

# BETHEL BAPTIST CHURCH 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, toilets and small hall</p>	<ul style="list-style-type: none"> <li>● Regular cleaning and disinfecting of all touch surfaces, such as door/window handles, switches, locks, tech equipment and chairs.</li> <li>● Regular cleaning, especially in and around toilets and; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc</li> <li>● 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)</li> <li>● To provide adequate hand-cleaning resources; liquid soap and paper towels and foot pedal waste bins</li> <li>● Display handwashing instruction posters throughout the building, especially in toilets</li> <li>● Place alcohol hand sanitisers/ gels at convenient places around the building</li> <li>● Limiting numbers of people who can use high traffic areas such as corridors, kitchen and toilets at any one time.</li> <li>● Prioritise disabled use where necessary, e.g. disabled toilet use</li> <li>● Establishing safe queuing systems and floor markings/signage, etc</li> </ul>
	<p>002</p>	<p>Chairs</p>	<ul style="list-style-type: none"> <li>● Cleaning of chairs after each service</li> <li>● Do not touch face whilst putting out chairs and wash hands immediately after.</li> <li>● Setting out chairs before people enter. Set layout will be determined on a pre booking service (appendices A)</li> <li>● For details please see process document</li> </ul>

	003	Kitchen	<ul style="list-style-type: none"> <li>● Will not be in use except in critical circumstances.</li> <li>● People bring and take away their own drinks / snacks which should not be shared.</li> </ul>
	004	Doors	<ul style="list-style-type: none"> <li>● Cleaning of door handles and locks</li> <li>● Leaving doors open during congregation arriving and leaving the building</li> <li>● Using gloves and one person assigned to opening and shutting the door.</li> <li>● Door to toilet corridor and main toilet doors to be left open.</li> </ul>
	005	Sound desk	<ul style="list-style-type: none"> <li>● Cleaning of desk and mics after every service</li> <li>● Projector screen left down</li> <li>● Ensure two people using sound desk will be socially distanced</li> </ul>
Transmission through surfaces continued	006	Pulpit	<ul style="list-style-type: none"> <li>● To be cleaned after every service</li> <li>● No need to use a screen – but congregation seats will be more than 2m away.</li> </ul>
	007	Toilets	<ul style="list-style-type: none"> <li>● Papers towels to be used for hand washing that are disposed into a pedal bin</li> <li>● All surfaces to be cleaned</li> <li>● Posters to make people aware of hand washing procedures</li> <li>● Door to toilet corridor and main toilet doors to be left open.</li> <li>● Confirm person responsible for removing waste (e.g. hand towels) from the site.</li> <li>● Steward to limit access to toilets (one at a time)</li> </ul>

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008	Cross contamination between staff and congregation during the week	<ul style="list-style-type: none"><li>● Suggest limiting crossover of uses between services and employees working within the buildings</li></ul>
009	Bibles and newssheets	<ul style="list-style-type: none"><li>● Remove all Bibles/books/leaflets</li><li>● Cover leaflet stands</li><li>● People bring their own bibles</li><li>● Have reading up on the projector screen</li><li>● Use a digital copy only of news sheet</li></ul>

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Hazard	Number	Object	Controls
Transmission of Virus through air via droplets exhaled or coughed by an infected person.	010	In and around the whole Church Site	<ul style="list-style-type: none"> <li>● To practice effective physical distancing while in and around the building avoiding non-essential contact with others.</li> <li>● Keeping a safe distance of at least 2 metres from others whenever possible.</li> </ul>
Transmission through air continued	011	Main hall & small hall	<ul style="list-style-type: none"> <li>● Clearly mark out seating areas and exclusion zones to maintain distancing.</li> <li>● Chairs arranged chairs at 2m distances</li> <li>● Set plan for chair arrangement refer to appendices A</li> <li>● 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</li> <li>● Wearing of face covering mandatory as per government guidelines (apart from those on exemption list)</li> <li>● Young children must stay with household group and maintain social distancing</li> <li>● Making users aware of social distancing measures through emails and posters up within the church</li> <li>● No singing or live music</li> <li>● Windows to be opened where possible to allow for good ventilation</li> </ul>

012	Entering and exiting the building	<ul style="list-style-type: none"> <li>• Worshippers must pre-book and register at entry</li> <li>• Ensure that there is a staggered exit from the building</li> <li>• Clearly mark out flow of movement with floor markings and signage</li> <li>• Train the Welcome Team of all processes to ensure safe practice</li> <li>• For details please see process document</li> </ul>
013	Potential crowded areas	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Welcome team to remind people of adhering to guidelines</li> <li>• Welcome team to limit access to toilets/kitchen at any one time</li> </ul>
014	Car park	<ul style="list-style-type: none"> <li>• Suggesting that passengers get out of the car before parking.</li> <li>• People should be arriving within their own bubble and not lift-sharing</li> <li>• Encourage walking to church those who are able</li> </ul>

Hazard	Number	Object	Controls
Legionnaires	015	Water storage systems	<ul style="list-style-type: none"> <li>• Ensure tanks/storage of water are flushed before weekly services commence</li> <li>• Ensure taps are run weekly by staff.</li> <li>• People bring their own bottles of water.</li> </ul>

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Psychological wellbeing	016	Communication	<ul style="list-style-type: none"><li>• Regular email communication. Initial communication from Pastor Mike to include elements to cover emotional wellbeing. Informative signage. Reassuring language and style. Displaying relevant and appropriate certification.</li></ul>
Clinically vulnerable (including all over 70s)	017	Communication	<ul style="list-style-type: none"><li>• Advice to be given to all clinically vulnerable and over 70s of the higher risk for them coming to church potentially exposing them to the COVID-19 virus. Also refer them to current government guidelines.</li></ul>

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<p>A confirmed presence of COVID-19 symptoms</p>	<p>018</p>	<p>A person may become unwell whilst attending church, or a symptomatic person may attend the building</p>	<p>If a person becomes unwell with coronavirus symptoms (a new, continuous cough, a high temperature or a loss of smell/taste) they should be sent home immediately and advised to follow Government advice to self-isolate</p> <ul style="list-style-type: none"> <li>• Government guidelines for “Covid-19 guidance for non-healthcare settings” will be followed:                             <ul style="list-style-type: none"> <li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected and all potentially contaminated high-contact areas such as toilets.</li> <li>• public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</li> <li>• cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine.</li> <li>• cleaning staff must wear appropriate PPE.</li> <li>• waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.</li> </ul> </li> <li>• If a person has developed COVID-19 and were recently in the Church building, the individual will contact NHS 111: <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a> to discuss the case.</li> </ul> <p>Leadership Team to identify people who have been in contact with infected person and take advice on any actions or precautions that should be taken.</p>
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At the point of booking church seat, to request contact details which can be used for track and trace if necessary

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**Appendices A**  
Movement plan

