

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 attendees, 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 (amended 11th July 2020 and 20th December 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.	Ventilate the building before the meeting and then during the meeting when the outside temperature is temperate. 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, as well as spare face-masks. Ensure attendees refrain from using the coat hooks. Keep internal doors open, where possible, during the meeting. 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 from the auditorium and all literature from the lobby.</p> <p>Remove all toys from the lobby, or ensure all the toys are securely locked away.</p> <p>Ensure microphones and other electronic items are disinfected if used or handled within the previous 72 hours.</p> <p>Ensure no refreshments are served for consumption within the building, but are only provided as attendees are exiting the building (when appropriate).</p> <p>Ensure all refreshments are served in disposable cups.</p> <p>Ensure that anyone providing refreshments has sanitised their hands beforehand.</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.</p> <p>Provide anti-bacterial wipes for use in the toilet facilities.</p> <p>Ensure all waste receptacles have disposable liners and have been emptied prior to the meeting.</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 attendees 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 two pews. Reserve 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 at least one metre 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>Ensure the congregation is aware of the social distancing requirements both within the building and while outside on the church grounds.</p> <p>Allocate at least two stewards to ensure household groups maintain a distance of two metres if congregational singing takes place outside on the church grounds.</p> <p>Limit the number of cars as necessary, to prevent any issues with social distancing, if congregational singing is due to take place in the car park.</p> <p>Exit the building one row at a time when a meeting transitions between the auditorium and the church grounds (to enable congregational singing).</p>	
<p>Exposure to someone with coronavirus (discovered after a meeting).</p>	<p>Remind members and regular attendees of the risk, periodically (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>	
<p>Suspected case of COVID-19 while on site.</p>	<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 when there is a suspected case of COVID-19.</p> <p>Close the building for 72 hours and ensure no access is permitted.</p>	

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<p>An emergency situation occurs during the meeting.</p>	<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 social distancing if it would be unsafe to do so.</p>	