

Covid-19 – Risk Assessment

Premises	Providence Baptist Church, Robin Hood Road, Knaphill, GU21 2LU				
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Volunteers ▪ Visitors 				
Tasks and activities covered by this risk assessment:	This risk assessment covers all activities and processes required to allow safe return of staff, volunteers and visitors to the Premises				
Name of person completing this risk assessment:	J Hoadley	Date of completion:	11 July 2020		
Risk assessment approved by:	T Westmacott	Date of approval:	11 July 2020		
Date risk assessment to be reviewed by:	11 August 2020	Risk assessment no:	1		
Record of risk assessment reviews					
Date of review	27 August 2020	Reviewed by:	J Hoadley	Comments / date of next review:	Updated to reflect face coverings guidance. Next review 27 October 2020
Date of review	31 December 2020	Reviewed by:	J Hoadley	Comments / date of next review:	Wording about window opening clarified. Next review 30 March 2021
Date of review	31 March 2021	Reviewed by:	J Hoadley	Comments / date of next review:	No changes required. Next review 30 June 2021
Date of review	24 July 2021	Reviewed by:	J Hoadley	Comments / date of next review:	Updated to reflect removal of legal restrictions on 19 July. Next review 30 October 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
Security of Premises	Staff, Volunteers, Visitors	Building locked when not in use.	No	n/a	n/a	n/a
Evacuation	Staff, Volunteers, Visitors	Evacuation procedure with assembly point - the entrance to The Withies.	No	n/a	n/a	n/a
Suspected/ confirmed case of COVID-19 on site. Staff, volunteers, and visitors may display symptoms of COVID-19 whilst on site.	Staff, Volunteers, Visitors	Meeting Guidance: If you have any symptoms of Coronavirus or are feeling unwell in any way you should stay at home.	No	n/a	n/a	n/a
		One of the Elders keeps a temporary record of those attending the services to assist with the Government's 'Test and Trace' system. Meeting Guidance: attendees should take note of those they have had close contact with in the event of symptoms being manifested within 48 hours of their visit.	No	n/a	n/a	n/a
Close contact with people you do not usually live with as this can increase the risk of catching or passing on COVID-19.	Staff, Volunteers, Visitors	Signs and guidance to remind congregation to maintain social distancing at all times.	Amend signs to reflect new guidance to minimise contact with those they do not live with.	Elders	Before 20 July 2021	
		During meetings the windows will be kept open to maintain a flow of fresh air.	No	n/a	n/a	n/a
		Seating rearranged to enable households/individuals to observe social distancing.	No	n/a	n/a	n/a

Covid-19 Transmission Risk due to touching surfaces.	Staff, Volunteers, Visitors	Weekly cleaning. Objects and surfaces that are touched regularly are cleaned between services. Cleaning materials and equipment will be kept on site at the Church.	No	n/a	n/a	n/a
		Provide cleaning rota.	No	n/a	n/a	n/a
Lack of hand washing/ sanitisation.	Staff, Volunteers, Visitors	Antibacterial hand wash and paper towels provided in toilets. Hand towels removed. Signs provided and posters to build awareness of good hand washing technique.	No	n/a	n/a	n/a
		Objects and surfaces that are touched regularly are cleaned between services.	No	n/a	n/a	n/a
Singing can increase the risk of catching or passing on COVID-19.	Staff, Volunteers, Visitors	Singing temporarily suspended.	To reintroduce singing maintain seating to provide social distancing.	Elders	Before 20 July 2021	
			Include provision for restrained singing in Meeting Guidance.	Elders	Before 20 July 2021	
Contamination from cash offerings.	Treasurer	Offering box removed and on line giving recommended.	Amend Meeting Guidance to allow the use of the offering box but remind visitors of the need for good personal hygiene when coming into contact with surfaces touched by others.	Elders	Before 25 July 2021	

Administering First Aid.	Staff, Volunteers, Visitors	All first aid must be recorded in the Accident Book in line with church policy. Signs and guidance to remind congregation to maintain social distancing at all times.	Amend signs to reflect new guidance to minimise contact with those they do not live with.	Elders	Before 20 July 2021	
Cross contamination through shared materials.	Staff, Volunteers, Visitors	Meeting Guidance recommends people bring their own Bibles and Hymn books.	No	n/a	n/a	n/a
		Box provided to quarantine any Church Bibles or Hymn books that are used for at least 72 hours.	No	n/a	n/a	n/a
		Literature from front porch area and display stands removed.	No	n/a	n/a	n/a
		Children's books and activity bags removed.	Amend Meeting Guidance to allow for activity bags to be used but not shared between families and quarantined for at least 72 hours.	Elders	Before 25 July 2021	
		Children's resources, such as toddler toys and drawing/craft materials not available.	No	n/a	n/a	n/a
Too many people in the building to maintain social distancing.	Staff, Volunteers, Visitors	A steward at the entrance will refuse entry when safe limit is reached.	With changes in restrictions the limit on numbers is removed but Meeting Guidance will recommend face coverings when large numbers are present.	Elders	Before 20 July 2021	
Serving refreshments.	Staff, Volunteers, Visitors	Advise regular congregation to bring own water/container if needed.	No	n/a	n/a	n/a
		Sign on kitchen door to advise that it is not to be used.	No	n/a	n/a	n/a

Transmission of Covid-19 due to social interaction between people.	Staff, Volunteers, Visitors	Signs to remind people of Government regulations on the use of face coverings in enclosed public spaces.	With the removal of restrictions the Meeting Guidance will recommend face coverings when large numbers are present.	Elders	Before 20 July 2021	
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