

## Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage risk.

<b>Name of Church</b>	<b>Assessment undertaken by</b>
Bearfield Church	Helen Fuggle, Robert Beesley (Trustees)
<b>Address</b> HUNTINGDON STREET, BRADFORD ON AVON, WILTSHIRE	<b>Area of the building assessed</b> PORCH, MAIN MEETING ROOM, HALL, CORRIDOR, TOILET, JAM, TGI rooms, lawn / garden (in separate guidance)
<b>Postcode</b> BA15 1RE	
<b>Date of Initial Assessment</b>	<b>Assessment Review Date</b>
26 <sup>th</sup> August 2020	Reviewed 2 <sup>nd</sup> December 2020 (end of Lockdown 2.0) Reviewed 14 <sup>th</sup> December 2020 ('first come first served' approach Reviewed 3 <sup>rd</sup> March 2021 (after Lockdown 3.0)

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Likelihood</b>	<b>Severity / mitigation</b>	<b>Risk Rating after mitigation</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
Transmission of virus from close contact when entering and exiting building, moving to and from seats, to and from the toilet and the stage (for those participating in the service). Frisk from exceeding maximum safe capacities.	All attendees	M	Mitigation actions noted in column to the right.	L	Seating plan (available and unavailable seats) One-way system entrance and exit, One-way system around church to seating. One-way system to toilet (via corridor) and back across lawn to church. Participants to stay in same place throughout the service. Communication to attendees to remind to social distance at all times – (updated 2/12/20) including when arriving and particularly leaving. Script to ensure clear/consistent message provided to service leaders.	Signs produced (SA) Placement of signs for seating (RB) One-way routes indicated by signage (RB) Communication (DJ/service leader)
Social distancing before and after services	All attendees	M			Attendees encouraged to obey the government guidance for meeting outdoors, from 12 April, one other or social bubble, from 17 May, the rule of 6. Welcomer / signage to encourage walk / talk approach rather than meet / mingle one	Signage (HF), welcomer briefing (RB)
	All attendees	M			Attendees to book a place at service and children’s groups in advance. Maximum numbers for main sanctuary, hall, TGI and JAM rooms to be managed by Bearfield Secretary.	

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<p>Transmission of virus through raised voices and singing.</p> <p>Transmission of virus between children in their group.</p>				<p>Hall maximum 20 and church maximum 38</p> <p>No sung or congregational spoken worship involving raised voices.</p> <p>Sunday school teacher to lay out chairs and prepare activities to ensure 1m+ social distancing between individuals/family groups. No food or drink to be provided. Individual pens/scissors etc, wiped after use. Spot clean of high touch points after group.</p> <p>Children to enter/exit directly to their nominated room, and not enter church or other rooms.</p>	<p>Anti-bac wipes or spray and kitchen towel provided in school room (SA)</p> <p>Group leaders to open doors/windows and to spot clean after group.</p>
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<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b>	<b>Severity / mitigation</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
Transmission of virus through high-touch points, e.g. door handles, light switch, back of pews/chairs (and any other high touch points noted, perhaps lectern etc)	Cleaner  All attendees	M	Mitigation actions noted in column to the right.	L	High-touch points to be sanitized before and after service  Cleaner to deep clean the church once a week (NB only in use once a week)  Hall in regular use and deep cleaned three times a week and spot cleaned before and after every use.	Provision of anti-bac wipes or spray and kitchen towel in church/hall/toilet (SA) Pre-post service spot clean/sanitize (DJ) Cleaner briefed on requirements (TV) Communication to hall hirers on requirements (SA)  <b>Note: if attendees need a cushion for comfort, they need to provide their own</b>
Transmission of virus through toilet facilities.	All attendees	M		L	Minimal use to be encouraged. Users to clean after use (cleaning products provided).	Provision of cleaning products and sign (SA)

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Transmission of virus through attendees touch, coughing or sneezing.	All attendees	M	Attendees will come from a variety of situations and the request for all to sanitise their hands ensures that all are treated equally.	L	Sanitiser placed at entrance and exit for use by attendees.  Bins and tissues provided at the back of church.  Windows and doors open as much as possible to improve ventilation.  Face masks to be worn by attendees (including young people age 11+).  We have decided not to use the QR code for Track & Trace but a paper based system and we will not be temperature checking, as most people arrive in a short time interval and this will prevent a swift entry	Hand sanitisers provided (HF) Communication to attendees (DJ)  Cleaner to empty bin regularly.  Open and close windows and doors (DJ and group leaders)  Communication to attendees of current government requirement for face masks in places of worship (unless person is exempt) Under 11s and service/Sunday school leaders not required to wear a mask.

## Summary of Action plans

Action – List out what needs to done	Ownership – List out who complete	Date to be Completed by	Date of Completion
1. Signs (for seats in use / not in use, facilities, one-way direction, handwashing, bins)	SA	Need to clean down toilet after use sign to be made/placed before the first service.	Others done already
2. Placing of signs	RB, note: more signs in the hall and yard area (HF)		Done already
3. Clear communication to all attendees (on available seating, one-way system, sanitising, minimal toilet use and user wiping down after use, wearing face-masks, register taken etc)	DJ	Before first service and regularly	
4. Briefing cleaner and arranging appropriate cleaning times	Trustees		Done already
5. Provision of Sanitisers / tissues	HF		Done already
6. Provision of Lidded, pedal operated bins	RB, note: more bins in manse area (RB)		Done already
7. Set up and maintain (for 3 weeks) register of those present each week (including children present for Sunday school and TGI).	DJ, note: Church Administrator to maintain	Before first service	
8. Open and close windows and doors before and after services.	DJ	Weekly	
9. Communication to Sunday School group leasers about mitigating action s they need to be aware of and adhere to.	DJ	Before first service.	
10. Spot clean of high touch points before and after each	DJ	Weekly	

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service.			
11. Updated documents: this RA, welcomers, worship / leading services, childrens & youth ministry	RB / HF to distribute and brief as appropriate. HF to prepare notes for newsletter		

Additional documents:

Childrens and youth ministry RA

Guide for leading services / worship band

Guide for welcomers

References:

COVID 19 guidance for the safe use of places of worship, 19 01 21