule, and toilets. The Hardiman Room, backroom, church office and kitchen will be out of bounds for church services. If there is a need to access the kitchen then this will be done by a steward.</li> <li>• After cleaning, materials and PPE will be bagged up and stored for 48 hours before disposing within the normal refuse receptacle.</li> </ul>

<p><b>Fire Risk</b></p>	<ul style="list-style-type: none"> <li>• If there is a fire or concern of fire, then the immediate risk of threat to life is heightened, and as such all persons should vacate the building via the nearest and safest exit – even if this contravenes the risk assessment around one-way system.</li> </ul>
<p><b>General Church Safety Measures</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitisers will be present within each room – these will be checked by stewards before and after each ‘session’</li> <li>• Disposable hand towels will be used in replacement of washable towels (this is the same for the kitchen too)</li> <li>• Stewards will be available to direct and guide.</li> </ul>
<p><b>The Role of the Steward</b></p>	<ul style="list-style-type: none"> <li>• The role of the steward is to ensure that the risk assessment is supported in practise.</li> <li>• A steward should remain on each access and egress point, if a steward needs to leave their position then a replacement steward should take their position before they leave.</li> <li>• There may be occasion where someone may need to enter through the egress point, and as such the stewards should support this and ensure that the flow of people stops whilst this occurs.</li> <li>• The stewards should ensure that people use the hand sanitisers upon their entry to the premises.</li> <li>• The stewards should encourage social distancing, as sometimes people will need reminding of this, particularly when they have not seen each other for a sometime.</li> </ul>
<p><b>Kitchen</b></p>	<ul style="list-style-type: none"> <li>• Only those permitted to be in the kitchen should be in there – this will be stewards on service days</li> <li>• The kitchen should be used by the fewest people necessary, and all areas cleaned after use.</li> <li>• Any items used should be washed on a hot wash (minimum of 70 degrees) in the dishwasher to kill any germs.</li> </ul>

<p style="text-align: center;"><b>GDPR</b></p>	<ul style="list-style-type: none"> <li>• Attendance sheets will be in place for each event. This information will be stored by the <b>secretary</b> of the church, securely held at church. The information stored will be destroyed after 21 days as the information will be redundant. Each service will require a sign in sheet with contact details of each person that attended (including children, although contact details given can be that of the appropriate adult accompanying them).</li> <li>• It should be the steward who records the sign in (not attendees as this would mean multiple cross-contaminations of the pen)</li> <li>• Those that are known to the church as regular attenders will already have their contact details registered and so only their name will be recorded, however those new / not known will have their name and phone number recorded.</li> <li>• A QR code will be on display for those who can scan in, and if this is done then there is no formal need for them to also be recorded on the attendance sheet. Only those above 16 will be able to use the scan as the app is for 16+</li> </ul>
<p style="text-align: center;"><b>Communion</b></p>	<ul style="list-style-type: none"> <li>• The bread and wine should be covered and not left exposed.</li> <li>• The bread should be pre-cut, and not 'broken by hand', however, the pastor can still do this with a separate piece that he himself can consume but not distribute.</li> <li>• The wine is held in individual receptacles, and thus participants can be given an individual cup without the need for cross-contamination</li> <li>• Care should be given with the bread and the wine for no physical contact to occur between the server and the receiver, and if this does occur then sanitisation should take place immediately.</li> </ul>
<p style="text-align: center;"><b>Singing</b></p>	<ul style="list-style-type: none"> <li>• Indoors: - a single small group of singers will be allowed to perform, or rehearse for performance, only where essential to an act of communal worship. This should be limited to as few singers as possible, with social distancing being maintained at all times. Communal singing should not take place</li> <li>• Outdoors, in the grounds or the outside space of a place of worship: when communal worship takes place outdoors, the congregation may join in and should follow the principles set out in the performing arts guidance. <b>New social contact limits apply</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Where singing by the congregation does take place, this is done at a 'conversational tone' and should not be in a raised voice, those singing in the congregation should wear masks as per the law.</li> <li>• It should be noted and reiterated that despite having these mitigations the risk for singing remain significantly higher than if there was not singing, but that these factors would make a level of reduction of risk. There has been a recognition that the aerosol nature of the virus is far greater than initially understood, and thus it is strongly recommended that this does not occur in its 'usual' form.</li> </ul>
<b>Other Events</b>	<ul style="list-style-type: none"> <li>• Any events organised by the church (other than main church services) will require an addition to this risk assessment so that it can be completely risk assessed – notification for this will need 5 days minimum so that it can be done thoroughly.</li> <li>• E.g. something informal can react from this current risk assessment, however if the church wishes to hold a formal event that is not covered within this assessment then this requires a new assessment.</li> </ul>
<b>Tithes and Offerings</b>	<ul style="list-style-type: none"> <li>• Where possible attendees should try and avoid giving cash donations and continue to use online giving.</li> <li>• Where this is not an option, cash should be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.</li> </ul>
<b>Children and young people</b>	<ul style="list-style-type: none"> <li>• Due to the nature of risk of infection, all items for children's play will not be available for use</li> <li>• At the current time, there will be no sessions in place for children's clubs (this will regularly be reviewed).</li> <li>• Parents and care givers are to ensure that supervision is given to their young people (including if they go to the bathroom, to ensure that appropriate hygiene is undertaken).</li> </ul>
<b>Local COVID alert levels</b>	<ul style="list-style-type: none"> <li>• Currently the country is in another lockdown, churches can remain open if they choose to do so as long as this is done safely and in compliance with the law and government guidance.</li> </ul>

Testing and Results	<ul style="list-style-type: none"> <li>Where individuals are self-isolating due to a possible or confirmed case of COVID-19 in the household, or because they have been requested to so by NHS Test &amp; Trace, they <b>must</b> only participate remotely.</li> <li><a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> it should be encouraged for those attending to complete a lateral flow test prior to attending so that they can be assured, as far as possible, that they do not have coronavirus – this is for those who may be asymptomatic.</li> </ul>
Security	<ul style="list-style-type: none"> <li>Stewards are to remain by the door that they are allocated to.</li> <li>Email has been sent to the local police to make enquiries over any relevant threat levels that the church needs to make consideration of in their risk assessment.</li> <li>Email sent to the church leadership to request that, if not already in place, that there is an allocated individual responsible for the security of the church.</li> </ul>

Additional Notes:

This risk assessment should be made available to everyone attending the church  
 In addition to this a short guide of the main points for attendees will be provided

Name of person completing	Kirsty Robinson
Signature	
Date	10.04.21

**Additional Signatures – by signing, you are confirming to adhere to the risk assessment. Also, that if additional safety measures can be imposed then this can take place, ensuring that amendments are made to the risk assessment, and shared with relevant people.**

Name	Signed	Date
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