



Event: Covid Secure Building Reopening & Building Usage For Church Use (2/7/20)

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Updated by: Sarah Purdy (08/09/21)

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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*

On 15th July the government confirmed that England would be moved into step 4 of the covid recovery roadmap in England on 19th July 2021. This removes all outstanding legal restrictions. The BU recommends that it is both sensible and appropriate for churches to continue to take measures to limit the spread of Covid -19. However, it is now down to each church to determine for itself what these measures should be.

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 	L	

			<p>assessment will then be amended accordingly and Trustees notified of the change for their information.</p> <ul style="list-style-type: none"> • The local status will be reviewed fortnightly. In areas where the Delta variant is growing fastest the governments going back to 2m distancing. Employee and public liability checked and confirmed as in date • The risk assessment will be made available on the website under the policy section • Events not on the church premises must adhere to the latest Government guidelines and only take place with the consent of the premises owner 		
Since closure the building could have been impacted by some detrimental factor	Building users	<ul style="list-style-type: none"> * Electrics faulty * Sitting water in pipes can harvest bacteria causing sickness * Objects have shifted creating hazzards 	<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. 	L	
Reducing risk of Covid infection: Maintaining social distancing	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 number of people per room is no longer restricted however we will give people the opportunity to sit apart from other people by offering banks of chairs and allowing people the opportunity to place blue 'X's' on the chairs around them if desired. 18 banks of chairs each either 4, 5 or 6 chairs long. • More chairs than necessary will be laid out with 1m spacing between rows so that people don't feel cramped, two 1m wide aisles to allow ease of movement and 1m spacing around the edge of the room to also allow ease of movement. 		

			<ul style="list-style-type: none"> ● 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 ● Each event on the website will include advice that anyone unwell and particularly with Covid symptoms should remain at 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. 	M	
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			<ul style="list-style-type: none"> • On exiting events the event leader will encourage people to limit the number of people they mingle with. • 'Limit contact with other people' posters will be put up 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 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 holders not to enter the building unless prior notice to the church office is agreed. 		
Reducing risk of Covid infection: Minimising surface contact and	Building users and subsequently those they	Covid-19 is an infectious disease that can cause illness and for some result in death	<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 		

<p>transmission of the virus</p>	<p>come into contact with</p>		<p>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.</p> <ul style="list-style-type: none"> ● 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. 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. (Face coverings remain recommended by Government in enclosed and crowded spaces. Rather than protecting the wearer, they do more to protect others from any infection the wearer may unwittingly otherwise transmit.) ● Communal indoor singing will be allowed, however it is restricted to those wearing a face covering. ● A small worship band including singers (up to 6) is permissible. If singing without masks the band should be 2m apart. Playing of instruments is also allowed although they must not be shared. Brass or woodwind instruments are only allowable if 'suitable precautions' are taken. ● Communal outdoor singing is allowed. 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. ● Baptisms by full immersion is permitted according to the following guidelines: <ul style="list-style-type: none"> ○ The candidate for baptism remains 2m away from everyone else 	<p style="text-align: center;">M</p>	
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			<ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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 ● Refreshments can now be served, however it is recommended that they are served from behind a counter and not a self service point ● All doors on the designated pathways through the buildings will remain open so as to minimise 		
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			<p>the need to touch door handles.</p> <ul style="list-style-type: none"> ● The use of physical resources, such as song sheets, will be limited and only used when absolutely necessary. The steward handing out the resources will wash or sanitise their hands before handling the resources. Any physical resources handed out such as song sheets will be collected and quarantined for 72hrs after use. ● When using the AV desk people will be required to wear a facemask and 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 distanced unless they are from the same household ● 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. ● 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' 		
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			<ul style="list-style-type: none"> • 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. 		
Reducing Covid infection: Minimising crowd congestion	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 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 then an alternative exit should be used, and a one way system in place. • 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 explain seating arrangements. • 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 	M	

			<ul style="list-style-type: none"> • 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. 		
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"> • 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 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 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 	M	

			<p>responsibility to ensure cleaning takes place appropriately.</p> <ul style="list-style-type: none">• 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.• 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.	
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			<ul style="list-style-type: none"> • Clear instructions will be provided as to what to do, where to store and when to dispose of any quarantined objects 		
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"> • 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 • 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 	M	
Reducing Covid infection:	Building users and	Covid-19 is an infectious disease that can cause	<ul style="list-style-type: none"> • In order to comply with the NHS Test & Track App each building will have a QR poster at the 		

Following Government guidelines on Test & Trace'	subsequently those they come into contact with	illness and for some result in death	<p>entrance. A sign in sheet will be available for those who do not have a smartphone but would like to check in.</p> <ul style="list-style-type: none"> • All sign in records, for those who would like to check in but do not have a smartphone, will 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' 	<p style="text-align: center;">M</p>	
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 will be asked to follow the same guidelines as their parents including but not restricted to: hand washing or the use of hand sanitiser, and good hygiene practices • Communal toys and resources currently accessible by children in the building will be put away • 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. • 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 	<p style="text-align: center;">M</p>	

			<ul style="list-style-type: none">○ 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 congestion in which case hand sanitiser will be used.○ 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○ All equipment and toys must be sanitised after usage○ Rooms and equipment must be cleaned between groups of children using them○ 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	
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<p>Reducing Covid infection: Management of clinically vulnerable</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 who are clinically vulnerable (over 70's, pregnant, those shielding) are at great risk of becoming unwell if they are infected by Coronavirus</p>	<ul style="list-style-type: none"> ● 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 	<p style="text-align: center;">M</p>	
<p>Someone falls ill in the building</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. The illness could also be entirely non-Covid</p>	<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. ● 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 	<p style="text-align: center;">H</p>	

			<ul style="list-style-type: none"> ○ 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. 		
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 	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 ● 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	

			<ul style="list-style-type: none"> • 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' 		
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 could be compromised	Building users	The building and it's occupants could be at greater risk of a fire and it's harmful impact.	<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 • 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. 	L	
Revised procedures mean that the Safeguarding	Building users	The protection of occupants could be compromised and impact their wellbeing	<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 	L	

Policy could be compromised			mitigating and the risk assessment revised accordingly <ul style="list-style-type: none"> • 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 		
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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:			
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.**