

# Langley Free Church Risk Assessment Document



<b>Risk Assessment Title:</b>	<b>Covid-19 Sunday Congregation</b>		
<b>Names of those completing Risk Assessment:</b>	HJ, JK & PN	<b>Date:</b>	06/12/2021
<b>Assessment review date:</b>	To be reviewed inline the Government updates.		
<b>Referred from:</b>	Baptist Union Guidance on re-opening Baptist church buildings (02/12/21) <a href="https://www.baptist.org.uk/Publisher/File.aspx?ID=266796">https://www.baptist.org.uk/Publisher/File.aspx?ID=266796</a> Baptist Union Guidance on church worship (29/11/21) <a href="https://www.baptist.org.uk/Publisher/File.aspx?ID=266932">https://www.baptist.org.uk/Publisher/File.aspx?ID=266932</a> Government guidance for the safe use of places of worship (16/07/21) <a href="https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship">https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship</a>		

Item	What are the hazards?	Who might be harmed?	What are you already doing?
1	<ul style="list-style-type: none"> <li>- Risk of Covid-19 Transmission from an infected person (either symptomatic or non-symptomatic) to a non-infected person</li> <li>- Transmission leading to infection and continued potential for spread of virus.</li> <li>- Transmission via a range of “close contact”/ social contact points, particularly with crowds gathered in one enclosed place</li> </ul>	Everybody who enters the Church building	<p><b><u>Comply with government guidelines on self-isolation</u></b></p> <ul style="list-style-type: none"> <li>•Ask everyone symptomatic not to attend. Ensure this is asked by steward on the door.</li> <li>•Communicate to all church family and visitors that they must stay at home and self-isolate if they have if they have any symptoms that could indicate that they have Covid-19. This is to minimise risk of spread of COVID-19 to friends, the wider community, and particularly the vulnerable.</li> <li>• Encourage attendees to take Rapid Lateral Flow tests before coming to church. Some will be available at the church for people to take home with them.</li> </ul>
2	<ul style="list-style-type: none"> <li>- Transmission via infected droplets carried on infected person’s breath being inhaled by non-infected person, or transmission via hands or handheld objects</li> </ul>		<p><b><u>Positive case/ possible positive case within the church</u></b></p> <ul style="list-style-type: none"> <li>•Ensure we are collecting attendee details (could be names if their information is in the church’s directory) at the door, so we know who is in attendance.</li> <li>•For leaders to follow the Emergency Action Plan if a positive case or someone displaying symptoms is identified in the church (see below)</li> </ul>
3	<ul style="list-style-type: none"> <li>- Transmission via touching an infected surface area such as desks, workstations, files, books or equipment</li> </ul>		<p><b><u>Respect attendees who wish to adopt a more cautious approach to social distancing</u></b></p> <ul style="list-style-type: none"> <li>•Ensure seating is positioned with distance between them, encourage households sit together or people sit with the same</li> </ul>

	<ul style="list-style-type: none"> <li>- Risk of Covid-19 Transmission from an infected person (either symptomatic or non-symptomatic) to a non-infected person</li> </ul>	<p>Everybody who enters the Church building</p>	<p>people for consistency.</p> <ul style="list-style-type: none"> <li>• Encourage distances are keep throughout the service (e.g., not asking group to come together)</li> <li>•As we have a free flow system through the building, people should be aware of each other and avoided unnecessary close contact between different households, including particular caution at 'pinch points' (e.g., entrances and narrow corridors).</li> <li>•Ask leaders, attenders and welcomers to avoid or minimise physical contact such as handshakes, hugs, laying on of hands.</li> </ul>
4	<ul style="list-style-type: none"> <li>- Transmission leading to infection and continued potential for spread of virus.</li> </ul>		<p><b><u>Allow controlled social interaction after services.</u></b></p> <ul style="list-style-type: none"> <li>•Allow 'mingling' for approximately 30 minutes after the service, preferably outside or within the Sanctuary (where there is more space to distance seating).</li> <li>•Ensure the space is well ventilated with open windows and doors.</li> </ul>
5	<ul style="list-style-type: none"> <li>- Transmission via a range of "close contact"/ social contact points, particularly with crowds gathered in one enclosed place</li> <li>- Transmission via infected droplets carried on infected person's breath being inhaled by non-infected person, or transmission via hands or handheld objects</li> </ul>		<p><b><u>Facilitate good hygiene by promoting thorough handwashing/hand cleaning with gel. (and especially in respect of toilet facility use and cleaning)</u></b></p> <ul style="list-style-type: none"> <li>•Provide antibacterial soap in all toilet and hand washing facilities.</li> <li>•Provide signage to encourage regular handwashing around building.</li> <li>•Provide 60% alcohol hand gel at main entrances with signage instructing all visitors to clean hands before entering building.</li> </ul>
6	<ul style="list-style-type: none"> <li>- Transmission via touching an infected surface area such as desks, workstations, files, books or equipment</li> </ul>		<p><b><u>Reduce the possibility of airborne transmission of virus.</u></b></p> <ul style="list-style-type: none"> <li>•Maintain adequate ventilation by opening windows (if possible external doors) in Sanctuary throughout the service to ensure good ventilation.</li> <li>•Ensure speaker is positioned as a distance and first row of seats is no closer than 2m from the lectern.</li> </ul>
7			<p><b><u>Encourage attendees to consider wearing face coverings (e.g., mask or visor), while respecting and understanding those who don't wish to.</u></b></p> <ul style="list-style-type: none"> <li>•Encourage attendees to consider wearing a face covering while moving around the building. Once seated these can be removed (e.g., for worship or singing) if preferable.</li> <li>•Ask stewards to wear a face covering as they welcome people into</li> </ul>

			<p>the church building.</p> <ul style="list-style-type: none"> <li>• Provide face masks in the church foyer for those who would like to make use of them.</li> </ul>
8			<p><b><u>Clean building thoroughly once per week</u></b></p> <ul style="list-style-type: none"> <li>• Ensure church building is deep cleaned every week before the following Sunday by the cleaner.</li> </ul>
9	Transmission via touching food being served and prepared (tea & coffees)	People serving and everybody who enters the Church building	<ul style="list-style-type: none"> <li>• Servers to wear PPE (e.g., gloves and masks)</li> <li>• Ensure cleaning is consistently done throughout serving</li> <li>• Encourage that the 'queue' doesn't build up</li> <li>• At all times, there should be no contact between those distributing and those receiving, and no contact between those receiving and any plate, basket or tray</li> </ul>
10	Transmission via touching food being served and prepared (communion)		<ul style="list-style-type: none"> <li>• Any bread and wine the speaker lifts symbolically or speaks over should be separate from the bread and wine that is distributed.</li> <li>• Those distributing bread and wine should wash their hands immediately prior to distribution (for example during the prior song) or wear gloves.</li> <li>• Those distributing bread and wine should wear mask as they are walking around the enclosed space with close contact with the congregation.</li> </ul> <p>At all times, there should be no contact between those distributing and those receiving, and no contact between those receiving and any plate, basket or tray</p> <ul style="list-style-type: none"> <li>• Pre-prepared pieces of bread can be dropped into the hands of those receiving. Small wine cups can be lifted from trays and placed in the hands of those receiving.</li> <li>• Pre-packaged individual cup of wine with a sealed packet of bread are available for those who would rather use this method.</li> </ul>
11	Transmission via touching money (offering)	People counting money and everybody who enters the Church building	<ul style="list-style-type: none"> <li>• Avoid the use of shared objects such as offering bags. Offering 'bucket' place in a visible location and congregation is reminded of the 'virtual' collection.</li> <li>• Counting of monies also presents a risk due to the handling aspect (72 hours waiting period), disposable glove should be used.</li> <li>• Alternative methods of donating monies to the church should be considered and recommended.</li> </ul>

I have read the risk assessment and understand and accept its contents form part of my role. I will keep myself informed of any changes.  
I sign it on behalf of the member of LFC.

Signed by the Pastor, Elders and Deacons at their meeting on 6/12/21

## **Coronavirus Emergency Action Plan**

Should someone attending the church display symptoms of Coronavirus the following steps will be taken:

- 1) The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing.
- 2) Anyone known to have been in close contact with the case advised to wash their hands as soon as possible
- 3) Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.
- 4) Consider whether to bring the service to an early conclusion.
- 5) Consult Health & Safety Executive website as to whether the event should be reported. (<https://www.hse.gov.uk/coronavirus/riddor/>).