

Newtown Baptist Church, Chesham – COVID-19 Risk Assessment

The purpose of this document is to assess the risks associated with opening the church building for public meetings during the COVID-19 pandemic, and to put controls in place to minimise the risk of spreading the virus. The trustees of the church have a duty of care to ensure that anyone entering the church premises is not exposed to an unreasonable risk to their health and safety. Those at risk include the minister, stewards, members, other attenders, cleaners.

This document is subject to regular review. The trustees will review the mitigating controls after meetings have commenced to ensure they remain fit for purpose. In addition, the document will be reviewed and revised, if appropriate, following changes to [government guidance](#).

Date of issue – 2nd July 2020

Action – record the names and phone numbers of all in attendance at a meeting, and retain the record for 21 days (in accordance with government guidance).

Action – review each mitigating control and enter ‘Y’, ‘N’ or ‘N/A’ within the ‘Control in place’ column.

Risk	Mitigating Control	Control in place
COVID-19 is spread via contact with surfaces in the lobby and auditorium.	Air the building before and during the meeting. Allocate one person to take responsibility for switching on lighting, electrical and heating systems. Allocate one person to take responsibility for opening and closing doors and windows. Where possible, have one entry point into the building. Provide hand-sanitiser for attendees to use on arrival, should they wish to clean their hands. Discourage attendees from using coat hooks. Keep internal doors open, where possible, during the meeting. Ensure no refreshments are served. Keep emergency exits clear, but have one designated exit point at the end of the service (other than the entry point). Ensure the lobby and auditorium are cleaned extensively; ideally 72 hours after the meeting to reduce the risk for cleaners.	

<p>COVID-19 is spread via contact with objects</p>	<p>Remove Bibles and other literature within the lobby and auditorium.</p> <p>Remove all toys from the lobby, or ensure all toys are securely locked away.</p> <p>Ensure microphones and other electronic items are only handled by one person.</p>	
<p>COVID-19 is spread via toilet facilities</p>	<p>Ensure the toilets are ventilated before and during the meeting.</p> <p>Ensure toilet facilities have an adequate supply of soap and disposable hand towels.</p> <p>Ensure the bin for paper towels is empty prior to the meeting.</p> <p>Ensure all waste receptacles have disposable liners.</p> <p>Wipe down door handles and toilet seats on each occasion the toilet has been used (if practical).</p> <p>Ensure the toilets are cleaned extensively; ideally 72 hours after the meeting to reduce the risk for cleaners.</p>	
<p>Government guidelines on social distance are not adhered to.</p>	<p>Request attenders to queue outside, two metres apart when appropriate, if a number of people arrive simultaneously.</p> <p>Place at least one notice, clearly visible, near the entrance to remind all in attendance of the social distancing requirements.</p> <p>Use one in every three pews. Mark out seating areas, and when known designate specific places for household groups.</p> <p>Seat household groups and individuals away from the aisles to maintain a distance of two metres at all times.</p> <p>Seat young children between supervising adults (where possible).</p> <p>Monitor the capacity for the auditorium and stop entry to the building if the capacity has been reached.</p> <p>Remind the congregation at the commencement of the meeting of the social distancing requirements, as well as the prohibition on singing.</p>	

	Exit the building in stages to ensure safe distance is maintained.	
Exposure to someone with coronavirus (discovered after a meeting).	<p>Remind members and regular adherents of the risk prior to the meeting (in case a period of self-isolation would impact on their livelihood or responsibilities as a carer).</p> <p>Contact the attendees at the meeting in question, and advise them of the government guidelines in the circumstances: NHS UK - Test & Trace</p> <p>Close the building for 72 hours and ensure no access is permitted.</p> <p>Carry out a thorough clean of the building after 72 hours in accordance with the government guidelines. COVID-19 Decontamination</p>	
Suspected case of COVID-19 while on site.	<p>If someone becomes unwell while on the site, send the person home.</p> <p>If someone has any of the main symptoms associated with COVID-19 advise the person to follow the NHS guidance, and advise those present at the meeting to consider whether or not it would be prudent to self-isolate. Guidance - confirmed coronavirus</p> <p>End the meeting and evacuate the building.</p> <p>Close the building for 72 hours and ensure no access is permitted.</p> <p>Carry out a thorough clean of the building after 72 hours in accordance with the government guidelines. COVID-19 Decontamination</p>	
An emergency situation occurs during the meeting.	<p>If first aid has to be administered, record the details in the Accident Log in accordance with the health and safety policy.</p> <p>Ensure that anyone who has provided assistance considers sanitation measures as soon as possible after the incident.</p> <p>In the event of a fire (or any other emergency situation), do not enforce a distance of two metres if it would be unsafe to do so.</p>	