



Event: 24hr Prayer July 2020 Risk Assessment (21/7/20)

Assessment by: Hannah Harris (21/7/20)

Reviewed by: Sally Cox (Deacon) & Ruth Concar (Deacon) (23/7/20)

Approval for this risk assessment was received via email (info@thebeaconchurch.com) on 23/7/20 9.01am by Sally Cox and 23/7/20, 8:33am by Ruth Concar. Both Sally Cox and Ruth Concar are elected Deacons and have been designated to authorise this risk assessment on behalf of the Trustees.

This Risk Assessment is based on the current guidance from the Government regarding churches and Covid and advice from the Baptist Union.

This Risk Assessment relates specifically for the opening of a physical prayer room at Sandon Road Baptist Church (SRBC), ST16 3HW on 24th July 7pm till 25th July 7pm.

This Risk Assessment should be used in conjunction with the Beacon Church Policies for Health & Safety, Safeguarding and Data Protection.

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk Rating VH/H/M/L	Additional Control Measures Required Y/N
Minimisation of legal and liability issues	Trustees	Non compliance with legal and liability issues could lead to legal action	<ul style="list-style-type: none"> Trustees (Deacons & Elders) are made aware of their responsibility as 'Venue Managers' as outlined by the Baptist Union of Great Britain (BUGB). Thereby taking responsibility for the buildings and their usage being Covid Secure and compliant with appropriate Government regulations and BUGB recommendations Trustees to sign off this risk assessment This risk assessment will be made available to the public on our website Employee and public liability checked and confirmed as in date 	L	
Reducing risk of Covid infection:	Building users and	Covid-19 is an infectious disease that can cause	<ul style="list-style-type: none"> All attendees notified via event confirmation email that 2m social distancing is in place 		

<p>Maintaining social distancing</p>	<p>subsequently those they come into contact with</p>	<p>illness and for some result in death</p>	<ul style="list-style-type: none"> ● Capacity of the prayer room is limited to only 6 people ● Room laid out so that prayer stations are safely distanced apart ● Marks on the floor to indicate where chairs can be placed during gathered prayer ● To ensure that maximum people per room is not exceeded sign up online will be set up. Those unable to sign up online will be able to request that the Church office do it for them ● Hosts will be advised to keep the room well ventilated whenever possible by opening the windows ● Only the front hall of SRBC will be used ● Upon sign up for any event a confirmation email will be sent out it will include advice that anyone unwell and particularly with Covid symptoms should remain at home. ● If attendees turn up without signing up then it will be at the hosts discretion as to what to do, but maximum attendance per room must not be exceeded and everyone in attendance must be recorded. ● If someone arrives at the prayer room and is visibly unwell the host will have discretion as to whether they stay or not depending on their symptoms. If the symptoms involve a cough the attendee should be sent home. ● Laminated signage reminding building users to remain 2m apart will be posted in multiple locations ● Good hand washing laminated signage in toilets and at entrance and exits to the buildings ● Good hygiene practices such as hand washing, not touching your face and minimising surface 	<p style="text-align: center;">M</p>	
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			<p>contact will be highlighted through posters and as part of the sign up confirmation email.</p>		
<p>Reducing risk of Covid infection: Minimising surface contact and transmission of the virus</p>	<p>Building users and subsequently those they come into contact with</p>	<p>Covid-19 is an infectious disease that can cause illness and for some result in death</p>	<ul style="list-style-type: none"> ● Host will instruct attendees to wash their hands on entering and exiting the building. The first toilet cubicle by the front door will be propped open to encourage this and minimise touching of the toilet door. ● Face coverings will be optional for attendees ● No communal singing will be allowed and this will be communicated to the hosts. ● The very limited number of attendees in the room at one time will mean that mingling is extremely limited. ● Hosts will be made aware that prayer ministry that doesn't adhere to 2m social distancing and specifically the laying on of hands is not allowed ● To minimise the usage of shared equipment and utensils there will be no refreshments available. Attendees can bring their own individual refreshments, but they cannot share these. ● The main foyer doors will be propped open to minimise touching of doors. ● Attendees will be encouraged to bring their own Bible, however Bibles will be available and quarantined for 72hrs after each use. These will then be properly put away following the end of their time in quarantine. ● There will be resources available at the individual prayer stations such as pens, paper, stones and spoons. For each of these the resource is either to be taken away from the room (stones), disposed of in the bin provided (paper) or will be cleaned after usage (pens or spoons). For items that require cleaning a 'used' pot will be provided indicating to others 	<p style="text-align: center;">M</p>	

			<p>that they are not available until they have been cleaned. The host will monitor the use of all items and will clean 'as they go' during their time hosting in the prayer room.</p> <ul style="list-style-type: none"> • Resources such as the prayer wall and prayer tree with hanging prayers on it, prayer station instructions will be tidied away at the end by the final host. These will then be stored on site for 72hrs and then collected. • Prayer stations instructions will be laminated for easy cleaning • Tissues will be available encouraging people to 'catch it, kill it, bin it' • A central bin is provided near the entrance with an open lid so no one needs to touch the top of the bin 		
Reducing Covid infection: Cleaning	Building users and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> • The host will clean each time an individual leaves the building or if a completed prayer station needs to be used by another individual. They will do this with the antibacterial spray provided, wearing disposable gloves, disposable apron and using the disposable paper towels available. • Anything that has been touched and has not been quarantined will be cleaned including prayer stations, tables, doors etc • Cleaning should be done when others are not in close proximity to avoid transmission through splashing or spraying when cleaning. Splashing should be minimised wherever possible. • Individuals will select a chair upon arrival and take it with them to each prayer station. On their departure they will put the chair with the quarantined chairs against the far wall as directed by the host, these chairs will not be 	M	

			<p>used again for at least 72hrs. If the attendee selects a non fabric chair the host can clean it and allow it to be reused by another attendee.</p> <ul style="list-style-type: none"> • All additional signage will be laminated for easy cleaning • Toilets will be checked they are fully stocked with hand soap and paper towels • Bins lined with plastic liners, waste from the toilet bins will be collated into the main bin. • The contents of the main bin including any cleaning waste will be double bagged and stored securely for 72hrs before being disposed of in general waste. 		
Reducing Covid infection: Advise specific to the management of toilets	Building users and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> • Attendees will be asked to use the antibacterial wipes provided in the toilets to wipe any surfaces they have touched • Single use paper towels will be available for usage • Signage in toilets will promote good hygiene 	M	
Reducing Covid infection: Following Government guidelines on Test & Trace'	Building users and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> • Event registration will be required before attendance at any event. This will take place online via the website (thebeaconchurch.com/events) and using the My ChurchSuite app. • Attendees will also be asked to sign in upon arrival. The sign in pen will be cleaned after each usage or replaced with a clean one. • Those not registered that do attend will be asked to provide contact details with their sign in. Hosts will be provided with a list of those expected to attend in advance. • The sign up sheet will be collected by the final host and returned to the church office staff, 	M	

			<p>once reviewed and recorded digitally it will be destroyed.</p> <ul style="list-style-type: none"> All records to be held digitally and event registration and confidentially complied with according to our existing data protection policy. 		
Reducing Covid infection: Management of children under 18	Building users and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death. Those under 18yrs old may find it harder to socially distance. Having them access different areas of the building increases contact with surfaces.	<ul style="list-style-type: none"> Children have not been actively encouraged to attend the prayer room and there are no resources directed specifically at the under 18s. Should an under 18 be in attendance they would need to be with an accompanying parent who remains their supervisor at all times and is responsible for their social distancing and general behaviour. 	M	
Reducing Covid infection: Management of clinically vulnerable	Building users and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death. Those who are clinically vulnerable (over 70's, pregnant, those shielding) are at great risk of becoming unwell if they are infected by Coronavirus	<ul style="list-style-type: none"> The prayer room will only have very limited numbers attending so will be a more appropriate event, for those clinically vulnerable (over 70 or with specific health conditions as outlined here) or those shielding, to attend than a larger gathering. However, the decision to attend is for each individual to make and if they do attend they will be welcomed with every other attendee, equally those that choose not to attend will still be supported with an online prayer page. 	M	
Someone falls ill in the building	Building users and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death. The illness could also be entirely non-Covid	<ul style="list-style-type: none"> If the person is unwell with non-Covid symptoms (cough, temperature) then they will be given first aid if necessary or in emergency situations an ambulance will be called by the host. Hosts will be reminded that the first aid box is located in the kitchen. 		

			<ul style="list-style-type: none"> ● If the person is unwell with Covid symptoms the host will adhere to the Emergency Action Plan (EAP) ● The EAP will be available to view on the website as well as physically posted on the wall adjacent to the first aid box and will be part information provided to hosts. ● The EAP in regards to someone becoming unwell with Covid symptoms is as follows: <ul style="list-style-type: none"> ○ The person will be asked to leave as soon as possible, return home and seek guidance from HNS111 as to self isolation and testing ○ Anyone known to have been in close contact with the case will be advised to wash their hands as soon as possible ○ Any surfaces likely to be contaminated will be cleaned in line with cleaning guidance ○ The host should consider bringing the event to an early finish if appropriate, and attendees should be reassured as to the person's wellbeing and that the Church is complying with Test and Trace and that they will be notified if a case of Covid is confirmed ○ Inform the Church office who will consult the Health & Safety Executive website (here) as to whether or not the event should be reported ○ Attendance at the event should be double checked and confirmed as accurate ○ The next event in the building will not be able to take place until the building has 	H	
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			been cleaned according to the cleaning checklist		
A suspected Covid patient has recently used the building facilities	Building users and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> • A deep clean of all surfaces they may have come into contact is carried out in line with Government guidelines here • The person suspecting Covid-19 is to be urged to get immediate testing and to share the result with the Church asap • Cancellation of the prayer room and expected attendees encouraged to use the online resources instead 	H	
A confirmed Covid patient has recently used the building facilities	Building users and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> • Building closure for 72hrs with no access permitted • Cancellation of the prayer room and expected attendees encouraged to use the online resources instead • Compliance with test and trace procedures as directed by local authorities including self isolation if necessary • Building cleaned before reopening using Government guidelines here 	H	
Safety of the building and attendees due to fire, safety or security issues	Prayer room attendees	Increased risk to health due to fire or safety issues or the building is at risk of damage due to reduced security	<ul style="list-style-type: none"> • To minimise surface contact some doors will be propped open during events, however these will be closed as part of the lockup • Evacuation procedures will remain unchanged and hosts will be informed as to what these are and what to do in the event of a fire. This information will also be available online and physically in the building and form part of the EAP. • All electrical equipment used must be subject to PAT testing 	L	

			<ul style="list-style-type: none"> The final host will ensure that the building is correctly locked up and that all doors and windows are secure 		
<p>Any individual faces risk due to inappropriate behaviour from another individual</p>	Prayer room attendees	An individual could face threatening or inappropriate behaviour from another, or have safeguarding concerns disclosed to them.	<ul style="list-style-type: none"> An outline of basic safeguarding practices to be included in the EAP and host pre event information The main doors will remain locked at all times and attendees will be able to notify the host of their arrival via an external door bell. At least two people of the same gender, unless married, must be in the building overnight all the time the prayer room is open. If any individual, specifically the host feels threatened or in danger at any time they should immediately call 999 	L	

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW:	COMMENTS:			
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.