

BETHEL BAPTIST CHURCH – ALDERSHOT SITE - COVID-19 RISK ASSESSMENT

All congregation and visitors must be aware of infection prevention and control precautions that are in place within church and in conjunction with Government guidelines. All behaviour expected of them during the pandemic will be to keep themselves and others safe.

Hazard	Number	Object	Controls
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<p>A potential risk of exposure to COVID-19 virus. Transmission through surfaces</p>	<p>001</p>	<p>All surfaces that are touched regularly including the main hall, hallways and toilets</p>	<ul style="list-style-type: none"> ● Regular cleaning and disinfecting of all touch surfaces, such as door/window handles, switches, locks, tech equipment and chairs. ● Regular cleaning, especially in and around toilets; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc. ● To stress the need for everyone to follow good hygiene practice at all times (i.e. regular handwashing, using tissues and disposing of them appropriately, etc) ● To provide adequate hand-cleaning resources; liquid soap and paper towels and foot pedal waste bins ● Display handwashing instruction posters in the foyer, meeting room and toilets ● Place alcohol hand sanitisers/ gels in the foyer and meeting room ● Limiting numbers of people who can use high traffic areas such as corridors and toilets at any one time. One in one out. ● Prioritise disabled use where necessary, e.g. disabled toilet use ● Establishing safe queuing systems and floor markings/signage, etc
	<p>002</p>	<p>Chairs</p>	<ul style="list-style-type: none"> ● Cleaning of chairs after each service ● Chair Team to wash hands thoroughly, wear disposable gloves, aprons and face covering when setting out chairs. ● Setting out chairs before people enter. Set layout will be determined on a pre booking service (appendices A) <p>PLEASE SEE PROCESS DOCUMENT</p>

	003	Kitchen	<p>Kitchen will not be used at SASRA</p> <ul style="list-style-type: none"> ● People bring and take away their own drinks / snacks which should not be shared.
	004	Doors	<ul style="list-style-type: none"> ● Cleaning of door handles and locks ● Leaving doors open during congregation arriving and leaving the building ● Using gloves and one person assigned to opening and shutting the door. ● Door to toilet corridor and main toilet doors to be left open.
	005	IT equipment	<ul style="list-style-type: none"> ● Cleaning of equipment after every service – exclusive use of IT user only. ● Projector screen set up and moved by IT user only
Transmission through surfaces continued	006	Pulpit/Speaker Area	<ul style="list-style-type: none"> ● Zone off an area for the service leader to speak from. ● No need to use a screen – but congregation seats will be more than 2m away.
	007	Toilets	<ul style="list-style-type: none"> ● Papers towels to be used for hand washing that are disposed into a pedal bin ● All surfaces to be cleaned ● Posters to make people aware of hand washing procedures ● Door to toilet corridor and main toilet doors to be left open. ● Confirm person responsible for removing waste (e.g. hand towels) from the site. ● Steward to limit access to toilets (one at a time)

008	Cross contamination between staff and congregation during the week	<ul style="list-style-type: none">● Cleaning process to be undertaken at the end of the service. Room to be partially restored to enable SASRA employees to take lunch breaks in the room during the week. Room cleaned at the end of the week prior to the service on Sunday.
009	Bibles and newsheets	<ul style="list-style-type: none">● People bring their own bibles● Have reading up on the projector screen● Use a digital copy only of news sheet

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Transmission of Virus through air via droplets exhaled or coughed by an infected person.	010	In and around the whole building	<ul style="list-style-type: none"> ● To practise effective physical distancing while in and around the building avoiding non-essential contact with others. ● Keeping a safe distance of at least 2 metres from others whenever possible. ● Wearing of face covering mandatory as per government guidelines (apart from those on exemption list)
Transmission through air continued	011	Meeting room	<ul style="list-style-type: none"> ● Clearly mark out seating areas to maintain distancing. ● Chairs arranged at 2m distances ● Set plan for chair arrangement with minor adaptations each week depending on numbers attending ● Apply Government 'Rule of Six' by marking groups of up to six adjacent seats with the same coloured card, and instructing people they can only interact with others in their coloured group of six and whilst remaining in their seats ● Families with young children will have considered if guidance can be followed. If attending, families to keep together and observe social distancing. Aim for families to be last into the service and first out, using outside space as waiting area where possible ● Making users aware of social distancing measures through emails and posters up within the church ● No singing ● Windows to be opened where possible to allow for good ventilation

012	Entering and exiting the building	<ul style="list-style-type: none"> • Ensure that there is a staggered exit from the building. Service leader to ask individuals to leave in order • Clearly mark out flow of movement with floor markings and signage • Train the Welcome Team of all processes to ensure safe practice <p>PLEASE SEE PROCESS DOCUMENT</p>
013	Potential crowded areas	<ul style="list-style-type: none"> • Ensuring that there is a clear and legible route through the building and to and from car park with frequent signage. Making people aware of route prior to arrival at church. • Welcome team to remind people of adhering to guidelines • Welcome team to limit access to toilet at any one time. One in one out.
014	Car park	<ul style="list-style-type: none"> • People should be arriving within their own bubble and not lift-sharing • Encourage walking to church for those who are able • Stewards on duty to ensure safe procedure within carpark

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Legionnaires	015	Water storage systems	<ul style="list-style-type: none"> • SASRA building in frequent use during the week and will consider and manage this risk. • Ensure tanks/storage of water are flushed before weekly services commence • People bring their own bottles of water.

