

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 | | Reviewed by: | | Comments / date of next review: | |

| 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 to be 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. | Inform regular congregation that in an emergency, for example a fire people do not have to stay 2 metres apart if it would be unsafe. | Person leading the meeting | At the start of each meeting | On going |
| Suspected/ confirmed case of COVID-19 on site. Staff, volunteers, and visitors may display symptoms of COVID-19 whilst on site | Staff, Volunteers, Visitors | Nothing | If a member of staff or volunteer becomes unwell with a new, continuous cough or a high temperature whilst on site they must be sent home and advised to follow the stay at home guidance. | Person leading the meeting | At the start of each meeting | On going |
| | | | Keep a register of persons present at each meeting for Track and Trace. | Church Secretary | Immediately following each meeting in the premises. | On going |
| Failure to implement suitable social distancing measures | Staff, Volunteers, Visitors | Nothing | Remind congregation to maintain social distancing at all times. | Person leading the meeting | At the start of each meeting | On going |
| | | | Put up signs to remind people of social distancing guidance. | Elders | Before meetings commence in building | 11 Jul 2020 |
| | | | The windows will be kept open to maintain a flow of fresh air. | Elders | During any meetings | On going |
| | | | Rearrange seating to enable households/individuals to observe social distancing. | Elders | Before meetings commence in building | 11 Jul 2020 |

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| Covid-19 Transmission Risk due touching surfaces | Staff, Volunteers, Visitors | Weekly cleaning | We will ensure toilet facilities are cleansed after use, all hand rails and door handles, will be wiped regularly. Cleaning materials and equipment will be kept on site at the Church. | Cleaner | Whilst building is open | On going |
| | | | Provide cleaning rota. | Elders | Before meetings commence in building | 11 Jul 2020 |
| Lack of hand washing/ sanitisation | Staff, Volunteers, Visitors | Antibacterial hand wash and paper towels provided in toilets. Hand towels removed. | Use signs and posters to build awareness of good hand washing technique, the need to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. | Elders | Before meetings commence in building | 11 Jul 2020 |
| | | | Encourage people to follow the guidance on hand washing and hygiene. | Person leading the meeting | At the start of each meeting | On going |
| | | | Frequently clean and disinfect objects and surfaces that are touched regularly. | Cleaner | Whilst building is open | On going |
| Congregational singing and chanting are not permitted | Staff, Volunteers, Visitors | Nothing | Provide information to the regular congregation about speaking only in normal voice. | Person leading the meeting | At the start of each meeting | On going |

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|--|------------------------------|-----------------------------|---|----------------------------|--------------------------------------|---------------|
| Contamination from cash offerings | Treasurer | Nothing | Remove offering box and only accept on line giving. | Treasurer | Before meetings commence in building | 11 Jul 2020 |
| Cross contamination through shared materials | Staff, Volunteers, Visitors | Nothing | Discourage use of Church Bibles and Hymn books, encourage participants to bring their own. | Person leading the meeting | At the start of each meeting | On going |
| | | | Provide labelled box to quarantine any Church Bibles or Hymn books that are used for a period of at least 72 hours. | Elders | Before meetings commence in building | 11 Jul 2020 |
| | | | Removal of literature from front porch area and display stands. | Elders | Before meetings commence in building | 11 Jul 2020 |
| | | | Removal of children's books and activity bags. | Elders | Before meetings commence in building | 11 Jul 2020 |
| | | | Coats hooks to be put out of use. | Elders | Before meetings commence in building | 11 Jul 2020 |
| | | | Prevent access to any Church children's resources, such as toddler toys and drawing/craft materials. | Elders | Before meetings commence in building | 11 Jul 2020 |
| Too many people in the building to maintain social distancing. | Staff, Volunteers, Visitors | Nothing | Have a steward at the entrance for duration of meeting to refuse entry when safe limit reached. | Steward | At the start of each meeting | On going |

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| Administering First Aid | Staff, Volunteers, Visitors | All first aid must be recorded in the Accident book in line with church policy. | Advise congregation of actions to be taken during an incident or emergency that they will reflect the social distancing principles as far as possible. In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay 2 metres apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. | Person leading the meeting | At the start of each meeting | On going |
| Serving refreshments | Staff, Volunteers, Visitors | Nothing | Advise regular congregation to bring own water/container if needed. | Elders | Before meetings commence in building | 11 Jul 2020 |
| | | | Sign on kitchen door to advise not be used. | Elders | Before meetings commence in building | 11 Jul 2020 |
| Transmission of Covid-19 due to social interaction between people | Staff, Volunteers, Visitors | As per 11 July 2020 Risk Assessment | Put up signs to remind people of updated Government guidance on use of face coverings in enclosed public spaces. | Elders | Before 9 Aug 2020 | 8 Aug 2020 |