

HOPE REFORMED BAPTIST CHURCH: COVID-19 RISK ASSESSMENT – REVIEW PROFORMA				RISK ASSESSMENT NUMBER		4
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further actions do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Infection via airborne virus	All attendees	<ul style="list-style-type: none"> • Potential attendees to be given a summary of the arrangements for Sunday by email or by phone in advance. • Potential attendees told in advance by phone or email not to attend if they have symptoms or suspected symptoms. Advise to follow official government guidance • Entrance and exit to be managed by stewards to maintain spacing and avoid choke points. • Door steward to be situated just inside main hall not in lobby, to maintain 2m distance (added 24/07/20) • Stewards to wear masks • Follow updated government guidance 27/07/2020 <i>“People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet, such as a place of</i> 	<ul style="list-style-type: none"> • Follow updated government guidance 04/08/2020 <i>“From 8 August, face coverings are also required by law to be worn in places of worship”</i> To be communicated by email in advance via weekly bulletin and encouraged to bring own face covering. (added 07/08/2020) • Stewards to have additional face coverings available for use by those who have not brought their own. (added 07/08/2020). 			

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		<p><i>worship.</i>” To be communicated by email in advance via weekly bulletin (added 31/07/2020 - to be replaced 07/08/2020)</p> <ul style="list-style-type: none"> • Stewards to offer any additional explanation as required • External steward to have blank copies of NHS track and trace form and offer explanation to enable completion (added 24/07/20) • Maintain distance of 2 metres between people at all times. • Seating to be spaced, congregation to be seated by plan. • People to be collected by steward and directed to appropriate seat. (added 24/07/20) • Clear thoroughfares to be indicated to allocated seating or towards back corridor/toilets to be demarcated in some way, to avoid breach of 2 metre social distancing 				

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		<ul style="list-style-type: none"> • If talking to one another maintain the 2 metre social distancing. • At the close of the service leave the building in short time to reduce exposure to potential virus hazards • Individuals to stand up when they are ready to leave and they will be stewarded out-to avoid anyone rushing for the exit (added 24/07/20) • “Doors and windows to be opened in advance of using the Chapel, (and during its use), where practicable, to increase ventilation, and electric fans sited up high used to direct air towards the windows. This measure is to mitigate airborne (aerosol, i.e. very small droplets) spread of the virus, by dispersing it in the air. This action applies to all areas of the building in use. (Added 31/07/2020) • Singing and raised voices to be avoided at all times. • Explanation of the danger 				

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		<p>of transmission via coughs and all attendees asked to cough into tissue or crook of elbow</p> <ul style="list-style-type: none"> • Tissues to be provided • A record to be kept of all attendees and their phone numbers to assist with track and trace if needed • GDPR guidelines to be followed-no unauthorised person to have sight of NHS forms (added 24/07/20) 				
Infection via airborne virus	Vulnerable individuals, those aged over 70 and those 'shielding'	<ul style="list-style-type: none"> • It is recommended that current Government guidance in relation to any specific groups identified in the guidance be followed. • Where specific guidance exists, a conversation should take place in advance by email or phone so that it is clear that the correct current advice has been communicated and is understood <p>All persons attend services at their own risk</p>				
Infection via	All	<ul style="list-style-type: none"> • Steward to control any 				

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airborne virus. Danger of queuing to enter the chapel on public pavement	attendees -forgetting social distancing or by meeting passers-by on pavement.	queues <ul style="list-style-type: none"> • Congregation advised to arrive early, (by 10:15am) to allow for hand sanitising/registration/ seating • Signage outside to remind about social distancing. Steward to apologise to any passers-by for inconvenience 				
Infection via airborne virus from children, who may be asymptomatic carriers and also less aware of the need to be distanced	All attendees	<ul style="list-style-type: none"> • Parents to be asked to supervise their children at all times. • Children to be seated with parents and not allowed to run around. • Children without parents or adult carers not allowed to attend. Communicated as necessary in advance and on the day 				
Infection from hand contact	All attendees	<ul style="list-style-type: none"> • Discuss and agree initial plan for one Sunday meeting per week to reduce the risk of infection. • No hand shaking or elbow bumping • Mandatory hand sanitiser 	<ul style="list-style-type: none"> • To discuss whether some people willing to not attend every week to enable everyone to have some opportunity of attendance? (added 24/07/20 – still o/s) • New booking form to be used where practicable. If numbers 			

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		<p>use on entry and on exiting the building (including children supervised by parents).</p> <ul style="list-style-type: none"> • Hand sanitiser to be sited at the main entrance to the Chapel • Additional table opposite sanitiser table to enable people to put down bibles, water bottles etc. while sanitising their hands (added 24/07/20) • Doors to be left open when possible to reduce need for touching handles or hard surfaces • Discuss and agree celebration of the Lord’s Supper to be suspended pending later review • Discuss and agree no refreshments or food to be served on the premises. • Attendees advised to bring their own water bottles if required as the kitchen will not be in use • All children’s toys to be taken out of use and parents to bring a toy for use only by their own child 	<p>intending to attend grow further, reconsider possibility of rota system or similar. (added 31/07/2020 - retained o/s)</p> <ul style="list-style-type: none"> • Lord’s Supper arrangements still to be communicated (added 24/07/20 – still o/s) 			

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		<ul style="list-style-type: none"> • Discuss and agree no hymnbooks, Bibles, notice sheets or other items to be distributed. • All printed text to be displayed on AV system • Encourage congregation to bring their own Bible or Phone/Tablet Bible app etc, keep hold of it and take it home. • Cash giving discouraged but if necessary to be done via open offering box, which should be counted after 72 hour quarantine period, (cash not retained on site). • Provision of soap hand wash for each toilet area • Provision of paper towels to replace fabric towels • Used paper towels to be disposed of into bins provided and removed from site hygienically • Signage to remind about hand washing • Additional sign asking people not to put hand towels into the toilets as these will become blocked 				

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Infection from hard surfaces	All attendees	<ul style="list-style-type: none"> • Thorough cleaning of the premises before reopening. • ...and weekly going forward, paying particular attention to the toilet areas. • Use of antiviral spray as needed during the meeting, particularly on handrails, door handles and toilet apparatus • Access to toilets monitored by steward to prevent people meeting in the narrow corridor. • Removal of unnecessary items of furniture etc to reduce likelihood of contamination by contact and ease cleaning 	<ul style="list-style-type: none"> • Recruit additional people to cleaning team? (added 24/07/20 – still o/s) 			
Suspected/ confirmed case of COVID-19 on site. Staff, volunteers, and visitors may	All attendees	<ul style="list-style-type: none"> • If a member of anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell/taste whilst on site they must be sent 				

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display symptoms of COVID-19 whilst on site		<p>home and advised to follow the stay at home guidance, including contacting NHS 111.</p> <ul style="list-style-type: none"> • Double check the person’s name and contact details were recorded correctly <p>If subsequently a positive COVID-19 test is reported follow guidance below.</p>				
Infection during the administering of First Aid	Injured person or First Aider	<ul style="list-style-type: none"> • All first aid must be recorded in the Accident book in line with church policy • Actions taken during an incident or emergency will reflect the social distancing principles as far as possible • In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay 2 metres apart if it would be unsafe • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards 	<ul style="list-style-type: none"> • Urgent- to identify/appoint first aider (added 24/07/20 – still o/s) 			

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		including washing hands				
Security of the premises -unnecessary use of the building presents risk of contamination after cleaning has been carried out	All attendees	<ul style="list-style-type: none"> Keyholders should avoid unnecessary use of the building but where access is required they should have due regard for the need to prevent contamination 				
Risk of infection during Evacuation of the building	All due to lack of social distancing	<ul style="list-style-type: none"> Normal evacuation procedures should be followed using social distancing where possible It is recognised that social distancing measures may not be possible in all circumstances, in which case evacuation measures take precedence 	<ul style="list-style-type: none"> Urgent - review and agree evacuation procedures. (added 24/07/20 – still o/s) 			
COVID-19 positive test after attendance at service	All attendees	<ul style="list-style-type: none"> If it is reported that a person or persons who attended the service have tested positive, the NHS test and trace procedures should be followed and people will be contacted The list of names attending the service will be made 				

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		available for all legitimate NHS test and trace procedures				