

## 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"> <li>▪ Staff</li> <li>▪ Volunteers</li> <li>▪ Visitors</li> </ul>				
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

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