

Risk Assessment for Opening Church Building to the Public

Version Control

Issue Date	Version Number	Issued by
11 th June 2020	1	AG for discussion with Church Officers
23 rd June 2020	2	AG for further discussion with the Church Officers
12 th August 2020	3	AG for discussion with the Church Officers, cleaning team and stewarding team
25 th August 2020	4	AG for discussion with the Church Officers, cleaning team and stewarding team
29 th September 2020	5	AG for discussion with the Church Officers, cleaning team and stewarding team
18 th January 2021	6	AG for discussion with the Church Officers, cleaning team and stewarding team
8 th June 2021	7	Elders and Deacons

THIS IS A PLANNING DOCUMENT ONLY. IT WILL BE UPDATED AND CONTENT MAY CHANGE ONCE GOVERNMENT GUIDANCE ON REOPENING PLACES OF WORSHIP HAS BEEN PUBLISHED.

The template for this document was drawn up by the Church of England. Further guidance can be found here:

<https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches#na>

Further guidance for churches and COVID-19 can be found on the Stewardship website here:

<https://www.stewardship.org.uk/information/covid-response>

1. Risk Assessment – General

Risk	Action	By whom?	Deadline – date and name
Lapses in following government guidance	<ul style="list-style-type: none"> • Weekly check of updates on government webpage here. 	NE	Ongoing
Poor communication of procedures to the congregation	<ul style="list-style-type: none"> • Those using the building for general maintenance, staff, appointed volunteers and those recording for livestreaming have been informed of the procedures they need to follow (see 3 below). • Before reassembling for public worship, congregants to be informed of all mandatory and advisory details: <ul style="list-style-type: none"> ○ Reassembling plan to be emailed or mailed to congregants and posted on the website so visitors can read it in advance of attending. ○ This to be linked to on Facebook for those who have access ○ Printed copies of the reassembling plan to be available on arrival for those who have not received a copy. ○ Risk Assessment to be made available on the church website 	AG	Ongoing

2. Risk Assessment – General Maintenance Procedures

Risk	Action	By whom?	Deadline – date and name
Ensure water systems are flushed through before use. See Government Guidance for organisations on supplying safe water supplies	<ul style="list-style-type: none"> Weekly flushing by opening of each tap and water outlet for five minutes Use water-flushing chart to keep log of flushing (AG to create) Review of system (to test for legionella) may be required before opening again to the public. See here for further details. 	JE	Ongoing
Switch on and check electrical and heating systems if needed.	<ul style="list-style-type: none"> Check once a week PAT testing Use electrical and heating system log 	JE	Ongoing
Cleaning. Advice on cleaning church buildings can be found here	<ul style="list-style-type: none"> Church to be cleaned once a week while only used for preparation, recording, livestreaming, cleaning and maintenance. Those who use the church building should wipe down all surfaces they have used using the disposable wipes provided. More cleaning required when church used for private prayer and/or public worship (see below) 	JE & all using building	Ongoing

3. Risk Assessment – Procedures when accessing the chapel for staff, trustees and appointed volunteers for purposes of preparation, recording, livestreaming, cleaning and maintenance

Risk	Action	By whom?	Deadline – date and name
One point of entry to the church building clearly identified.	<ul style="list-style-type: none"> Foyer entrance and exiting the building. All those entering the building should note their use of the building on the register on the noticeboard outside the female toilets. 	All	Ongoing
Government guidelines for meeting with people from other households and social distancing must always be followed.	<ul style="list-style-type: none"> Observe social distancing (presently 2 metres) 	All	Ongoing
A suitable lone working policy has been consulted if relevant.	<ul style="list-style-type: none"> Create a lone-working policy 	AG	Ongoing
Buildings have been aired before use.	<ul style="list-style-type: none"> Open windows upon arrival; close before leaving 	All	Ongoing
Check for animal waste and general cleanliness.	<ul style="list-style-type: none"> Dispose using the bins in the carpark 	All	Ongoing
Use of toilet	<ul style="list-style-type: none"> Follow procedures displayed in the bathrooms for use of facilities. Queue for the toilets in the foyer, maintaining social distancing. If noticed by others that there is no soap, paper towels, or disposable wipes, they should inform AG immediately. 	All	Ongoing
Use of kitchen	<ul style="list-style-type: none"> The kitchen is now closed. Please bring your own water bottles and flasks for tea/coffee. Amended 8th June 2021: The Kitchen will be used by the Foodbank Volunteers to serve teas and coffees to clients who access the Foodbank on a Monday. They will only use the kitchen for Hot water and serving drinks from the hatch. They will bring their own teas and coffees and will wipe down all surfaces that are used. (See Foodbank Risk Assessment appended below) 		11/06/2020
Maintenance of car park	<ul style="list-style-type: none"> Weeding around car park and tidying up of garden required; volunteers coming for this purpose should refrain from entering the chapel. 	Volunteer appeal	Ongoing

4. Risk Assessment – Reassembling for ‘in person’ worship (this section should be read alongside the Reassembling Plan v. 7)

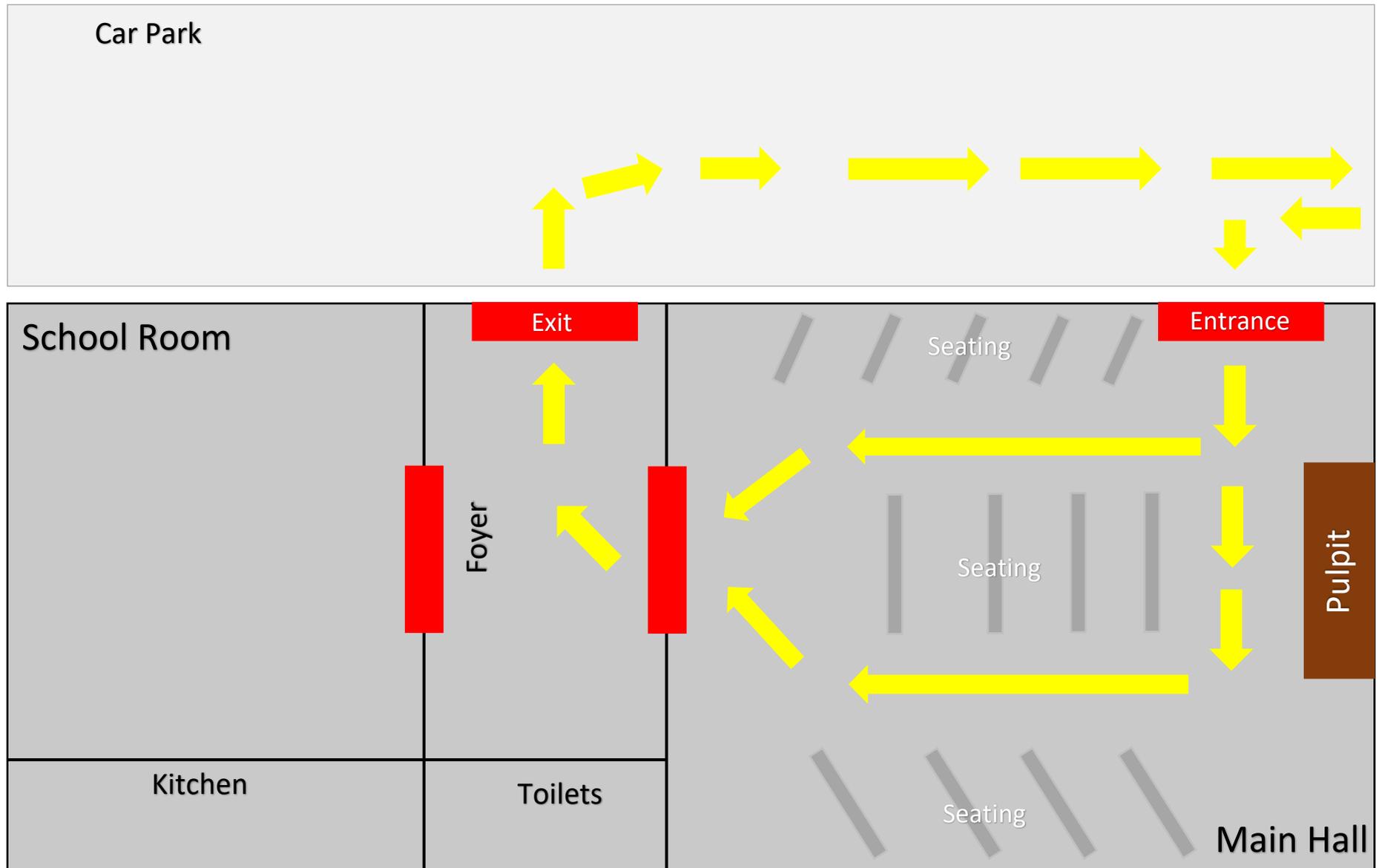
Risk	Action	By whom?	Deadline – date and name
Too many people in the chapel	<ul style="list-style-type: none"> Chairs have been arranged to accommodate smaller numbers in the chapel, allowing 2 metres between households. Services will be still be live-streamed, available online via the website, on the phone via ‘Twilio’, and CDs available for those who prefer, meaning that people can still participate in services if unable to attend for whatever reason Congregants should inform the eldership of their intention to attend a Sunday service. Visitors and those who have not informed of their intention to attend will only be accommodated if there is space and may need to be turned away and asked to attend on another Sunday. 	Church Officers	Ongoing
Cross Contamination	<ul style="list-style-type: none"> Congregants will be informed in Reassembling Plan to bring their own Bibles. Hymnbooks and pew Bibles have been removed. Following government guidelines, there will be no singing. Face coverings must be worn, and congregants will be informed of this requirement in the Reassembling Plan There will be no seat to seat offering during the service. To manage risks in the present crisis, we will advise the congregants that wish to remain ‘cash free’, and that our preference would be for them to deposit your offerings directly into the church bank account, or via Stewardship. If they are unable to use internet banking, an offering box is available as they leave the chapel building. Offerings in the box should not be counted until 72 hours after the service. Records of those attending a service will be kept. This will be for the purposes of tracking and tracing, should someone who attended our services be found to have contracted coronavirus. This information will be kept for 21 days and then destroyed. 	AG	Ongoing
Close proximity with others	<ul style="list-style-type: none"> One way system will be used to avoid congestion (see diagram in Reassembling Plan) On arrival congregants must line up outside observing 2 metre social distancing and wait to be seated by a steward. 	Church Officers, liaising with	Ongoing

Risk	Action	By whom?	Deadline – date and name
	<ul style="list-style-type: none"> • Ideally, once seated, congregants should remain in their seating area until the end of the service. They may enjoy fellowship with those in seating areas nearby to them while remaining in their seats, they should not move around the building to speak to others. • If someone needs the toilet after being seated, then the one system must be followed (see diagram in Reassembling Plan). • Children must remain with their family units at all times. Children will not be asked to come forward to the front for the children’s talk. As we begin to reassemble, we will be offering a Sunday School during the main service. Government guidance presently requires us to remove all creche areas, play corners, books and toys. Should parents require activities to occupy their younger children during the service, they should bring these from their own home. • 2 metre social distancing will be expected. Congregants will be informed of this requirement in the reassembling plan and signs have been placed on walls to remind everyone to keep a distance of 2m. • Kitchen is closed and congregants will be asked to bring their own water bottles if they want water during the service. No refreshments will be served. • The school room is open for parents with younger children and for those queuing for the toilet, but not for after service fellowship. • After service fellowship in the building will be discouraged. 	the stewarding team.	
Poor ventilation	<ul style="list-style-type: none"> • Windows will remain open for the duration of the service. 	Church Officers, liaising with the stewarding team.	Ongoing
Attendance by someone displaying Covid-19 symptoms	<ul style="list-style-type: none"> • Congregants to be reminded in the reassembling plan of Covid-19 symptoms and asked not to attend if they are displaying any of these symptoms. 	AG	Ongoing
Cross contamination when using the toilet and baby changing facility	<ul style="list-style-type: none"> • Toilets: To access the toilet congregants must follow the one-way system (see Reassembling Plan). To re-enter the main building, they must follow the one-way system out the foyer door 	AG, liaising with	

Risk	Action	By whom?	Deadline – date and name
	<p>through the carpark and enter again using the carpark fire-door returning to your allocated seat. They should follow on the signage inside the toilet. In particular, they will be told in the Reassembling Plan of the importance of closing the toilet seat before flushing, wiping down to the best of their ability all points of contact using the disposable wipes provided and washing their hands using the soap and water provided.</p> <ul style="list-style-type: none"> • <u>Baby-changing</u>: After using the baby-changing facility, congregants should wipe it down using the disposable wipes provided in the toilets. They should place all nappies in a plastic nappy bag and dispose in the black bins in the carpark. They will be informed of this in the Reassembling Plan. • <u>Queuing</u>: Should you need to queue for the toilet or baby-changing facilities, congregants should queue in the school room, using the markings provided to maintain social distancing (see Reassembling Plan). 	stewarding team	
Serving the elements of the Lord's Supper	<ul style="list-style-type: none"> • Those preparing the communion will thoroughly wash and sanitise their hands. • The bread will be pre-cut into small pieces and covered in cling-film on plates. • The wine/grape juice will be poured into cups/glasses on the communion trays with large gaps between each cup to avoid the risk of anyone touching any cup other than their own. • The elements will be covered, up to the moment before serving, with loose cling film also over the cups. • Those serving will sanitise their hands before serving. • The server will use tongs to hand the bread out, with the receiver holding their hand out flat. No one is permitted to serve themselves from the plate. • Any contact during this procedure will be followed by immediate sanitisation of hands. • We recognise that it will not be possible to maintain the normal two-metre distancing during the brief time of serving communion. However, the risk associated with this is relatively low and face coverings worn by both server and receiver will help to mitigate this. 	Church officers, in discussion with communion preparers and servers	



Diagram 1: Entering & Exiting [One-way system no longer in use]



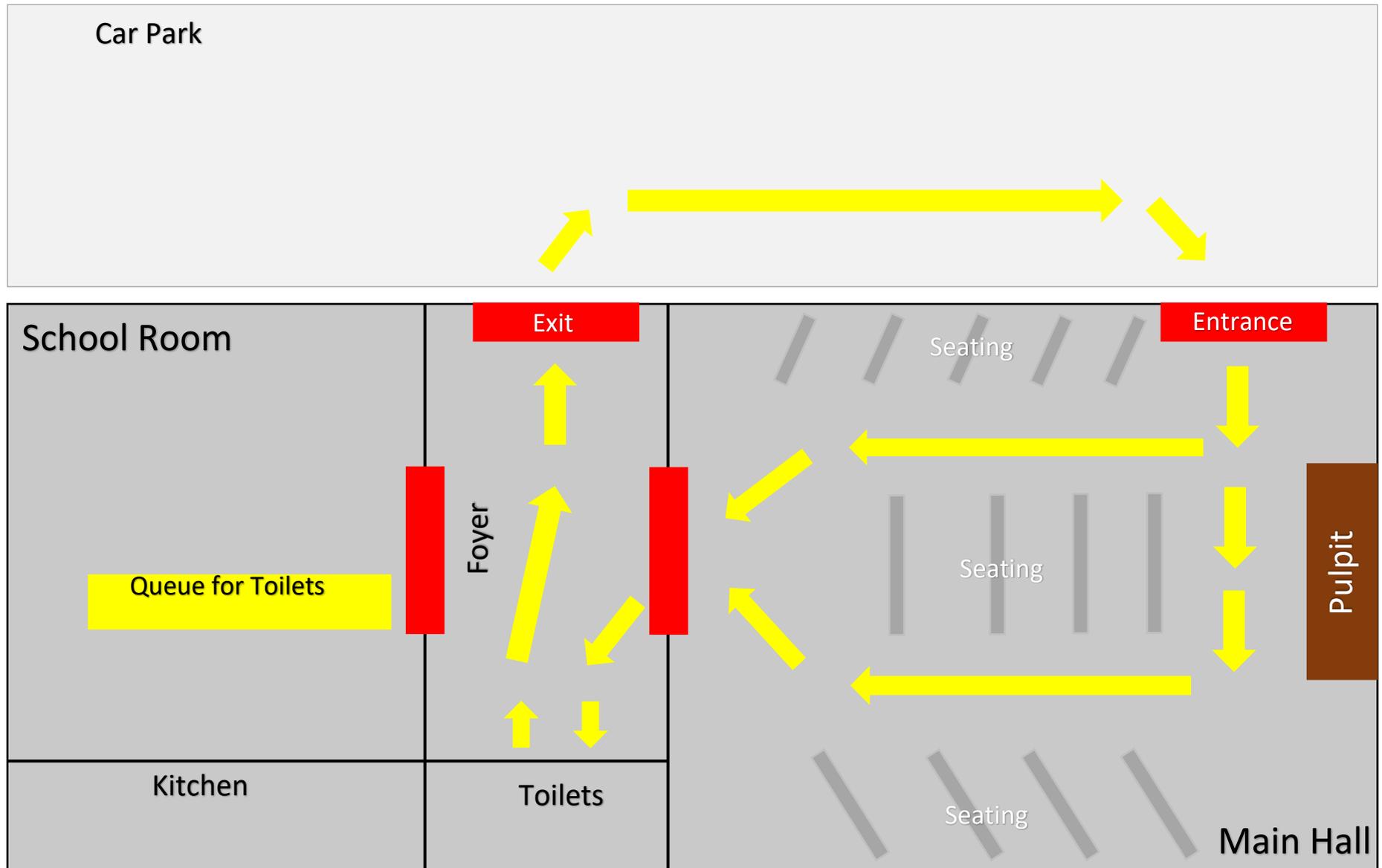
Foodbank Risk Assessment – Serving refreshments FROM May 17th

DATE OF ASSESSMENT:	MAY 2021	ASSESSED BY:	SJE	DATE FOR REVIEW:	JULY 2021	
LOCATION(S):	ALL SATELLITES					
PEOPLE AT RISK:	STAFF / VOLUNTEERS / VISITORS					
RISKS IDENTIFIED	LIKELIHOOD (L M H)	SEVERITY (L M H)	MEASURES ALREADY IN PLACE	ADDITIONAL ACTIONS TO BE TAKEN	BY WHOM AND WHEN	COMPLETED? (Date & sign)
Covid 19 being spread			See separate Risk Assessment regarding the spread of Covid.	<p>Make sign saying masks can be taken of when eating and drinking, but must be worn when moving about the room.</p> <p>Good ventilation must be maintained. Team Leaders to open windows and doors as appropriate to the setting.</p>	<p>SJE 17/5</p> <p>Team Leaders Ongoing</p>	



				<p>The maximum number of people in a room must be observed and monitored by the Team Leader.</p> <p>Check with the venue management as to what this number is.</p> <p>Single use cups to be purchased and used until further notice.</p> <p>Food served should be individually wrapped (eg cakes and biscuits).</p> <p>Chairs and tables to be wiped clean after each use.</p>	<p>Team Leader Ongoing</p> <p>SJE 17/5</p> <p>SJE 17/5</p> <p>VOLUNTEERS ONGOING</p> <p>VOLUNTEERS ONGOING</p>	
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Diagram 2: Using the Toilets [One-way system no longer in use]





Reassembling Procedures

Before coming to a service

- 1. Remember:** Services will be still be live-streamed, available online via the website, on the phone via 'Twilio', or we can deliver a CD to you if you prefer. We want everyone to be involved, even if you are unable to be physically present. Let us remember that we are spiritually united to Christ and therefore spiritually united to one another, whether physically present in the chapel, or at home watching or listening. You should feel no pressure to be physically present, knowing that we understand your concerns.
- 2. Inform us of your intention to come.** Please phone Andrew or send him an email or a message on his mobile. Please inform Andrew if you change your mind and decide that you are not coming.
- 3. If you have not let us know you are coming,** we shall do our best to accommodate you, but we cannot guarantee you a seat. We shall also do our best to accommodate visitors.
- 4. What to bring with you:**
 - Your own Bible
 - A face-covering
 - Alcohol gel & disinfectant wipes for personal use (alcohol gel will be available at the entrance and exit of the chapel and disinfectant wipes are available in the toilets, but we ask you to also bring your own for further usage)
 - As the weather turns cooler, you may wish to bring something warm to wear as windows will be open to increase ventilation.

All pew Bibles and hymnbooks have been removed from the chapel and will not be available to use. We shall be projecting all hymns on the wall and large print copies will be available for those who need them. If you need large print copies of the hymns, we would ask you to let us know when you inform us of your intention to come.

5. Covid-19 Symptoms

- Cough
- Fever
- Shortness of breath
- Loss of sense of taste or smell



If you, or anyone in your household, has any of these symptoms, please join the livestream of worship rather than attending church physically. You should also obtain medical advice regarding testing and track and trace. Please also inform Andrew so he can coordinate any support you may need.

When you arrive

- 1. Car Parking:** If you are able please park in nearby streets to prevent overcrowding in the church carpark, thereby leaving spaces for those who could benefit most from parking in the church carpark.
- 2. Entering and exiting the building and one-way system:** ~~Please see diagram 1. Please enter through the carpark fire door and exit using the foyer doors. At all times please follow the one-way system. There are arrows on the floor to direct you.~~ You may need to queue to enter the chapel. Please use the markings on the floor as a guide to help you maintain social distancing while queuing. You may wish to bring an umbrella in case the weather is bad while queuing.
- 3. Put on your face-covering** before entering the building. This should be worn at all times when you are in the building. This only applies to those aged 11 and over. Face-coverings for children aged 0-10 will be left to the discretion of parents. If you have specific concerns about this policy please discuss this with us in advance.
- 4. Upon arrival** you will be greeted by a steward who will direct you to wash your hands using the hand sanitiser provided as you enter the chapel. Another steward will direct you to your seat, in general filling up seats furthest from the entrance first. It is important that you sit in your allocated seat to maximise the limited seating which is available. Seating areas are arranged to accommodate families, couples and those attending on their own. No household will be sitting within 2m of each other as seats are arranged with 2m distancing rules applied.
- 5. Please note:** Records of those attending a service will be kept. This is for the purposes of tracking and tracing, should someone who attended our services be found to have contracted coronavirus. This information will be kept for 21 days and then destroyed.
- 6. Take your seat:** The church will be thoroughly cleaned following government guidelines prior to each service, but you are most welcome to wipe your seat down for an extra layer of protection using disposable wipes that you have brought along. Ideally, once seated, you should remain in your seating area until the end of the service. Please enjoy fellowship with those in seating areas nearby to you while remaining in your seats, but please do not move around the building to speak to others.



During the service

1. **Children:** Children must remain with their family units at all times. We are pleased to be able to continue to offer a children's talk during the service, but children will not be asked to come forward to 'The Corner of Truth'. As we begin to reassemble, we are not going to be able to offer a Sunday School during the main service. However, we are thinking through what other provisions we may be able to offer to support your children and will keep you informed. Government guidance presently requires us to remove all creche areas, play corners, books and toys. Should you require activities to occupy your younger children during the service, please bring these from your own home.
2. **Social distancing:** Please keep 2m away from other household/family units at all times, unless you are bubbling with another household attending the service. We do not anticipate the need for any family unit to come within 2m of another.
3. **Singing and conversations:** We shall be following government advice not to sing until we are advised otherwise. We are also encouraged to speak in a lowered voice in our conversations so as to reduce the risk of infection.
4. **Offering:** There will be no seat to seat offering during the service. To manage risks in the present crisis, we would prefer to be 'cash free', so if you use online banking, our preference would be for you to deposit your offerings directly into the church bank account, or via Stewardship. If you are unable to use internet banking, an offering box is available as you leave the chapel building.

Church Bank Account:

Bradley Road Evangelical Baptist Church
Sort code: 30-99-95
Account number: 00097585

Giving through Stewardship:

To use this service, either regularly or for a one-off gift you will need to open a *Stewardship* giving account and you would then pay directly to *Stewardship* instead of the church bank account.

Visit: <https://www.stewardship.org.uk/>

As a registered charity, the church is eligible for *Gift Aid* which boosts the amount of money the church can receive from gifts given by basic rate tax payers by an extra 25%. This is the tax you paid when earning the funds to provide your gift. In order to claim *Gift Aid* on your gifts, you need to complete (and return to us) a form. If you would like a form to *Gift Aid* please contact David Neal at david.neal@bradleyroadchurch.com.

5. **Symptoms:** If you develop symptoms suggestive of Covid-19 during the service, please leave immediately with your household/family unit and inform Andrew or Nigel via telephone.
6. **Toilets and baby-changing:**
 - **Toilets:** ~~To access the toilet please follow the one-way system (see diagram 2). To re-enter the main building, follow the one-way system out the foyer door through the~~



~~carpark and enter again using the carpark fire door returning to your allocated seat.~~
Please follow all the instructions on the signage inside the toilet. In particular, please note the importance of closing the toilet seat before flushing, wiping down to the best of your ability all points of contact using the disposable wipes provided and washing your hands using the soap and water provided. Please do not flush disposable wipes down the toilet; rather dispose of them using the bins provided. Children should be supervised by parents when using the toilets.

- **Baby-changing:** After using the baby-changing facility, please wipe it down using the disposable wipes provided in the toilets. Please place all nappies in a plastic nappy bag and dispose in the black bins in the carpark.
- **Queuing:** Should you need to queue for the toilet or baby-changing facilities, please queue in the school room, using the markings provided to maintain social distancing (see diagram 2).

After the service

1. **Kitchen:** The kitchen is now closed and should not be accessed for any reason, except for those needing access to items for cleaning the chapel. If you require water, please bring your own water bottle to the service.
2. **Refreshments:** Regrettably, we will not be able to serve refreshments after the services for the time being.
3. **Fellowship:** Please enjoy fellowship with those in seating areas nearby to you while remaining in your seats, but please do not move around the building to speak to others.
4. **School Room:** The school room is to be used by parents with younger children and for those queuing for the toilets, and should not be used for after-service fellowship.
5. **Children:** Children are to remain in their family units at all times and adhere to the 2m social distancing rule. If this becomes a problem then parents are free to take children outside to Bellevue Park and have them play there, but always under direct supervision.

Expectations when coming to a service

If you have read this far, it will be obvious to you by now that the feel of church for the foreseeable future is going to be very different to what we are used to. As we have already noted, we shall be following government advice not to sing until we are advised otherwise. This will have a big impact on the 'feel' of our services. Furthermore, we should be aware that the guidelines say *'that the ceremonies and services should be concluded in the shortest reasonable time as this reduces the risk of transmission. Once completed, participants should be encouraged to leave the premises promptly and not gather, to minimise the risk of contact and spread of infection.'*

However, trusting the words of Psalm 122:1, we believe that it is still good to plan to meet 'in



person', despite these limitations, and that as we meet, God will be glorified and we will receive a blessing. It is essential that when we do meet, that we listen to those who are there to help us follow these guidelines. In this way, we can demonstrate to one another the biblical virtues of love, patience and trust in those guiding us. Please come ready to support each other, remembering that we are doing our best to demonstrate Christian fellowship and that we are all wanting to glorify the Lord.