

Hesters Way Baptist Church

Covid19 Policy and Procedure

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Updated:

October 2020

1. **Intro**

This policy was created because of and during the 2020 Covid19 pandemic, it will be officially reviewed every six months due to the constant changes in the law and government advice. However, as this is an ever-changing situation this policy will adapt as the government guidelines advise and each adaptation will be agreed by the Deacons and noted on this document.

HWBC Covid19 statement

Hesters Way Church is following and regularly updating this policy and its regulations to make sure they are in line with the government’s Covid19 advice. Sunday services, midweek meetings, and any use of our building in anyway by anyone will be reviewed and updated accordingly. It is our Church’s aim to encourage one another and gather for “church” in an adapted way, to meet with government regulations whether that be in person or online. Our priority is people’s safety, and we will make any changes we need to adhere this.

1. **Online services**

Hesters Way Baptist Church has been meeting online over Zoom to have fellowship since April 2020.

In September of 2020 due to changes in government guidance the church building was reopened for adapted Sunday services at 9:30am. The online Sunday service continues at 11:30 for those who are not able to join. We hope to merge these services by live streaming in the church to those at home as soon as we are technically able.

Those without internet

For those who wish to join services and do not have internet, instructions will be given to access the online service over their landline. Additionally, a weekly church “Connect” letter has been and will be sent in the post to those households to keep them connected with the rest of the church who can communicate online.

Cyber Safety

Services, midweek meetings, home groups and leadership meetings have taken place over online video calls using a software called Zoom. These are planned for a specific time and the host of the online meeting welcomes each participant into the meeting. To church services anyone is welcome to join as they would be if they were to walk into the church building. However, online there can be additional risks of unknown participants joining a video call. The safety precautions of these risks are that the leader of the service or meeting is the host of the Zoom meeting. Only the host can let in participants to the meeting. Before participants are let in they arrive in a waiting room, this gives the host time to identify their name and if they are unknown can message them privately to check who they are. Additionally, the host can mute someone speaking or hide their video if they begin to disclose anything inappropriate for the group. If things did get out of hand the host can also remove them from the meeting. Furthermore, to enter one of these Zoom meetings each participant must enter a specific password and identification number. The church advertises these numbers only to people it knows would like to join. For our services which are advertised on our website to the wider public, someone who wishes to join must request the log in details from the minister.

1. **Meeting in the church building**

Sunday services

From the 6th of September the church will be open for a 9:30 Sunday service. The church will be clearly informed of this and the new regulations, the risk assessment below must be adhered to for every service or meeting, please read and follow them closely. The aim is to livestream this service to the Zoom meeting and merge the two.

Midweek meetings

Midweek meetings will be mostly done over Zoom (see cyber safety above for further details). The government on the 14/09/2020 has allowed for *“communal worship, including prayers, devotions or meditations. Limits for communal worship should be decided based on the capacity of the place of worship following an assessment of risk”.*

We can now meet mid-week in the building in a smaller group for prayer and bible study. All relevant risk assessments will be taken into considerations and the regulations will be enforced by the meeting leader who will be a Deacon or minister.

Church hire/ outside organisations using the building

Hesters Way Baptist Church has links with various local organisations, but in this time specifically CAP (Christians Against Poverty), Boys Brigade and Family Space. The leaders of these are in touch with us regularly and have agreed on a Covid19 safe system to allow them to use the church building. Apart from these three organisations, at this time Hesters Way Baptist cannot hire out the church to anyone else.

Weddings, funerals, and special events

The church cannot hire out the building to any private parties or events at this time. However, the government has given sperate advice and guidance for weddings and funerals. Hesters Way Baptist Church will be referring to this guidance if a need of either of these come up also specific risk assessment (see below) will be used in one of these events.

**Funerals:** [https://www.gov.uk/government/publications/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic/](https://www.gov.uk/government/publications/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic)

**Weddings:** <https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/>

1. **Home groups**

The Current government guidance is clear and strict on who and how many can gather in someone’s household. *“From Monday 14/09/2020, when meeting friends and family you do not live with (or have formed a support bubble with) you must not meet in a group of more than 6, indoors or outdoors”.* All church organised meetings will therefore not be meeting in personal homes or outdoors unless it is within this guidance.

1. **Pastoral care**

Pastoral calls are made by deacons and church members, particularly for those who cannot connect to the internet or are living alone or particularly vulnerable. Visits can be made following government guidelines and Hesters Way policy for pastoral visits.

Children’s work, supporting families

During the pandemic families and children have suffered greatly. The church Deacons/ leaders will be checking in on Church families via phone and email to try and best support them pastorally during this time. Most of the church children attended Boys Brigade The Boys Brigade team have been in touch regularly with families throughout Covid19 and as the guidelines allow their children’s contact programs will commence- this is all according to the national BB guidance on Covid19.

1. **Health and Safety**

**-Cleaning:** The church will be cleaned after anyone enters it. Surfaces, door handles, bathroom and any item in contact with a person will be cleaned with antibacterial wipes whilst wearing gloves and masks. These used wipes and PPE will be discarded in a bin bag, double bagged and kept for 72 hours before throwing into the waste to be collected. See the risk assessment and cleaning check list below.

-**Track and Trace:** A register of names and contact details will be taken when people enter the church building for any reason. These details will be kept for three weeks and then destroyed. If a person in that register becomes ill with Covid19, they must inform the minister or secretary as soon as their test is positive. Once the diagnosis has been confirmed the ‘emergency action plan’ will take place (see below).

1. **Risk assessments**

A risk assessment needs to be done before any new kind of meeting takes place under the churches name. This is not just for Covid19 related reasons but we need to be more vigilant than ever now. Additionally, risk assessments need to be agreed by Hesters Way team with leaders of Family Space and Boys Brigade who will be using the building weekly. Any wedding or funeral will also need a signed risk assessment from the Hesters Way team.

Please follow the agreed risk assessments below or see the template to create a new one for a new event.

Risk Assessment Matrix

The following tables give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks. Please note that this framework is a generic one for evaluating risks and not specific to Coronavirus.

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individuals. This goes to emphasis the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

|  |  |  |
| --- | --- | --- |
| **Likelihood / Probability** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 5. Likely to occur at least once in any 12 month period  |  | LIKELIHOOD / PROBABILITY | 5 | 7 | 14 | 21 | 28 |  35 |
| 4. Likely to occur at least once in a 3 year period  |  | 4 | 6 | 12 | 18 | 24 | 30 |
| 3. Likely to occur at least once in a 10 year period |  | 3 | 5 | 10 | 15 | 20 | 25 |
| 2. Likely to occur at least once in a 50 year period |  | 2 | 4 | 8 | 12 | 16 | 20 |
| 1. Unlikely in a 50 year period |  | 1 | 3 | 6 | 9 | 12 | 15 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Severity / Signficance / Consequence** |  | SEVERITY / SIGNIFICANCE / CONSEQUENCE |
| 5. Expected to result in church closure or significant harm to multiple individuals, death of an individual  |  | Score = (Severity x Likelihood) + (2 x Severity) (this formula places additional emphasis on high severity issues) |
| 4. Material threat to continued existence of church, or significant harm to single individual |  | **Summary** | **Suggested Timeframe for Action** |
| 3. Substantial adaptation required to ongoing operations |  | 20+ | High | Immediate / within days |
| 2.. Minor adaptation required to ongoing operations |  | 15-19 | Medium | Within weeks |
| 1. Inconvenience to ongoing operations |  | 1-15 | Low | Whenever viable to do so |

7.1 Coronavirus entering the premises

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| --- | --- |
| **Risk:** | **Coronavirus entering the premises and potentially infecting users of the building** |
| **Persons at risk:** | Ministers, leaders, members, worshippers, contractors, cleaners |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 1 |  |
| Severity | 5 |  | Severity | 5 |  |
| Overall Risk | 35 |  | Overall Risk | 15 |  |
| **Control Measures** | **Control to be in place (Y/N)** | **Person Responsible** | **Comments** |
| 1. Ask everyone symptomatic not to attend
 | Y | Minister & Deacons | Communicated in written and verbal guidance to worshippers and signs displayed in the building. |
| 1. All worshippers asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.
 | Y | Minister & Deacons | As above |
| 1. Verbal symptom checks on entry
 | N | N/A | Worshippers will be guided by clearly displayed signs and in written and verbal guidance not to attend if symptomatic. A verbal check was not considered to be necessary and would also slow the movement of people into the building and create difficulties in adhering to social distancing queuing to enter. |
| 1. Encourage vulnerable to consult government guidance on recommended level of restriction of movement/contact before deciding whether to attend in person.
 | Y | Minister & Deacons | Communicated in written and verbal guidance to worshippers before and when attending. |
| 1. Everyone to use hand sanitiser on entry and exit of the building
 | Y | All worshippers/ welcome team | Hand sanitiser units purchased and installed in main foyer and at side entrances/ exits.  |
| 1. Action Plan in place and communicated to leaders as in event of Coronavirus case known to enter premises (see below).
 | Y | Minister & Deacons | Emergency Action plan distributed to leaders and displayed in the church |
| 1. Undertake the ‘Pre-Event Checklist’ before each service (see below)
 | Y | Service Leaders | An opening checklist will be completed prior to each service/ meeting. |
| 1. Display suitable posters to ask people with symptoms not to enter the building.
 | Y | Deacons | Posters will be displayed around the building  |
| 1. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.
 | Y | Deacons and Welcome team | Seating has been arranged to ensure social distancing can be maintained. Worshippers to be asked not to congregate inside or outside of the building – communicated to the church in written and verbal guidance. |
| 1. All contractors to sign in and check through the pre event and post event cleaning check lists after their task has been completed.
 | Y | Caretaker & Office | Contractor Checklist ready for completion. |
| 1. Keep Register of worshippers
 | Y | Deacons  | Worshippers will be informed through written and verbal guidance of our intention to record attendance to assist with track and trace processes. Contact details will be taken for any attending. Welcomers will note the time of entry and where people are seated to aid with assessment of proximity of any person developing symptoms.This list is to be provided to the church secretary who will take responsibility for updating the attendance. This list will be deleted or shredded after 3 weeks and not retained. |

7.2 Transmission of Coronavirus via people

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| --- | --- |
| **Risk:** | **Transmission of Coronavirus to an individual direct from infected person** |
| **Persons at risk** | Ministers, leaders, members, worshippers, contractors, cleaners |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 1 |  |
| Severity | 5 |  | Severity | 5 |  |
| Overall Risk | 35 |  | Overall Risk | 15 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Suitable social distancing policy in place (2m or “1m plus mitigations”)
 | Y | Minister, Deacons and all worshippers | Our social distancing policy is in place to maintain a 2m distance. Seating has been arranged accordingly to ensure distance between households (or extended households). Worshippers will be asked to maintain this distance when moving around the building. This will be reinforced through the written and verbal guidance issued to the congregation and signage in place.NB – In emergencies, it may not be possible to maintain social distancing, in which case evacuation would take priority. |
| 1. No physical contact between persons from different households/bubbles
 | Y | Minister & Deacons | As above  |
| 1. All worshippers required to wear a face covering
 | Y | Minister, Deacons, Welcome team & All worshippers | Face coverings mandatory from 8th August. This is communicated in written and verbal guidance and signs are displayed. Exceptions for those under 11, with breathing difficulties. Where there is a need for clear communication such as the speaker, a mask can be removed insuring the person is 2m away from anyone else. Masks available at entrance for those arriving without one, along with signs about proper usage.  |
| 1. One-way system of flow through building to avoid pinch points
 | Y | Deacons & Welcome Team | Explanation of one way system included in written and verbal guidance to congregation.The middle doors into the corridor will be the main entrance. Exit will be through the side wooden doors leading outside. Welcome team will show the directions.  |
| 1. Areas marked out of bounds where appropriate
 | Y | Deacons and Welcome team | The Welcome team will guide worshipers to where they need to go. One room will be used at one time, the kitchen is not to be used at all. |
| 1. Seating arrangements adapted for social distancing
 | Y | Minister & service team | Seating arrangements have been adapted across the church space to maximise seating in line with social distancing requirements. Thought is given not only to space between groups of chairs but also routes of travel through the room. |
| 1. Capacity of worship space not exceeded
 | Y | Welcome team & Deacons | The capacity of the main church space has been assessed as 30 people. Numbers will be monitored in line with our seating capacity. Pre-booking system will be implemented IF we experience high demand. |
| 1. No singing during services
 | Y | Minister, Service Leader & Deacons | Congregation will be advised beforehand via written and verbal guidance and also advised during worship. |
| 1. Signage in place to remind people of safe practices
 | Y | Secretary  | Signs placed throughout the building  |
| 1. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.
 | Y | Welcome team | There is wheelchair access to the main church space and welcome team will be on hand to offer guidance where needed.  |
| 1. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.
 | Y | Minister & Deacons | This will be clearly outlined in written and verbal guidance and reiterated by stewards/minister on arrivals and departures  |
| 1. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.
 | Y | Minister | Written and verbal advice will be given to those who are shielding or clinically vulnerable to avoid coming to the premises. Alternative arrangements for worship are already in place with online services continuing. |
| 1. Ventilation maximised
 | Y | Service leader | All windows in main church space to be opened as appropriate. |

7.3 Transmission of coronavirus via surfaces

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| --- | --- |
| **Risk:** | **Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)** |
| **Persons at risk** | Ministers, leaders, members, worshippers, contractors, cleaners |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 1 |  |
| Severity | 5 |  | Severity | 5 |  |
| Overall Risk | 35 |  | Overall Risk | 15 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)
 | Y | Welcome team | All doors needed will be already open before, during and after the service.  |
| 1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.
 | Y | Service team | Cleaning will be undertaken following the conclusion of any meeting, this will include basic cleaning measures if needed (e.g. hoovering) as well as specific cleaning measures to reduce the risk of infection transmission (see post cleaning checklist). The church will have a deep clean once a week by our paid cleaner.  |
| 1. Offering
 | Y | Service leader, Welcome team & deacons | Most givers donate via standing order. The offering box at the back will sanitised before and after the service. The box will be emptied by the treasurer wearing gloves to prevent transmission of germs. |
| 1. No serving of food and drink items prior to, during or after the service.
 | Y | Minister & deacons | There will no refreshments served or permitted to be consumed in the church other than for a specific health reason. This will be communicated through written and verbal guidance. Worshipers are encouraged to bring a bottle of water if they feel they may need a drink.Separate consideration will be given to the distribution of communion if this is celebrated (see below). |
| 1. No distribution of bibles or other books – worshippers asked to bring their own and take them away with them.
 | Y | Minister & Deacons | Bibles have been removed from the main church space and stored out of use. Worshippers to be made aware through written and verbal guidance that they may bring their own if they wish.  |
| 1. Microphones and other equipment kept to a single individual
 | Y | Service leader & PA team | Those required to use a microphone during the service should be issued with an individual one by the PA operator. These should be wiped down before and after use. The sound system should be operated by one volunteer only for each service. |
| 1. Undertake the Cleaning Checklist (see below)
 | Y | Service leader & team | The cleaning checklist to be completed after any service or meeting. A signature of who has cleaned must be documented. |

7.4 Transmission of coronavirus via toilets

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| **Risk:** | **Transmission of Coronavirus to an individual via toilet facilities** |
| **Persons at risk** | Ministers, leaders, members, worshippers, contractors, cleaners |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 1 |  |
| Severity | 5 |  | Severity | 5 |  |
| Overall Risk | 35 |  | Overall Risk | 15 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.
 | Y | Service team | Cleaning will be undertaken following the conclusion of the service and this will include basic cleaning measures if needed (e.g. hoovering) as well as specific cleaning measures to reduce the risk of infection transmission. Surfaces such as door handles, light switches, door frames and tables will be cleaned immediately after all worshippers have left. Gloves used for cleaning surfaces.  |
| 1. Toilets supplied with disposal hand towels and hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.
 | Y | Service team & Office | Pre-event checklist includes checking toilets are stocked with disposable hand towels, soap and hand sanitiser.Hand sanitiser available before entering the toiletsSigns will be displayed including asking worshippers to wait until the toilet unit is vacant before entering and maintain social distance to allow others to leave.  |
| 1. Undertake the ‘Pre-Event Checklist’ and ‘post event Cleaning Checklist’ any time a meeting takes place or contractor visits.
 | Y | Service team | Opening and cleaning checks completed before and after each event. |
| 1. Need for congregation to use toilet
 | Y | Minister & Office | Verbal and written guidance to church members will include encouragement to use toilet facilities at home before attending to reduce the need for the church toilets to be used. |
| 1. Ask people to spray clean toilet after use
 | N | N/A | Toilet use is likely to be very limited for church activities only. Toilets will be thoroughly cleaned after each service and hand hygiene measures etc. are in place. |
| 1. Children under 11 to be accompanied to the toilet by parent/carer
 | Y | Worshippers | Children aged under 11 will need to be accompanied by an adult to attend worship and supervised by them. |

7.5 Transmission of coronavirus via waste

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| --- | --- |
| **Risk:** | **Transmission of Coronavirus to an individual via contaminated waste** |
| **Persons at risk** | Cleaners and anyone else handling waste |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 1 |  |
| Severity | 5 |  | Severity | 5 |  |
| Overall Risk | 35 |  | Overall Risk | 15 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Everyone asked to take waste home with them if possible
 | Y | Service leader | Whilst a bin with a bag in it will be in place, worshippers will be asked to take waste home with them to dispose of there where possible.  |
| 1. All waste to be assumed contaminated and handled appropriately
 | Y | Service team & Caretaker | All waste is to be put into bag lined bins. Bags of waste should be double-bagged (using gloves). Each individual bin bag will be placed inside another bin bag and placed in the storage are for 72 hours before being disposed of.  |
| 1. All waste handled with suitable PPE (see cleaning guidance for details).
 | Y | Service leader & team | PPE masks to be worn and gloves are provided. |
| 1. Keep records of who has carried out cleaning and the tasks completed
 | Y | Service leader & team | Closing checklist to be completed by the service leader and their name to be included in this. |

7.6 Transmission of coronavirus to workers

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| --- | --- |
| **Risk:** | **Transmission of Coronavirus to an individual via working in the church building** |
| **Persons at risk** | Ministers, leaders, members, worshippers, contractors, cleaners |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 1 |  |
| Severity | 5 |  | Severity | 5 |  |
| Overall Risk | 35 |  | Overall Risk | 15 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Use remote working tools to avoid in-person meetings where possible.
 | Y | Minister & Deacons | Zoom account is in place and can continue to be used for meetings |
| 1. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.
 | Y | Minister & Deacons | Risk assessment to be completed where there is a need for in-person meeting including the restriction of that to the minimum required number of people |
| 1. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.
 | Y | Minister & Deacons | Anyone participating in a meeting will need to take appropriate actions to ensure they are not sharing objects during the meeting.  |
| 1. Provide hand sanitiser in rooms used for meetings.
 | Y | Minister & Deacons | Hand sanitiser is available at all the entrances and in the main church space. |
| 1. Hold meetings outdoors or in well-ventilated rooms whenever possible.
 | Y | Minister & Deacons | Where possible meetings can be outdoors in the car park or the windows of the main church space can be opened. |
| 1. For areas where regular meetings take place, use floor signage to help people maintain social distancing.
 | Y | Minister & Deacons | Where a meeting becomes necessary (for example a church meeting) the same social distancing and hygiene measures that are used for services will also apply. |
| 1. Implement cleaning procedures for goods and items entering the premises.
 | Y | Minister & Deacons | Limited goods will be arriving at the premises. If entering a delivery person will need to sign in and out. |

7.7 Transmission of coronavirus via communion

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| --- | --- |
| **Risk:**  | **Transmission of Coronavirus during Communion** |
| **Persons at risk** | Ministers, leaders, members, worshippers |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 2 |  |
| Severity | 5 |  | Severity | 5 |  |
| Overall Risk | 35 |  | Overall Risk | 20 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Minister speaks over separate bread
 | Y | Minister | Separate piece of bread and separate cup is used for blessing, breaking, praying over etc.  |
| 1. Distribution of bread and wine done as safely as possible
 | Y | Minister & servers | Servers wash/sanitiser their hands directly before serving and/or wear gloves.Bread prepared in small pieces that are dropped into hands of those receiving.Individual communion cups used and picked up by server and given to recipient. There should be no contact between those serving and receiving and those receiving should not touch any plate, tray or cup holder.  |
| 1. ‘Queue’ for communion socially distanced
 | Y | Minister, servers and Welcome team | People invited to go and receiving communion in household groups, beginning from the front. Welcome team monitor process and prompt groups when it is their turn. Seats are arranged in such a way that reaching the communion distribution point whilst maintaining social distancing is possible. Either a one way system should be used or the next group waits until the group before them has returned to their seats before approaching. |

7.8 Transmission of coronavirus though events

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| --- | --- |
| **Risk:** | **Transmission of Coronavirus through Special services/Life Events (weddings, funerals, baptisms etc)** |
| **Persons at risk** | All participants  |
| **Risk Rating before control measures** | Likelihood | 5 |  | **Risk Rating after control measures** | Likelihood | 1 |  |
| Severity | 5 |  | Severity | 5 |  |
| Overall Risk | 35 |  | Overall Risk | 15 |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
| --- | --- | --- | --- |
| 1. Current government and BU guidance checked and complied with
 | Y | Minister | The current government and BU guidelines are checked regularly during the run up to the event and followed  |
| 1. Communication of arrangements
 | Y | Minister | In liaising with the couple/family the guidelines are explained and what is possible and not possible laid out clearly.Guidance is provided in advance for guests attending to know what is expected.  |
| 1. Social distancing maintained between household groups (exception is made for the bride and groom at a wedding)
 | Y | Minster & attendees | Seating is laid out to maintain distancing between households, one way system in place, clear signage. |

1. **Appendix 8.1 Blank risk assessment**

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| --- | --- |
| **Risk:** |  |
| **Persons at risk** |  |
| **Risk Rating before control measures** | Likelihood |  |  | **Risk Rating after control measures** | Likelihood |  |  |
| Severity |  |  | Severity |  |  |
| Overall Risk |  |  | Overall Risk |  |  |

| **Control Measures** | **Control in place (Y/N)** | **Person Responsible** | **Comments** |
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**8.2 Review and Revision Record**

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| **Review/Revision Record**  |

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| --- | --- | --- |
| **Date of Review**  | **Confirmed by** | **Comments** |
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| --- |
| I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes |
| **Staff Member Name (Print)** | **Signature** | **Date** |
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**8.3 Pre event check list**

This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed prior to the event day starting and should be fully communicated to all team members. It is the responsibility of the Church Trustee to ensure that the site is safe to open and that controls are put in place.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes or No** | **Comments** | **Reported to** |
| Has the latest government guidance been checked and followed? |  |  |  |
| Have any members of team reported any symptoms of COVID-19? |  |  |  |
| Has the Cleaning Checklist been completed, and cleaning materials put in place? |  |  |  |
| Is there adequate hand soap, paper towels and running water in place? |  |  |  |
| Has hand washing facility or sanitiser been provided in all locations needed |  |  |  |
| Are bins available for disposal of any rubbish? |  |  |  |
| Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place? |  |  |  |
| Are stewards briefed on agreed procedures for arrivals, departures and emergencies? |  |  |  |
| Have chairs/pews been laid out and marked in line with social distancing requirements? |  |  |  |
| Procedures in place to record names and contact details of attendees? |  |  |  |
| Building ventilation set in line with recommendations to maximise air flow? |  |  |  |
| Is there any other information to consider? |  |  |  |
| After carrying out the above checks, please sign below…I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19. |  |  |  |
| **Leader Name printed:****Leader Signature:** |  | **Date:** |  |

**8.4 Cleaning check list**

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

|  |
| --- |
| Premises: Date:Event: Completed by: Signature: |
| **Action** | **Guidance** | **Completed****(tick)** | **Comments** |
| Confirm PPE worn before cleaning commences. | Please use disposable gloves provided and wear your mask when cleaning. |  |  |
| Hard surfaces have been cleaned prior todisinfecting? | If possible clean hard surfaces with warm soapy water using a disposable cloth. |  |  |
| Disinfect all surfaces with usual disinfectant | Pay attention to light switches, handles, equipment, doors, window sills and music stand/ lectern.  |  |  |
| Clean any areas of heavy contamination(spillages, toilets, bodily fluids) as aboveusing additional PPE where possible | Additional PPE would include protection for theeyes, mouth and nose, as well as gloves andapron. |  |  |
| Any PPE used is double bagged and to bestored securely for 72 hours before beingthrown away in general waste | Waste including PPE put in kitchen bin and double bagged. Waste stored 72 hours before disposal. |  |  |
| Hands washed with soap and water for 20seconds, after removing PPE | Hand wash using warm water after cleaning andregularly throughout the day. |  |  |

Additional guidance, information, and instruction when cleaning:

• Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with one

of the following options below:

• A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or a household detergent followed by disinfection (1,000 ppm av.cl.). Follow the manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants. NB: If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.

• Avoid creating splashes and spray when cleaning.

• Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

• When items cannot be cleaned using detergents or laundered (for example, upholstered furniture and mattresses), steam cleaning should be used.

• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

• If possible, keep an area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially,

and you can clean as normal with your usual products.

**Laundry**

• Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has

been in contact with an unwell person can be washed with other people’s items.

• Do not shake dirty laundry – this minimises the possibility of dispersing virus through the air.

• Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

**Waste**

• Waste from cleaning areas should be put in a plastic rubbish bag and tied when full.

• The plastic bag should then be placed in a second bin bag and tied.

• It should be put in a suitable and secure place away from children- In the kitchen bin, tied up. You should not put your waste in communal waste areas (Green wheelie bin) until the waste has been stored for at least 72 hours, these green wheelie bins go out every other Sunday night.

8.5 Emergency Action Plan

* Should someone attending the church display symptoms of Covid19 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/>

* Should someone who has attended the church building in the last week have a confirmed positive Covid19 test the following steps should be taken:
1. The individual must inform the Minister or Secretary or leader of the event they attended as soon as they have their result.
2. The building will be immediately closed (if there is an event happening at the time they may complete it) and a deep clean will be organised for the earliest date. After this it may be reopened.
3. The minister will then inform all other team leaders or contractors who use the building.
4. Depending on the event that the individual attended, all members of that event will be contacted and informed. Those attendees will then need to follow the governments guidance of ‘Test and Trace’. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

**Declaration of confirming this policy**

I declare that I have read and understood this policy, as a Deacon/ Trustee I will work to make sure this policy is carried out for the safety of Hesters Way Baptist Church and all who attend it.

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| **Name** | **Signature** | **Date** |
| Tim Welch |  |  |
| Katie Youlton |  |  |
| Doug Scarfe |  |  |
| David Gray |  |  |
| Valerie Gray  |  |  |
| Andy Stratton |  |  |
| Susannah Welch |  |  |
| Peter Morrison |  |  |
| Geoff Buckeridge |  |  |
|  |  |  |
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