

Coronavirus Risk Assessment for Sunday services at Binscombe Church

Setting: Binscombe Church meetings	Assessor's name: Pete Hitchcock, Anna Rossiter, Sarah Shelley	Date completed: 21 st September	Review date: 19 th October
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Risk:	Coronavirus entering the premises and potentially infecting users of the building through airborne transmission
Persons at risk	All church attendees and staff

Control Measures	Control in place (Y/N)	Person Responsible	Timescale for completion Additional Comments
1. Ask everyone symptomatic not to attend. A poster will be displayed at the entrance to remind people.		P Hitchcock	
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.		P Hitchcock	
3. Everyone to use hand sanitiser on entry to the building – parents asked to supervise their children in doing this correctly.		Stewards	Each entrance will have hand sanitiser available: main door and Junior Church entrances/exits (fire door in Lower Hall, side door in Lounge)
4. Adults and children 11 years of age and over must wear face masks, in accordance with current government guidelines, unless there is a specific reason not to. Children under 11 and adults leading Junior Church are not required to wear masks. Anyone who is involved in the service is not required to wear a mask when they are speaking from the front.		P Hitchcock	

Control Measures	Control in place (Y/N)	Person Responsible	Timescale for completion Additional Comments
5. Social distancing measures, as per government guidelines, to be maintained, including arrival and departure at the venue.		Stewards	
6. Everyone attending will be asked to register on arrival and to be aware of the “Return to Church Guidelines”; these will be displayed at all entrances and include the points above. Those registered will be aware that Binscombe Church will give their contact details to the Government ‘test and trace’ scheme, if needed.		S Shelley Stewards	<ul style="list-style-type: none"> - Registration desk outside or in entrance lobby. - Display big poster of the “Return to Church Guidelines” by the registration desk. - Registers completed by a steward at main door, or by JC helper at Lounge door, and JC helper at Lower Hall fire door. - Any guests, or anyone whose contact details we don’t have, will be asked to leave their details for ‘test and trace’

Risk:	Transmission of Coronavirus to an individual direct from infected person through airborne transmission
Persons at risk	All church attendees and staff

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Social distancing, in accordance with current government guidelines, to be maintained at all times, including when entering and leaving the building.		Stewards	
2. All individuals who fall into the vulnerable categories will be encouraged to review government guidelines before attending.		P Hitchcock	
3. Numbers of people in the building will not exceed the safe capacity.		P Hitchcock	
4. Seating arrangements adapted for social distancing.		Stewards	
5. No physical contact between persons from different households/bubbles, unless there is an emergency.		Stewards	
6. A system of flow through building clearly marked to avoid pinch points.		Stewards	ADULTS (not dropping off children): entrance and exit main entrance ADULTS (dropping off Adventurers): adults drop off children by Lounge side door, adults walk outside and enter via main entrance. Exit same way. ADULTS (dropping off Explorers/Scramblers): adults drop off children by fire door in Lower Hall, adults walk outside and enter church by main entrance. Exit same way.
7. People to leave the premises within 10 minutes of the end of the service, vacating as directed by the service leader/stewards and minimising conversation between households whilst on the premises.		Stewards	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. No corporate singing during services. People involved in leading service from the front to use microphones to save having to raise their voices. They will also be at a significant distance (3m+) from the front row of the congregation.		AV Team	
9. Notices to remind people about important safe practices e.g. no physical contact, practise hand washing etc.		S Shelley	
10. Building to be well ventilated with windows opened in advance.		Stewards	
11. Everyone attending will be asked to register on arrival and to be aware of the "Return to Church Guidelines"; these will be displayed at all entrances and include the points above. Those registered will be aware that Binscombe Church will give their contact details to the Government 'test and trace' scheme, if needed.		S Shelley Stewards	
12. Unless in Junior Church, children are to remain under the supervision of their parents and to be kept 2m away from others.		A Rossiter	<ul style="list-style-type: none"> - If no Junior Church, then any children who come will remain under the supervision of their parents. - If Junior Church does run, then children will not come into the main hall, but be dropped off in their respective rooms (See JC Risk Assessment) For the duration of the service they will be under the supervision of their JC leaders, until they are picked up by their parents.
13. Access to kitchen restricted.		Stewards	Can be accessed in an emergency (eg for First Aid kit). A designated Junior Church helper can access water if necessary.

Risk:	Transmission of Coronavirus to an individual via touching a contaminated surface/item (excluding toilet facilities)
Persons at risk	All church attendees and staff. Cleaners.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles		Stewards	
2. Cleaning of surfaces likely to be touched regularly with appropriate sanitiser wipes, including those at child height, both before and after services.		Set up/pack down team	Cleaning check list to be completed after each clean
3. Junior Church leaders to be responsible for cleaning the areas that they have used, with appropriate sanitiser wipes		JC leaders	
4. No serving of food and drink in main church.		N/A	People encouraged to bring a water bottle
5. No distribution of Bibles or other books. These to be removed from public areas. Display material will also be removed.		Staff team	
6. Members encouraged to give by bank transfer rather than cash. The offering box will not be emptied until 72 hours after the service.		P Hitchcock	
7. Check that those who are responsible for cleaning are not in vulnerable groups. Ensure that they have masks, and are provided with disposable gloves and suitable cleaning equipment, products and that they follow agreed cleaning methods.		J Hammond S Shelley	
8. If the building is used within 72 hours all equipment and surfaces touched will be cleaned and/or quarantined		All group leaders	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. In the event of someone with coronavirus having attended, the church will be closed until it has been cleaned according to the PHE guidance in non-healthcare settings.		Staff team/ J Hammond	

Risk:	Transmission of Coronavirus through physical touch to an individual via toilet facilities
Persons at risk	All church attendees who use the toilet. Cleaners

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. People encouraged to use the toilet at home before they come.		P Hitchcock	
2. Ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		J Richards	
3. Have anti-bacterial wipes available in toilets if people want to wipe down touch points.		J Richards	
4. Encourage only one household in each toilet at any time; have main door slightly open, and encourage people to check by calling into the toilet to see if it is free! Queue for toilets in the foyer to give space. Display signs to indicate this		Stewards S Shelley	
5. If children need to use the toilet, they should be accompanied by a parent or Junior Church leader and supervised in hand washing.		JC leader/ Parents	
6. Parents who need to change a nappy are asked to take all waste home with them and clean area after use.		Stewards	

Risk:	Transmission of Coronavirus to an individual via contaminated waste
Persons at risk	Cleaners and anyone else handling waste

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them. Junior Church will encourage children to bin tissues they have used.		Stewards / JC leaders	
2. All bins lined with disposable liners and all waste handled appropriately as per method card. Each room to have bins available, foot operated or open		Set up/pack down team; Anna for JC	

Review/Revision Record

Date of Review	Confirmed by	Comments

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

Name (Print)	Signature	Date
Pete Hitchcock		
Anna Rossiter		
Sarah Shelley		
Julia Hammond		
Jane Richards		