



BRISTOL CENTRAL SEVENTH-DAY ADVENTIST CHURCH

COVID-19 RISK ASSESSMENT 2021

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. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance can be found [here](#). This assessment¹ is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

Name of Church	Assessment undertaken by
Area 2 - Bristol Central Seventh-day Adventist Church	COVID RA Working Group:
Address: 31-35 Ashley Road, Bristol, BS6 5NJ	Area of the building assessed: All areas
Date of Initial Assessment: 22 nd June 2020	Assessment Review Date: <ol style="list-style-type: none">1. 3rd July 20202. 01/09/20203. Further reviews in line with SEC/Government changes 03/12/2020, 04/01/2021

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Social Distancing

Questions to Consider

1. In our building, where will social distancing be more difficult? **Toilets and Foyer**
2. What areas or tasks are more likely to increase the risk? How can we change work and tasks so people keep 2m apart or are separate?
3. Can we re-organise our building to reduce the likelihood that coronavirus will spread? **Entry/Exit points**
4. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus? **Padded chairs replaced with plastic chairs**
5. If the building is listed, any changes need to be sensitive/reversible. Please consult the [Conservation Officer](#) about these changes.* **N/A**

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. Physically arrange communal areas to keep people 2m apart.* **Entry/Exit points**
2. Mark areas using tape or floor paint to help people keep a 2m distance.*
3. Provide signage to remind people to keep a 2m distance.* **YES, can SEC bulk produce, if not BCC will source locally**
4. Using screens to create a physical barrier between people.* **N/A**
5. Use more than one exit or entry to reduce numbers of people coming together. **Entry/Exit points**
6. Set up a register to track who enters the building. **Use of Eventbrite to record attendee data. Sanitiser situation at all doors x 8**
7. Permit only essential trips within the building to maintain social distancing as much as possible.
8. Social distancing also to be adhered to in communal areas. **Foyer will be hard to maintain**
9. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles. **YES**

Where you cannot keep a 2m physical distance, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas if it is not possible to maintain social distancing.
2. Assigning one person per area or reducing the number of people in the area.
3. Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.
4. Keeping the number of people working less than 2m apart to a minimum.

Likelihood

1 = Low (seldom)
2 = Medium (frequently)
3 = High (certain or near certain)

Severity

1 = Low (minor cuts/bruises)
2 = Medium (serious injury / incapacitated for > 3 days)
3 = High (fatality or number of persons seriously injured)

Risk Rating

1-2 = low priority
3-4 = medium priority
5-6 = high priority

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <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 & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
LACK OF SOCIAL DISTANCING	Members	HIGH	HIGH	5 - 6	<ul style="list-style-type: none"> • Members to avoid contact with people who show symptoms of coronavirus, both in and out of church. • Where a member must assist, accompany or supervise a member showing symptoms of coronavirus, infection control procedures, including the use of PPE, and social distancing arrangements are adhered to at all times. • Where practicable, members always keep at least 2 metres apart and avoid close proximity interaction. • Where close proximity interaction (being less than 2 metres apart) cannot be avoided, members are instructed to: <ul style="list-style-type: none"> - Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. - Work facing away from each other or side-by-side, where possible, instead of face-to-face. - Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. - Limit close proximity interaction to 15 minutes at a time. - Limit the number of people in close proximity interactions to no more than two people. • Where group gatherings must occur in larger numbers or higher frequency, alternative arrangements are put in place and enforced by the Church Board, e.g. remote meetings are arranged. • Where applicable, numbers are limited to 20 members. • The use of communal areas, e.g. the hut, basement and back hall, is limited to avoid unnecessary group gatherings. Lunchtimes are managed on a rota basis with high leader presence to ensure social distancing, aiming for members to be outdoors as much as possible. 	<p>Clear notices to members during announcement slots</p> <p>Floor markings/Signage</p> <p>20 members permitted entry to the building as part of phase 1</p> <p>Pot luck/fellowship lunches not encouraged at this time. Restricted access to communal areas</p>

					<ul style="list-style-type: none"> • Floor markings are used, where necessary, to indicate 2-metre spacing, e.g. where queues are likely to form. • Contact with members is minimised and where contact with members must occur face-to-face, infection control procedures and social distancing arrangements are implemented. • Consideration is given to which services or activities could take place outdoors or on Zoom. • Where members cannot follow social distancing arrangements for a particular activity, the Leader assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 	<p>Floor markings/Signage</p> <p>See Phases</p>
POOR WELLBEING OF MEMBERS	Members	HIGH	HIGH	5 - 6	<ul style="list-style-type: none"> • Communication channels are available to all members to communicate with their line board member. • Members are informed via email about who they can talk to if they have concerns, e.g. about their commitments, health and mental wellbeing. • Members are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction. • Members are aware of how to report sickness, how long to stay away from church 	<p>Members to be surveyed about willingness to attend</p> <p>First Aid rota to be drawn up for each Sabbath.</p>

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Cleaning

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](#). If the building is listed, you should review Historic England's [How to Clean Historic Surfaces](#) and speak to the [Conservation Officer](#) before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising? **See Cleaning Plan**
2. What can we do to reduce the need to clean or to make cleaning easier and more effective? **1 x 2 hour Programme per week**
3. Who will do the cleaning? **Deaconry Team**

What needs cleaning and sanitising?

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it's done.

Making cleaning easier and reducing the need to clean

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.
2. Put in place 'clean as you use systems' for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

Who will do the cleaning and when?

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. 'Clean and sanitise as you go' may need to be put in place for areas such as toilets, photocopier etc.
4. Signs around the building can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.
6. For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <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 & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
POOR INFECTION CONTROL	Members	HIGH	HIGH	5 - 6	<ul style="list-style-type: none"> ● Posters are displayed throughout the church reminding everyone of infection control procedures, e.g. regular hand washing, catching coughs and sneezes in a tissue and disposing of the tissue in a bin, not touching eyes, nose and mouth with unwashed hands and avoiding sharing items. ● Use tape to mark the areas around the building reminding everyone of social distancing, i.e. staying 2 metres apart where possible. ● The hut/basement are made out of bounds and kept locked. ● A system of a maximum of one in the toilets at any one time is put in place. ● Everyone is encouraged to wash their hands with soap or alcohol-based sanitiser (minimum 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. ● Sufficient amounts of soap and/or hand sanitiser, paper towels and bins are supplied in infection control areas, bathrooms and kitchen, with bins regularly emptied throughout the day. ● Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces. ● The Leader identifies which areas of the church may be used to carry out working activities and communicates this to members. ● The number of rooms used by members during service hours is limited to avoid the spread of infection and minimise the requirement for excessive cleaning. ● Where possible, all spaces should be well ventilated, opening windows as much as possible. 	<p>Posters to be created, printed and affixed at strategic points</p> <p>Areas closed Toilet posted in place. Toilets are high risk. Clean as you go 8 x Sanitizer to be placed at every door</p> <p>BCC to purchase sufficient supplies and implement re-order system. As above</p> <p>Use only on Sabbaths 1 x 2 hour service Hut/basement closed</p> <p>Windows open for ventilation, issue re: Heating vs windows Internal 4 doors to be left open during usage</p>

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					<ul style="list-style-type: none"> Doors should be propped open where safe to do so (bearing in mind fire safety and safeguarding) to limit use of door handles and to further aid ventilation. For instances of where members must assist, accompany or supervise a member showing symptoms of coronavirus, members should be trained in how to respond, how PPE (masks, aprons, gloves and face shields) should be worn/used and how it should be disposed of if someone falls ill on site. Risk assessments and other health and safety advice for members are refreshed in light of the most recent government advice. Health and safety compliance checks are also undertaken before opening. The physical and organisational structures needed to limit risk and movement around the building (e.g., sanctuary layouts, entry and exit points, staggered start and break times, group sizes, use of communal areas, areas made out of bounds) are revised in accordance with changes in number of members attending site. A church level response is planned should someone fall ill on site (in line with relevant government guidance). 	<p>Entry/Exit routes established Sanctuary layout of chairs to be rearranged 1 x 2 hour service only</p> <p>Vestry to be used as Isolation Space/Create First Aid rota</p>
Cleaning after general use (no known exposure to anyone with Coronavirus symptoms)	Members	HIGH	HIGH	5 - 6	<ul style="list-style-type: none"> Check cleaner is not in a vulnerable group or self-isolating. Check GC SDA liability insurance is up to date. Cleaner provided with gloves (ideally disposable) to protect her skin from exposure to cleaning materials. Suitable cleaning materials provided, depending on materials and surfaces are to be cleaned. 	<p>Deaconry team to deputise Yes through SEC BCC to purchase supplies for church use on 16.01.21. See the advice note on keeping buildings clean.</p>
Cleaning after known exposure to someone with Coronavirus symptoms	Members	HIGH	HIGH	5 - 6	<ul style="list-style-type: none"> If possible close the building for 72 hours with no access permitted. If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. 	<p>Public Health England guidance available here. See the advice note on keeping buildings clean.</p>

Good Hygiene

You need to think about:

1. Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Replace hand dryers with paper towels and bins that are emptied frequently to safely dispose of waste.
3. Providing handwashing facilities (running water, soap and paper towels) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Recommendations include:
 - a. [Public England's Covid-19 Employer's and Business Guide](#)
 - b. [NHS Hand-Washing Technique](#)
 - c. [Follow Catch it, Bin it, Kill it](#)
7. Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.

Personal Protective Equipment

Face Masks and Gloves

- Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.
- The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread.
- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home.

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PREPARATION OF THE BUILDING FOR USE	Members	HIGH	HIGH	5 - 6	<p>Have hand sanitiser available for people to use on entry and exit of the church building.</p> <p>Confirm who has responsibility for locking and unlocking the building.</p> <p>Confirm whose responsibility it will be to carry out cleaning, including:</p> <ul style="list-style-type: none"> • Toilets • Kitchen areas if it is necessary for these to be used • Frequently touched surfaces e.g. doors <p>Whoever has responsibility for toilets, ensure a supply of soap and disposable hand towels will be available.</p> <p>Confirm who is responsible for removing potentially contaminated waste e.g. hand towels from the site.</p> <p>All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed</p> <p>Prepare a suitable form to record contact details of people entering the building.</p> <p>Confirm evacuation procedures in the case of an emergency.</p> <p>Direct all users to leave the building by one exit only, avoiding bottlenecks.</p>	<p>BCC to purchase supplies for use on 16th January 2021.</p> <p>Board members surveyed re: on 05/07 and 04/01/21 See Cleaning protocol.</p> <p>Deaconry Team – Monday's</p> <p>Deaconry Team – Monday's</p> <p>Deaconry Team – Monday's</p> <p>Use of Eventbrite to record attendance/details for track and trace As per Fire Evacuation</p> <p>Exit via 3 rear doors</p>
					<ul style="list-style-type: none"> • Signage/posters are displayed throughout the building reminding members to wash their hands, e.g. within all toilets and in foyer. 	

<p>POOR HYGIENE PRACTICE</p>	<p>Members</p>	<p>HIGH</p>	<p>HIGH</p>	<p>5 - 6</p>	<ul style="list-style-type: none"> • Members are advised to wash their hands with soap for no less than 20 seconds. • Additional alcohol-based sanitiser (minimum 60% alcohol) is provided in foyer, vestry and back hall. • Sufficient amounts of soap, clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas, with bins regularly emptied throughout the day. • Bar soap is not used – liquid soap dispensers are used instead. • Cleaner to carry out regular, thorough cleaning with additional enhanced cleaning of chairs, doors and surfaces to be undertaken after use. • Cleaning standards are monitored and any additional measures required discussed with regards to managing the spread of coronavirus (following the COVID-19: Cleaning of Non-Healthcare Settings Guidance). 	<p>Deaconry Team – Monday's</p> <p>Deaconry Team – Monday's</p>
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Information and Guidance

Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak? **The rationale behind the need to keep people safe. Some members question this.**
2. Who else should we share information and guidance with and what is the best way to do it? **Members via announcements / Website – Essential Safety Information Pack**
3. How will people know when information and guidance is updated? **Announcements/Website/WhatsApp**

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
4. Think about how to interact with those who do not regularly use the building such as contractors and delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how you will let people who use the building know that you are self-isolating and make sure that you don't go into the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

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AWARENESS OF PROCEDURES	Members	HIGH	HIGH	5- 6	<ul style="list-style-type: none"> ● Members are made aware of all related policies and procedures. <ul style="list-style-type: none"> - This includes the fact that all attendees will be expected to have their temperature taken on entry to the building - This includes outlining that there will be no congregational singing either before, during or after the services. ● All applicable leaders have regard to all guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19 Guidance for Educational Settings’ with particular reference to: ‘Actions for Educational and Childcare Settings to prepare for wider opening from 1st June 2020’; ‘Implementing Protective Measures in Education and Childcare Settings’; and ‘Opening Schools for More Children and Young People Initial Planning Framework for Schools in England’. ● The church keeps up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Dept. for Health & Social Care; PHE; Bristol City Council health protection team (HPT). ● Leaders are made aware of the church’s infection control procedures and social distancing arrangements in relation to coronavirus via Church Board updates. 	<p>Standard announcement to be generated and provided to members on a weekly basis. – Essential Safety Information Pack</p> <p>Adventurers, Children’s Sabbath School, Real Time Faith, Pathfinders and Holiday Bible Club to be suspended for the time being.</p> <p>Information to filter through Union > Conference > Area > Local level Attendance records to be kept via Eventbrite in terms of who was present, and those who were absent</p>

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					<ul style="list-style-type: none"> Members are made aware of the church's infection control procedures in relation to coronavirus via member's communication texts - they are informed that they must contact the church as soon as possible if they believe they have been exposed to coronavirus. Members are made aware of the church's infection control procedures in relation to coronavirus when they attend church and are informed that they must tell a Leader if they begin to feel unwell. Members' privacy are protected via the withholding of names of members with either confirmed or suspected cases of coronavirus. The impact on members with protected characteristics, including race and disability, is considered in developing the church's overall approach. We encourage further conversations with members who have additional concerns about this after having read this full risk assessment. We will consider the guidance produced by (www.bameednetwork.com) in any conversations and endeavour to follow their guidance when putting in place further safety and well-being measures to overcome personal concerns that people may have. 	<p>Standard announcement to be generated and provided to members on a weekly basis. – Essential Safety Information</p> <p>Standard announcement to be generated and provided to members on a weekly basis. – Essential Safety Information</p>
Contact with Individuals who are unwell with COVID 19 – General	Direct transmission of the virus to well individuals	HIGH	HIGH	5 - 6	<p>Relevant signage in church and part of members meeting and tour to inform members</p> <p>Information via weekly church notices</p>	<p>Standard announcements to be generated and provided to members on a weekly basis. – Essential Safety Information</p>
LACK OF COMMUNICATION	Members	HIGH	HIGH	5 - 6	<ul style="list-style-type: none"> A Leader contacts South England Conference/Bristol City Council HPT for specific recommendations for Bristol Central Church and about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Church put into place any actions or precautions advised by their SEC/Bristol City Council HPT. Church keeps members adequately updated about any changes to infection control procedures and social distancing arrangements as necessary. 	<p>Pastoral Team / SEC Executive Board member/ Health and Community Lead via City Council</p> <p>Standard announcements to be generated and provided to members on a weekly basis. – Essential Safety Information</p>
ILL HEALTH					<ul style="list-style-type: none"> Members are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and 	<p>Standard announcements to be generated and provided to</p>

	Members	HIGH	HIGH	5 - 6	<p>are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus including the NHS test and trace service:</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19 • https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • Any member who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, is immediately sent to the vestry. • Leaders ensure that any unwell members who are waiting to go home are moved to the vestry where they can be at least 2 metres away from others whilst still ensuring the member is safe. • The next of kin of an unwell member are informed as soon as possible by a relevant Leader. • The relevant Leader calls for emergency assistance immediately if the members' symptoms worsen. • Areas used by unwell members who need to go home are appropriately cleaned once vacated. • If members are waiting to go home, they are instructed to use a different toilet (back hall) to the rest of the church to minimise the spread of infection. • Likely mental health, pastoral or wider wellbeing support for members returning to church (for example, bereavement support) is planned and discussed with the SEC regarding what wider support services are available. The church liaises with the SEC to secure services for extra support and early help where possible (for example, around anxiety, mental health, or changes to mobility), with consideration given as to how these might apply to members who were not previously affected. 	<p>members on a weekly basis. – Essential Safety Information</p> <p>Vestry to be used as isolation area</p> <p>First Aider on Duty</p> <p>Caretaker/Deaconry Team will clean on Monday's</p> <p>Board members have been assigned to one of 5 groups, under the care of an Elder. Membership list has been sub divided between the 5 groups. Members should be in contact with a board member</p>
SPREAD OF INFECTION	Members	HIGH	HIGH	5 - 6	<ul style="list-style-type: none"> • Likely numbers of members returning are identified and required staffing resource agreed. The SEC is approached and liaised with regarding the church's plans. • The content/timing of Leader communication(s) is decided, including if bringing staff (ushers) in in advance of members returning is necessary. • Options are considered if necessary levels can't be maintained (including leaders and key staff like deacons and first aiders). 	<p>25% of 160 = 40. BCC will reopen with 20 people max. Board members survey 05/07, identified 13 YES / 8 NO / 4?</p> <p>Members to be surveyed as from 12/07/2020</p>

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					<ul style="list-style-type: none"> ● Members who can't return at this point are identified (e.g. those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) and how they can worship from home (e.g., supporting remote worship) is considered. ● Any flexible working arrangements needed to support any changes to usual patterns (for example, staggered start/end times) are agreed. ● Members are encouraged not to gather at entrance gates or doors. ● Any staff training (either delivered remotely or on site) needed to implement any changes the church plans to make (e.g., risk management, services, safeguarding) is identified and planned for. ● The content and timing of communications to members is planned (including discussing attendance expectations and other specific things that members should do to help prepare). ● Members are informed via Leaders communications that they must not enter the building if they show signs of being unwell and believe they have been exposed to coronavirus (following the COVID-19: Guidance for households with possible coronavirus infection). ● Members are made aware of recommendations on transport to and from church including avoiding peak times (Coronavirus (COVID-19): Safer Travel Guidance for Passengers). ● Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE at all times. ● Members are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. ● Members are advised to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in the bins provided. ● Members clean their hands after they have coughed or sneezed. ● Members are advised not to touch their eyes, nose and mouth with unwashed hands. – Men – Mouth, Eyes, Nose ● Members asked to monitor themselves/others and look out for similar symptoms if somebody has been sent home with suspected coronavirus. ● Members are vigilant and report concerns about their own, a members symptoms to the Leader. 	<p>Members to be surveyed as from 12/07/2020 to identify members</p> <p>Only 1 x 2 hour service will be scheduled. Remaining services including board meetings will remain on ZOOM</p> <p>Standard announcements to be generated and provided to members on a weekly basis. – Essential Safety Information</p> <p>Standard announcements to be generated and provided to members on a weekly basis. – Essential Safety Information</p> <p>Standard announcements to be generated and provided to members on a weekly basis. – Essential Safety Information</p> <p>Standard announcements to be generated and provided to members on a weekly basis. – Essential Safety Information</p>
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EMERGENCIES	Members	HIGH	HIGH	5 - 6	<ul style="list-style-type: none"> • All members' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Members' alternative contacts are contacted where their primary emergency contact cannot be reached. • Members' contacts are contacted ASAP in the event of an emergency. • BCC has an up-to-date First Aid Policy in place listing the management of medical emergencies – ME's are managed in line with this policy. 	Attendance to be recorded via Eventbrite book Board are in touch with members, numbers available First Aid Kit to be updated
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NB. The above risk assessment has been devised using the following guidance:

Coronavirus (COVID -19): implementing protective measures in education and childcare settings.

Supporting vulnerable children and young people during the coronavirus (COVID – 19) outbreak.

COVID-19: cleaning of non-healthcare settings

COVID-19: guidance for households with possible coronavirus infection

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

COVID 19: Staying Alert and safe (social distancing)

This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.

These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.

This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

Likelihood

1 = Low (seldom)

2= Medium (frequently)

3= High (certain or near certain)

Severity

1 = Low (minor cuts/bruises)

2 = Medium (serious injury / incapacitated for > 3 days)

3 = High (fatality or number of persons seriously injured)

Risk Rating

1-2 = low priority

3-4 = medium priority

5-6 = high priority

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. Church Board to meet to discuss next steps	KD + SM	14/06/20	14/06/2020
2. Board to establish working group who would be tasked with creating a Risk Assessment/Recommendations	AG, KD, MP, ND, SC, SMA, SM, ED	21/06/2020	28/08/2020
3. On site Working Group meeting to test aspects of the Risk Assessment	AG, KD, MP, ND, SC, SMA, SM+ External Advisors	03/07/2020	03/07/2020
4. Finalisation of Risk Assessment	AG, KD, MP, ND, SC, SMA, SM,	5 DAYS MAX	05/07/2020
5. Board members surveyed to ascertain their attendance should church reopen, subject to the appropriate checks and measures being put in place.	AG	05/07/2020	05/07/2020 13 Y/8 N / 4 P
6. Risk Assessment/Recommendations made to the church board	AG, KD, MP, ND, SC, SMA, SM	12/07/2020	12/07/2020
7. Board members as to survey their assigned members to ascertain who is prepared to return	Board members to survey those on their list and report back to Elder	12/07/2020	19/07/2020
8. Church Board to add any comments		12/07/2020	12/07/2020
9. Risk Assessment to be update in readiness for members meeting	AG, KD, MP, ND, SC, SMA, SM,	14 DAYS MAX	26/07/2020

10. Members meeting to discuss, to agree way forward, members may agree ensure that all members are in agreeance.			26/07/2020
NEXT STEPS - Depending on members view			
11. Complete outstanding building work, that need to be completed regardless of COVID: deep building clean, carpet clean, ramp, painting, lighting	ED	PENDING	
12. Update Risk Assessment	AG, KD, MP, ND, SC, SMA, SM,		August 2020
13. Purchase of Thermometer – Reopening plan confirms expectations that everyone will have their temperature checked on entry to the building		COMPLETED	
14. Purchase of mounted wall sanitiser X 8		COMPLETED	
15. Production of Visual signs	Pastor / KD and SMA asked to look at bulk purchasing via SEC	COMPLETED	
16. Audit of available board members, officers		COMPLETED	
17. Provision for the offering – Members encouraged to pay via online sources. Secure post box to be installed enabling envelopes to be deposited independently.	ED	ONGOING	December

Likelihood

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3 = High (certain or near certain)

Severity

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18. PPE to be purchased for Duty Team	AG / JF	COMPLETED	December 20
19. Risk Assessment Review and Leadership Update	Pastor AG ND KD JL HT WC SP	COMPLETED	30/012/2020
20. Essential Safety Information Guide to be completed with a voiceover	AG / YG / LD	PENDING	January 2021
21. Test day to be staged	AG / ND	PENDING	13/01/2021 16/01/2021 27/01/2021 06/02/2021

After assessing the risk and making the changes, you could put this [sign](#) that states that you had taken the necessary precautions.

Further resources:

HSE guidance on consulting and involving your workers www.hse.gov.uk/involvement/

General government guidance on keeping workplace settings safe open www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

General Scottish Government guidance www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

Guidance for social distancing in educational settings - www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

Government guidance for the public on mental health and wellbeing www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing

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