

Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance can be found [here](#). This assessment¹ is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

Name of Church	Assessment undertaken by
Bath Seventh-day Adventist Church	Church Board: BS, CH, GP, PM, SH.
Address	Area of the building assessed
Southstoke Lane, Bath	Entrance foyer, toilet and main sanctuary.
Postcode BA2 5SH	NOTE: This assessment only covers a single weekly divine worship service. It does not cover Sabbath school or separate life cycle services which will not take place at this time.
Date of Initial Assessment 20/07/2020 (approved 15/09/2020)	Assessment Review Date 15/10/2020

Social Distancing

Questions to Consider

1. In our building, where will social distancing be more difficult?
2. What areas or tasks are more likely to increase the risk? How can we change work and tasks so people keep 2m apart or are separate?
3. Can we re-organise our building to reduce the likelihood that coronavirus will spread?
4. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
5. If the building is listed, any changes need to be sensitive and reversible.

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. Physically arrange communal areas to keep people 2m apart.*
2. Mark areas using tape or floor paint to help people keep a 2m distance.*
3. Provide signage to remind people to keep a 2m distance.*
4. Using screens to create a physical barrier between people.*
5. Use more than one exit or entry to reduce numbers of people coming together.
6. Set up a register to track who enters the building. Provide easily accessible hand sanitiser and ask people to bring their own pen.
7. Permit only essential trips within the building to maintain social distancing as much as possible.
8. Social distancing also to be adhered to in communal areas.
9. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles.

Where you cannot keep a 2m physical distance, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas if it is not possible to maintain social distancing.
2. Assigning one person per area or reducing the number of people in the area.
3. Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.
4. Keeping the number of people working less than 2m apart to a minimum.

Hazards/Risks	Persons Affected	Likelihood 1= Low (seldom) 2=Medium (frequently) 3= High (certain or near certain)	Severity 1=Low (minor cuts or bruises) 2=Medium (serious injury or incapacitated for > 3 days) 3 = High (fatality or number of persons seriously injured)	Risk Rating 1-2=low priority 3-4= medium priority 5-6 = high priority	Additional Covid-19 Controls – Reducing Risk	Action Plan
Collection of people on the ramp to the main entrance (outside)	All members, visitors and speakers	2	1	3	Signage on the car park gate indicating Social Distancing is in place on these premises. 2m markings on ramp; Limit numbers entering church Staggered entrance by groups arriving by car;	Make/Download a Social Distancing sign for the car park entrance (SH) Buy tape and mark 2m areas on ramp into entrance (SH) Church places booked in advance online, with numbers in group, indicating how they are arriving (CH). Share booking information with members (PM) Assign ‘ushers’ to control entrance from car park into church building for each service(GP)
Collection of people in the small entrance foyer (inside)	All members, visitors and speakers	3	3	6	‘Usher in place before service to limit numbers arriving into foyer. ‘No Entry’ sign to stop people from going past the Sanctuary entrance (and into the hall/shared toilets/kitchen/sabbath school rooms) Put a one way system in place – entrance through the main foyer from the car park, and leave directly from the sanctuary into	Assign ‘ushers’ to control entrance from car park into church building for each service (GP) Create ‘no entry beyond this point’ signage to place in the narrow corridor to communal areas (SH) Usher training session - ensure ushers make attendees aware of exit route and method of dismissal (CH)

					<p>the courtyard and round the front of church, back to the car park</p> <p>Dismiss attendees by rows, front row exiting first, first in first out (assisted by usher)</p>	
Use of toilet in Entrance Foyer	All members, visitors and speakers	1	3	4	Only individual toilet to be used (located in foyer by entrance), and attendees encouraged to use on entering the building if required (ie not mid-service)	Instruction/training for ushers to stagger use of toilet (GP)
Services within the Sanctuary (Risk assessment covers a weekly divine service only – no Sabbath school or separate life cycle services will be catered for at this time)	All members, visitors and speakers	2	3	5	<p>Seating plans set, adhering to social distancing guidelines (2m between seats/ household groups)</p> <p>Four seating models/options available, depending on group sizes booked to attend.</p> <p>Limit/discourage movement during service where possible, and children to be seated with parents at all times. Sabbath school to remain online (via zoom); no children’s Sabbath school; services limited to 45 minutes initially, and no longer than 60 mintues.</p> <p>The service will be streamed online for those unable to attend; or where possible there will be a separate speaker for a separate online zoom service.</p> <p>Shorter service time and clear expectations for attendees prior to entering Sanctuary (Usher plus Guidance for Attending Services document made available on website and sent directly to all members prior to services resuming)</p>	<p>Measure building and distance between seating to establish occupancy, and model different seating plans depending on attendance (SH/CH)</p> <p>Arrange chairs prior to service each week depending on booked attendance.</p> <p>Send Guidance for attending services document to all prospective attendees; Make announcements during the service. (CH)</p> <p>Obtain 4G dongle for connectivity at church, set up and test webcam and microphone connected to laptop (CH)</p>

Cleaning

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](#). If the building is listed, you should review Historic England's [How to Clean Historic Surfaces](#) and speak to the Conservation Officer before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising?
2. What can we do to reduce the need to clean or to make cleaning easier and more effective?
3. Who will do the cleaning?

What needs cleaning and sanitising?

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it's done.

Making cleaning easier and reducing the need to clean

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.
2. Put in place 'clean as you use systems' for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

Who will do the cleaning and when?

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. 'Clean and sanitise as you go' may need to be put in place for areas such as meeting rooms, printers etc.
4. Signs around the workplace can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.
6. For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

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Building is unsafe from non-use over a prolonged period	All members, visitors and speakers	3	3	6	<p>Ensure building is deep cleaned prior to opening the church to the wider public.</p> <p>Run taps for 15 minutes to ensure that no stagnant water is in the system.</p> <p>Flush toilets three times to remove stagnant water from the cistern</p>	<p>Deep clean all areas, focusing on the main areas being used for Church services (PM to contact cleaner)</p> <p>Run water and toilets to safeguard against legionnaires disease (CH)</p>
Shared communal areas, such as toilets, kitchen, hall. Foyer and sabbath school rooms	All members, visitors and speakers	2	3	5	<p>Reduce availability of communal areas to essential areas. Close off access to kitchen, shared toilets, hall and children’s Sabbath School rooms to minimise touching of resources</p> <p>Regular sanitising of door handles, flush and taps on disabled toilet in entrance foyer</p>	<p>Clear signage outside to show where main entrance to the church is, eg no children’s entrance via Sabbath School as usual (SH)</p> <p>Sign blocking entrance to hall from Entrance Foyer (SH)</p> <p>Make anti-bacterial wipes available for people to ‘clean as you use’. (SH)</p> <p>Allocate a person to wipe handles, taps and flush at 15min intervals</p>

					<p>Leave extractor fan and light to toilet on during service times</p> <p>Antibacterial dispenser in foyer, and by exit of sanctuary</p> <p>Increased cleaning regime post-service, focusing on light switches, door handles, flush etc.</p> <p>Post-service cleaning will not be done before Wednesday each week to minimise risk to cleaning team.</p>	<p>Purchase additional hand sanitiser (SH)</p> <p>Ensure that cleaner can/will continue to undertake duties, and provide training on how to do this safely (PM)</p>
Shared resources, such as toys, pens, church bibles	All members, visitors and speakers	1	3	4	<p>Remove children's toys and books from the 'Parent & Child' area in the sanctuary</p> <p>Remove all unnecessary furniture, resources and equipment</p>	<p>Ensure families know to bring their own resources to church and not to share with others (CH)</p> <p>Remove shared bibles, hymnals, pens etc, and display words and scripture electronically (BS)</p>
Shared use of AV desk	Youth Deacons	1	3	4	<p>Allocate only one youth to operate the sound desk per week, and provide antibacterial wipes on sound desk</p>	<p>Rota for sound desk to be put in place (CH)</p> <p>Antibacterial wipes to be provided (SH)</p>

Good Hygiene

You need to think about:

1. Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Replace hand dryers with paper towels and bins that are emptied frequently to safely dispose of waste.
3. Providing handwashing facilities (running water, soap and paper towels) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Recommendations include:
 - a. [Public England's Covid-19 Employer's and Business Guide](#)
 - b. [NHS Hand-Washing Technique](#)
 - c. [Follow Catch it, Bin it, Kill it](#)
7. Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.

Personal Protective Equipment

Face Masks and Gloves

- Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.
- The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread.
- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home.

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Cleanliness of toilet in entrance foyer	All members, visitors and speakers	3	3	6	<p>Put up signage about how to wash your hands properly</p> <p>Ensure a good supply of soap and paper towels is available</p> <p>Ensure bin is available, and regularly emptied</p> <p>Leave toilet door open when not in use to allow fresh air to circulate, and ensure the extractor fan is turned on.</p>	<p>Download COVID-19 guidance to display (SH)</p> <p>Check supplies of soap, tissues, paper towels and PPE, and purchase additional if required (SH)</p> <p>Check bins (Usher), and supply gloves and aprons for emptying bins and wiping down areas.</p>
Spread of the virus in entrance and exits	All members, visitors and speakers	3	3	6	<p>Hand sanitiser dispenser with high alcohol content already in place in entrance foyer.</p> <p>Obtain a second dispenser to locate by exit</p> <p>Take the temperature of everyone entering the building.</p>	<p>Purchase a second hand sanitising dispenser to locate on wall by church exit (SH)</p> <p>Secure hand sanitiser to wall by exit (CH)</p> <p>Buy a handheld infrared forehead thermometer. (SH)</p>

<p>Spread of the virus in the Sanctuary</p>	<p>All members, visitors and speakers</p>	<p>3</p>	<p>3</p>	<p>6</p>	<p>Ensure tissues are available, alongside hand sanitising stations and lidded bins</p> <p>Require encourage use of face coverings by attendees</p> <p>No singing.</p> <p>Offering will not be collected – encourage continued online giving.</p> <p>Install a hanging Perspex Screen in front of pulpit. Ensure at least a 2.5 meter gap between pulpit and the first row of seats. If not all seats are required, ensure the seats directly in from of the pulpit are left empty.</p>	<p>Purchase small lidded bins (x4) , tissues and small hand sanitisers to place within the main sanctuary (SH)</p> <p>Praise music played through the sound system.</p> <p>Ensure some masks are available for those attendees who may have forgotten their personal mask (SH)</p> <p>Guidance leaflet to make clear that anyone who is feeling unwell, whether with COVID-19 symptoms or not, should not attend (CH)</p> <p>Purchase and fit Perspex screen (CH)</p>
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Information and Guidance

Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
4. Think about how to interact with those who do not regularly use the building such as contractors and delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how you will let people who use the building know that you are self-isolating and make sure that you don't go into the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

Hazards/Risks	Persons Affected	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk	Action Plan
Attendees or Ushers do not understand the arrangements in place for the new-style services	All members, visitors and speaker	2	3	5	<p>Information and guidance sheet to be drawn up with new expectations and procedures. Circulated to members on Whats App group, and posted on the Church Website, alongside the Risk Assessment</p> <p>‘Ushers’ trained and reinforce arrangements on entering building</p> <p>First meeting will be intentionally smaller/limited in number as a ‘test’ of arrangements in place</p> <p>Reiterate safety message from platform on a weekly basis</p> <p>Stay up to date with national and local government guidance on the changing situation/regulations, and update information/procedures as required</p>	<p>Draw up information leaflet on new-style church services, and get agreement by board members. Once agreed, circulate to members via Whats App, and post on Church Website (CH)</p> <p>Initial training session prior to opening, and a walk through of arrangements for usher on duty weekly (CH)</p> <p>Standing item on announcements (CH)</p> <p>Monitor the guidance and changes in regulations, and review risk assessment and procedures on at least a monthly basis (SH)</p>
Person falls ill during service	Other attendees, and ‘escort’	1	3	4	<p>Designate an isolation room, with good ventilation</p> <p>Ensure room is equipped with tissues, lidded bin, mask and hand sanitiser</p> <p>Ensure supporting person is equipped with PPE (gloves, mask, apron)</p>	<p>Designated person to open all windows and outside doors to isolation room, and escort attendee to isolation if they cannot go directly home – keeping 2m distance and wear PPE (use ‘exit’ from sanctuary, and enter via external door) (BS)</p> <p>Purchase PPE supplies for church (SH)</p>

Summary of Action plans

	Action	Ownership	Date to be Completed	Date of Completion
1	Make/Download a Social Distancing sign for the car park entrance, hand washing signs, hand sanitising signs, no entry beyond this point, No entrance via Sabbath School etc	Sarah Hurlow	15 September 2020	
2	Buy tape and mark 2m areas on outside ramp into entrance	Sarah Hurlow	15 September 2020	
3	Research online booking programme (EventBrite?) and launch when required	Colin Hurlow	15 September 2020	
4	Share booking information/procedure, Guidance/Information leaflet with members – Whatsapp/telephone	Precious Masuku	21 September 2020	
5	Share booking information/procedures, Guidance/Information leaflet and Risk Assessment on website	Colin Hurlow	21 September 2020	
6	Request volunteers to be Ushers and assign to rota	Gert Potasznik	15 September 2020	
7	Undertake an Usher training session prior to opening	Colin Hurlow	21 September 2020	
8	Measure building and distance between seating to establish occupancy, and model different seating plans depending on attendance	Sarah & Colin Hurlow	20 July 2020	3 July 2020
9	Arrange chairs prior to service each week depending on booked attendance	Ushers/Leaders	Weekly	Weekly
10	Check cleaner is available to undertake a deep clean of all areas, focusing on the main areas being used for Church services, and continue with ongoing weekly cleaning regime	Preious Masuku	15 September 2020	
11	Run water and toilets to limit possibility of legionnaires disease	Colin Hurlow	15 September 2020	

12	Check stock and purchase supplies of anti-bacterial wipes, gloves, masks, aprons, tissues, anti-bac gel, paper towels, soap, lidded bins	Sarah Hurlow	15 September 2020	
13	Remove shared resources from entrance foyer and Sanctuary (such as hymnals, bibles, pens, children's toys, spare chairs etc.)	All	21 September 2020	
14	Rota for operating AV Desk to be put in place	Colin Hurlow	21 September 2020	
15	Obtain 4G dongle for connectivity at church, set up and test webcam and microphone connected to laptop	Colin Hurlow	15 September 2020	
16	Purchase and secure an additional wall mounted hand sanitising unit for exit door	Sarah & Colin Hurlow	15 September 2020	
17	Purchase and fit Perspex screen	Colin Hurlow	15 September 2020	
18	Produce an Information and Guidance leaflet to make expectations of service and attendance & circulate via communication channels above (WhatsApp, website etc)	Colin Hurlow	15 September 2020	13 July 2020
19	Assign a designated person to set up isolation room, as required, and escort any affected attendees	Barbara Sowatey	As/If required	As/If required
20	Monitor the guidance and changes in regulations, and review risk assessment and procedures on at least a monthly basis	Sarah Hurlow & Barbara Sowatey	Ongoing	Ongoing
21	Print and display 'Staying COVID-19 Secure in 2020' poster (link below) once Risk Assessment actions complete	Sarah Hurlow	TBC	

After assessing the risk and making the changes, you could put this [sign](#) that states that you had taken the necessary precautions.

Further resources:

HSE guidance on consulting and involving your workers www.hse.gov.uk/involvement/

General government guidance on keeping workplace settings safe open www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

General Scottish Government guidance www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

Guidance for social distancing in educational settings - www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

Government guidance for the public on mental health and wellbeing www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing