



Event: Covid Secure Building Reopening & Building Usage For Church Use (2/7/20)
Assessment by: Hannah Harris (2/7/20)
Reviewed by: Beacon Church Elders (Alex Harris, Chris Knight, Lawrence Larbi, Duncan Leake), Deacons (Sandra Bunn, Geoff Markham, Simon Acaster, Sally Cox, Ruth Concar, Steve Cranston, Stuart Wray) and Church Secretary (Geoff Biggin) on 14th September 2020.

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 is for general access to church buildings and their surrounding premises for events that are open to the public such as church services or events.

****This Risk Assessment should be used in conjunction with the Beacon Church Policy for Health & Safety**

Between 23rd-27th Dec a household or bubble that attendees may socially interact with is extended to their 'Christmas bubble' as outlined by the Government's Christmas guidance

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 The BU guidelines will be reviewed weekly by office staff for any changes to current recommendations. If necessary, the risk assessment will then be amended accordingly 	L	

			<p>and Trustees notified of the change for their information.</p> <ul style="list-style-type: none"> The local Tier status will be reviewed fortnightly and events will be revised according to changes in what is permissible as outlined in Appendix 1 Employee and public liability checked and confirmed as in date The risk assessment will be made available on the website under the policy section Communication to all Beacon Leaders including CLTs and small group leaders that the change in regulations to churches DO NOT apply to any household gatherings (including those held in Beacon Church Houses). Events not on the church premises must still adhere to a maximum of six people only follow the latest Government guidelines and only take place with the consent of the premises owner 		
<p>Since closure the building could have been impacted by some detrimental factor</p>	<p>Building users</p>	<p>* Electrics faulty * Sitting water in pipes can harvest bacteria causing sickness * Objects have shifted creating hazards</p>	<ul style="list-style-type: none"> A full review of the building will be conducted according to the 'Reoccupation checklist' provided by BUGB Notification to anyone who may be coming to BIC that there is a new one way system in place for vehicles. This will be done in email sign up confirmation and training of event leaders. 	<p>L</p>	
<p>Reducing risk of Covid infection: Maintaining social distancing</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"> Number of people per room is in line with the latest Government restrictions of 2m social distancing wherever possible. This will be determined by both an on paper and physical assessment of the rooms. The number of people per room or area will be documented and shared with all groups accessing the buildings and supplemented with signage 		

			<ul style="list-style-type: none"> ● To ensure that maximum people per room is not exceeded sign up online will be required for all physical events. Those unable to sign up online will be able to request that the Church office do it for them ● More chairs than necessary will be laid out according to the 2m social distancing guidelines, attendees will then be advised to sit in household or bubble groups, but to keep 4 chairs between themselves and the next household (this is slightly less than 2m, approx 1.7m). ● Floor markings will be added to all rooms to ensure that social distancing is maintained ● Layouts of chairs in rooms will be revised to ensure that face-to-face seating is minimised or kept a significant distance apart ● Guidance for the increased ventilation of each room will be provided including the propping open of internal & external doors (except fire doors) and opening of windows as appropriate to the usage of the room and the weather outside. Specific guidance per room will be displayed in each room and provided to event leaders at the time of their booking. ● Ventilation via outside air is preferable (such as through opening doors or windows). However, should usage of the ventilation systems be required they used as recommended by our HVAC advisors. ● Non essential spaces will be closed off depending on the building usage required ● 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. 	<p>M</p>
--	--	--	---	-----------------

- If events are over subscribed then the event leader will be informed and will be supported in finding solutions to ensure that all those that want to attend will be able to do so.
- If an event is oversubscribed and attendees turn up without signing up then it will be at the event leaders discretion as to what to do, but maximum attendance per room must not be exceeded and everyone in attendance must be recorded.
- If an event is not over subscribed then the attendee should be allowed to attend, with their attendance recorded, but they must be made aware that they need to sign up for the next occasion and offered advice and guidance as to how to do this.
- All attendees will be asked on entry if they have experienced Covid like symptoms (a high temperature, a new, continuous cough, a loss or change to your sense of smell). If they have they will be asked to return home.
- If someone arrives at any event and is visibly unwell the event leader will have discretion as to whether they stay or not depending on their symptoms. If the symptoms involve a cough or loss of sense of taste or smell the attendee should be sent home.
- To ensure that the minimum number of people would need to isolate as a result of test and trace a record of who is seated where will be kept for each larger event such as a service. This can be done with a photograph which will then be destroyed after 21 days. This will be the responsibility of the event leader or their delegated hospitality volunteer.

- On exiting events the event leader will encourage people to disperse and not to mix in groups of more than 6 outside
- 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 contact will be highlighted through posters and as part of the sign up confirmation email.
- To ensure that social distancing is maintained at least initially, for the first month, only one group will be allowed in the building at a time and a designated leader for each group or event will need to be assigned.
- To ensure that no more than one group occupies the building at a time an online booking system will be set up using ChurchSuite and will be managed by the Church office. Training as to how to make bookings will be provided to event leaders.
- To ensure that no one is entering the building without being signed in and taking the appropriate precautions to ensure buildings remain Covid secure all known key holders will be emailed to request that they agree any access to the building with the Church office before entering. Access should be agreed with the office at least 24hrs before it is required. All new known key holders will be required to sign a key holder policy including acknowledgement of how to keep the building Covid secure, a copy of this will be available on the website. A notice will be placed on the door asking all key

	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	holders not to enter the building unless prior notice to the church office is agreed.	
<p>Reducing risk of Covid infection: Minimising surface contact and transmission of the virus</p>			<ul style="list-style-type: none"> • Hand washing or hand sanitiser available at building entry and exit with instructions for everyone to wash or sanitise their hands. Hand washing is preferable as long as it doesn't cause crowding or congestion. Additional stock of hand sanitiser will be available in the stock room and event leaders will be required to refill any empty hand sanitiser bottles. • Face coverings will be required in the building for all over 11yr olds and this will be made clear at the entrance to the building and in the sign up details of all events and the sign up confirmation email. Disposable face masks will be available to those that attend an event, but who do not bring a face mask. Face shields do not qualify as face coverings. • A lead speaker such as someone preaching or leading prayers does not need to wear a face covering, but should instead wear a visor or stand behind a screen. • No communal indoor singing will be allowed, however a small socially distanced worship band including singers (up to 6) is permissible as is the playing of instruments although they must not be shared. Brass or woodwind instruments are only allowable if 'suitable precautions' are taken. • Communal outdoor singing is allowed, but must adhere to Covid secure practices such as being socially distant (2m), remaining in household groups or bubbles and wearing masks. • Where possible outdoor singing events will be seated. When this is not possible stewards will 	M

be required to ensure social distance is adhered to

- All events must be concluded in the shortest time possible to minimise contact time with non household members.
- Attendees will be discouraged from moving around before, during and after the event to minimise transmission. Mingling must be discouraged.
- Baptisms by full immersion is permitted according to the following guidelines:
 - The candidate for baptism remains 2m away from everyone else
 - At the point of immersion the person baptising the candidate may approach them and place their hands on their head to immerse them. They should not touch the candidate in any other way.
 - If the person baptising the candidate is a household member then the candidate may be baptised by them in a more traditional manner
 - The baptistry water may be used by more than one candidate as long as no more than one candidate is in the water at a time
 - Any wet clothing and towels should only be handled by members of the same household
 - Areas where changing takes place should be cleaned afterwards
- Prayer ministry that doesn't adhere to 2m social distancing and specifically the laying on of hands is not allowed
- Communion can take place according to the following guidelines only:

- The person/s distributing the bread and wine must wash or sanitise their hands immediately before distribution
- Bread pieces must be hygienically pre-prepared and dropped into a person's hands
- Small wine cups can be lifted from trays and placed into people's hands
- To minimise the usage of shared equipment and utensils there will be no refreshments available, although individuals can bring their own drink if needed. For smaller group gatherings leaders will be advised to let their attendees know they can bring their own individual refreshments, but they cannot share these.
- All doors on the designated pathways through the buildings will remain open so as to minimise the need to touch door handles.
- No notice sheets or physical resources will be handed out including Bibles or hymn books.
- If required the AV desk will be run by a maximum of two socially distanced people (2m where possible, or 1m with the use of face coverings if not) and they will implement a 'clean as you go' routine with anti-bacterial wipes appropriate for electrical equipment.
- Larger events will require speakers to use microphones to minimise them having to raise their voice which can increase transmission. Microphones should not be shared between individuals and should be cleaned with anti-bacterial wipes appropriate for electrical equipment on an 'as you go' basis.
- If an event has more than one upfront speaker then both individuals should remain socially

			<p>distanced unless they are from the same household</p> <ul style="list-style-type: none"> • Offering bags or any other means of collection must not be passed from individual to individual. However, a collection box can be placed at the back of a room. This should then be bagged and left for 72hrs before the contents are counted. • All fabric boards used as dividers will be covered in a wipeable fabric or labelled with do not touch signs • Areas not in use will be considered off limits and signage will be in place to indicate areas not to be accessed. • Tissues will be available throughout the building, encouraging people to 'catch it, kill it, bin it' • Unlidded bins will be in each room and in communal areas and will be easily identifiable with signage • Pre and post (lock up) event checklists will be created so that all event leaders are clear as to what is required to ensure the building remains secure, these will be available both physically in the building and on the website. 		
<p>Reducing Covid infection: Minimising crowd congestion</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"> • The buildings will be reviewed for areas that may require queuing for example outside toilets, at entrances or exits. Markings will then be added to the floor to indicate appropriate queuing distances. • Clear pathways will be designated in and out of the building to minimise contact between individuals. For smaller groups the same entrance and exit can be used. For larger groups or when events occur in succession 		

			<p>then an alternative exit should be used, and a one way system in place.</p> <ul style="list-style-type: none"> • These pathways will be marked both with securely fixed floor markings and wall posters • Larger events will stagger arrivals if it is believed that congestion may be an issue. The decision to do this will be made by the event leader in advance of the event happening. • Larger events will have at least one steward in addition to the event leader to guide attendees to their seats • There will be no waiting areas, all attendees will be directed straight into main event room • All furniture removed from foyer area (BIC & SRBC) to ensure those entering the building can flow quickly through and minimise surface contact and cleaning • All furniture to be removed from Bistro area (BIC) to ensure those entering the building go straight into the main area minimise surface contact and cleaning. • Doors will be propped open to minimise congestion (except fire doors). • All events to begin with clear communication from the event leader as to what will happen when and who should exit when and where. For larger events attendees will be asked to exit row by row. • Life events (marriage, funeral, baptism, dedication etc) will be conducted outside of regular worship events so as to avoid overcrowding • Life event (marriage, funeral, baptism, dedication etc) attendance will be based on the latest Government guidance. 	M	
--	--	--	---	---	--

<p>Reducing Covid infection: Cleaning</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"> • All buildings to be used will be reviewed in person and a checklist of areas for cleaning and how regularly cleaning needs to take place will be created. These will be available physically in the building and on the website. • Buildings are cleaned according to the building specific checklist <u>before</u> any usage occurs. This is then signed off by the allocated cleaner in charge and the event leader. This will be recorded digitally and will be the event leaders responsibility to ensure cleaning takes place appropriately. • Buildings are cleaned according to the building specific checklist <u>after</u> any usage occurs. This is then signed off by the allocated cleaner in charge and the event leader. This will be recorded digitally and will be the event leaders responsibility to ensure cleaning takes place appropriately. • Disposable cloths or towels will be used when cleaning along with warm and soapy water or antibacterial spray • Cleaning should be done when the event is completed or not yet started so that the minimum number of people are around to avoid transmission through splashing or spraying when cleaning. Splashing should be minimised wherever possible. • Where possible non fabric seats will be used. Where this is not possible the fabric seats will be covered to allow for cleaning or steam cleaned or quarantined for 72hrs. When quarantined chairs will be set to one side in the room they were used in and labelled with the date of usage and when they can be used again. 	<p style="text-align: center;">M</p>	
--	--	--	---	---	--

			<ul style="list-style-type: none"> • All additional signage will be laminated for easy cleaning • All cleaners provided with disposable gloves and aprons to protect their skin. • Person responsible for cleaning ensures that the toilets remain fully stocked with hand soap and paper towels • Unlidded bins lined with plastic liners and waste removed and disposed of by taking waste home to dispose of in household bins. • Any cleaning waste and disposable cloths will be disposed of in general waste. • Cleaning materials including bin bags will be readily available with clear instructions so that access to them minimises surface contact. However this location will also need to be inaccessible to children. • Clear instructions will be provided as to what to do, where to store and when to dispose of any quarantined objects 		
<p>Reducing Covid infection: Advise management of toilets</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"> • Toilets will be cleaned before every event as outlined in the cleaning checklist and it will be the event leaders responsibility to ensure cleaning takes place appropriately. • Hand sanitiser will be available at toilet entrances for larger events • Single use paper towels will be available for usage • The event leader or their delegated person responsible for cleaning will be given instructions as to the location of hand sanitiser, anti-bacterial wipes and additional paper towels and instructions as to how to refill them. • Unlidded or foot operated pedal bins will be available for the disposal of paper towels 	M	

			<ul style="list-style-type: none"> • Cleaning anti-bacterial wipes will be available in each toilet for usage and signage will be provided to ensure that once used these are placed in the bin rather than disposed of in the toilet. • Signage in toilets will promote good hygiene • Children under 11 to be accompanied to the toilet to ensure good hygiene • Cleaning of door handles to occur after the start of each larger event as these doors will remain closed, so handles will be used more frequently • Sign up confirmation email to advise to minimise toilet usage by going before arrival and the accompaniment of children 		
<p>Reducing Covid infection: Following Government guidelines on Test & Trace'</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"> • 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. This already occurs however additional training resources will be available to support this. • For smaller or regular events a sign in sheet will be provided instead of online registration • In order to comply with the NHS Test & Track App each building will have a QR poster at the entrance • As the number attending events is very dependent on what household sizes sign up the booking limit will be set at midway between singles and couples occupancy and then monitored by the church office and adjusted manually. • Attendees of events will be 'checked in' using ChurchSuite by the event leader or their 	<p>M</p>	

<p>Reducing Covid infection: Management of children under 18</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. Those under 18yrs old may find it harder to socially distance. Having them access different areas of the</p>	<p>designated volunteer. Training as to how to do this will be provided.</p> <ul style="list-style-type: none"> • The seating location of attendees will be recorded for larger events so that, should 'track and test' need to be deployed only those in close proximity would need to self isolate. • Those not registered that do attend and who are registered on ChurchSuite will be added to the check in list on ChurchSuite. Training as to how to do this will be provided. • Those not registered that do attend, but who are not registered on ChurchSuite will be required to complete an online Connection Card. Training as to how to do this will be provided. <p>Churchsuite provides appropriate information to the person signing up regarding data protection when this form is completed.</p> <ul style="list-style-type: none"> • All records to be held digitally and event registration and confidentiality complied with according to our existing data protection policy and latest guidelines from ICO regarding 'track and test' • As part of the sign up email confirmation attendees will be requested to inform the church if they develop Covid symptoms or if they test positive so appropriate actions can be taken. 	<p style="background-color: yellow;"></p>	<p style="background-color: yellow;"></p>
<p>Reducing Covid infection: Management of children under 18</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. Those under 18yrs old may find it harder to socially distance. Having them access different areas of the</p>	<ul style="list-style-type: none"> • Children will be asked to follow the same guidelines as their parents including but not restricted to: hand washing or the use of hand sanitiser, social distancing and good hygiene practices • Communal toys and resources currently accessible by children in the building will be put away 	<p style="background-color: yellow;"></p>	<p style="background-color: yellow;"></p>

		<p>building increases contact with surfaces.</p>	<ul style="list-style-type: none"> ● Children can bring their own toys from home, but cannot share them with other children. Soft toys or blankets are strongly discouraged because of the difficulty in cleaning them and the risk of transmission they bring to the child's own home. ● Events that involve children will still include the same social distancing restrictions as adults, for this reason children not of school age will be supervised by their own parents, unless Trustees approve a specific children's activity. ● Adults working with children will not be required to wear face coverings, although they may choose to. Young people (11-18yrs) are required to wear face coverings when in their groups, as are their leaders. Children do not need to wear face coverings at any time. ● With the Trustees approval school age children will be allowed to access children's or youth groups if the following restrictions are adhered to: <ul style="list-style-type: none"> ○ Existing Safeguarding policy including child to adult ratios are followed ○ A separate risk assessment for the activity is in place and signed off by Trustees ○ Children will also be requested to wash their hands or use hand sanitiser on entering and leaving the building and on joining and leaving children's events if they do not happen immediately on entering the building. Hand washing is preferable, but will be dependent on the number of children arriving at once and a need to minimise crowding and 	<p style="text-align: center;">M</p>	
--	--	--	---	---	--

			<p>congestion in which case hand sanitiser will be used.</p> <ul style="list-style-type: none"> ○ Children's temperatures will be taken on entering any children's activities, any child with a temperature of 37.8C should be asked to return home ○ Children to be seated socially distanced unless with siblings ○ Children will be placed in groups of a maximum of 15 as space allows. This would effectively become their 'bubble' and they should stay in the same bubble each time the children's activities take place ○ Outdoor activities are encouraged where safe and appropriate ○ Children provided with individual resources and no activities that involve shared equipment or touching are to be included. No shared toys will be included. ○ Food crafts, playdough, sand and water activities are also not to be included, nor are soft toys or soft furnishings. ○ Children's groups are allowed to sing, but raised voices should be discouraged ○ Children will be 'checked-in' to their children's activities having been signed up for them online in advance and 'checked out' once they have been reunited with their carer. ○ All equipment and toys must be sanitised after usage ○ Rooms and equipment must be cleaned between groups of children using them 	
--	--	--	--	--

				<ul style="list-style-type: none"> Good hygiene will be encouraged and the same messages they have received in educational settings such as 'catch it, kill it, bin it' will be reiterated All of the above will be communicated with parents 	
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"> Those clinically vulnerable (over 70 or with specific health conditions as outlined here) or those shielding are encouraged to consider if it is appropriate for them to attend. This will be explained in each event sign up description. 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 online events Those that are clinically vulnerable will be asked not to volunteer for any cleaning or stewarding duties where they may experience higher risk of exposure 	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 (Covid symptoms are: cough, temperature, loss of sense of taste or smell) then they will be given first aid if necessary or in emergency situations an ambulance will be called. If the person is unwell with Covid symptoms the event leader or steward 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 (located in the kitchen at SRBC and Kitchen and kitchenette at BIC) and will be part of the event leader and stewards training. 	H	

			<ul style="list-style-type: none"> • 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 event leader 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 been cleaned according to the cleaning checklist provided by the BU. 		
<p>A suspected Covid patient has recently used the building facilities</p>	<p>Building users and subsequently those they</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"> • A deep clean of all surfaces they may have come into contact is carried out in line with Government guidelines here 	H	

	come into contact with		<ul style="list-style-type: none"> The person suspecting Covid-19 is to be urged to get immediate testing and to share the result with the Church asap 	
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 Compliance with test and trace procedures as directed by local authorities including self isolation if necessary Building cleaned before reopening using Government guidelines here Communication for the purposes of test and trace would make use of the BU's 'Example Press Release following a case of COVID in church premises' In the event of a church building attendee having a confirmed case of Covid-19. A press release would be made readily available by the Church Office based on Appendix 7 of the BU 'Reopening churches guidance' 	H
Unapproved access to the building comprises the Covid secure environment	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"> Church wide communication will include instructions that no one should access the building without using the ChurchSuite booking system so that we will remain compliant with Covid secure procedures 	M
Revised procedures mean that the building is not securely locked up etc	Building users	Covid-19 is an infectious disease that can cause illness and for some result in death. Property could be damaged or stolen.	<ul style="list-style-type: none"> The existing lock up checklist will be reviewed and adapted for Covid secure procedures and shared with all event leaders. This will also be available online and physically in the building. 	L
Revised procedures mean that fire regulations	Building users	The building and it's occupants could be at	<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 checklist 	

<p>could be compromised</p>		<p>greater risk of a fire and it's harmful impact.</p>	<ul style="list-style-type: none"> Evacuation procedures will remain unchanged and event leaders 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. 	<p>L</p>	
<p>Revised procedures mean that the Safeguarding Policy could be compromised</p>	<p>Building users</p>	<p>The protection of occupants could be compromised and impact their wellbeing</p>	<ul style="list-style-type: none"> Review of this risk assessment to take place by both the Designated Safeguarding Persons and the Safeguarding Trustee to identify if there is any additional risk to safeguarding that needs mitigating and the risk assessment revised accordingly An outline of basic safeguarding practices to be included in the EAP and the event leader and steward training Checks by the Church office ensuring DBS certificates and safeguarding training are up to date to continue 	<p>L</p>	

<p>Additional Control Measures (to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</p>	<p>Action by Whom (list the name of the person/people who have been designated to conduct actions)</p>	<p>Action by When (set timescales for the completion of the actions – remember to prioritise them)</p>	<p>Action Completed (record the actual date of completion for each action listed)</p>	<p>Residual Risk Rating</p>
<p>DATE OF REVIEW: Record actual date of review</p>	<p>COMMENTS: Record any comments reviewer wishes to make. Including recommendations for future reviews.</p>			

DATE OF REVIEW:	COMMENTS:
DATE OF REVIEW:	COMMENTS:

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.

*Although this risk assessment does highlight some 'high' risks no further controls have been identified to mitigate this risk as all guidelines provided both by the Government and the Baptist Union of Great Britain have already been implemented.

Appendix One

What is permitted				
In every case below, it is assumed that social distancing is practised and that any church building has been made 'Covid-secure'				
Activity	England Tier 1 Medium alert	England Tier 2 High alert	England Tier 3 Very High alert	Wales
Communal worship on church premises, including prayer meetings, private prayer, and bible study groups	Yes; for as many as social distancing permits, but attendees must only socially interact in groups of up to 6 people from different households, indoors or outdoors	Yes; for as many as social distancing permits, but attendees must only socially interact with their own households indoors, or in groups of up to 6 people from different households outdoors	Yes; for as many as social distancing permits, but attendees must only socially interact with their own households, indoors or outdoors*	Yes; for as many as social distancing permits indoors; and for up to 30 people outdoors
Congregational Singing	No; for a congregation indoors Yes; for a congregation outdoors, socially distanced			No; for a congregation indoors Yes; for a congregation outdoors, noting limit above of 30 people
Worship bands and choirs	Yes; with the number of performers sensibly limited and with interaction between people permitted as for communal worship above			Yes; up to 15 people who must meet and rehearse in sub-groups of up to 6.
'Blown' wind or brass instruments	Yes			No; indoors Yes; outdoors
Prayer and bible study groups at home	Yes; up to 6 people from different households, indoors or outdoors	No; if indoors Yes; in the garden up to 6 people from different households	No; different households may not mix at all either indoors or outdoors	No; different extended households may not mix at all either indoors or outdoors
Supervised activities for children	Yes; group size up to 15 children or young people; adults must socially distance.			Yes; for as many children as adult/child ratios allow; adults must socially distance

Activity	England Tier 1 Medium alert	England Tier 2 High alert	England Tier 3 Very High alert	Wales
Wedding ceremonies in a church	Yes; up to 15 people, all of whom can interact			Yes; for as many (invited) people as social distancing permits indoors; and for up to 30 people outdoors
Wedding receptions in a church	Yes; up to 15 people, all of whom can interact	No		Yes; for up to 15 people
Funerals	Yes; up to 30 people, all of whom can interact			Yes; for as many (invited) people (close family and friends only) as social distancing permits
Funeral wakes	Yes; up to 15 people, all of whom can interact, but not in a private dwelling or garden			Yes; for up to 15 people but only in a Covid-secure venue if indoors