

Coronavirus Risk Assessment for Life Groups at Binscombe Church

Setting: Binscombe Church Life Groups	Assessor's name: Pete Hitchcock, Anna Rossiter, Sarah Shelley	Date completed: 16 th September	Review date: 26 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 Life Group attendees

Control Measures	Control in place (Y/N)	Person Responsible	Timescale for completion Additional Comments
1. Ask everyone symptomatic not to attend.		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		LG leader	Each entrance will have hand sanitiser available: main door, fire door in Lower Hall, side door in Lounge
4. Adults must wear face masks, in accordance with current government guidelines, unless there is a specific reason not to.		LG leader	
5. Social distancing measures, as per government guidelines, to be maintained, including arrival and departure at the venue.		LG leader	
6. Life Group leader to keep a register to who comes to the group each week. Everyone will be aware that Binscombe Church will give their contact details to the Government 'test and trace' scheme, if needed.		LG leader	

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

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.		LG leader	
2. Life Groups divide in to groups of up to 6 people for discussion, including people from the same household, and children) Participants may not mingle with other groups, even if they are in the same Life Group.		LG leader	
3. All individuals who fall into the vulnerable categories will be encouraged to review government guidelines before attending.		P Hitchcock LG leader	
4. Seating arrangements adapted for social distancing, with chairs at least 2m apart.		LG leader	
5. No physical contact between persons from different households/bubbles, unless there is an emergency.		LG leader	
6. A system of flow through building clearly marked to avoid pinch points.		LG leader	If more than one LG meets in church at the same time, each group will use a different entrance/exit
7. People to leave the building within 10 minutes of the end of the Life Group.		LG leader	
8. Building to be well ventilated with windows opened in advance.		LG leader	
9. Life Group leader to keep a register to who comes to the group each week. Everyone will be aware that Binscombe Church will give their contact details to the Government 'test and trace' scheme, if needed.		LG leader	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. No access to kitchen, except in an emergency (First Aid kit in kitchen cupboard)		LG leader	

Risk:	Transmission of Coronavirus to an individual via touching a contaminated surface/item (excluding toilet facilities)
Persons at risk	All Life Group attendees

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles		LG leader	
2. Life Group leaders to be responsible for cleaning the areas that they have used, with appropriate anti-bacterial wipes, as provided by Binscombe Church.		LG leader	
3. Please only use plastic chairs, which can then be wiped down afterwards (Cloth chairs need to be quarantined for 72 hours, so please avoid using these)		LG leader	Plastic chairs found in Lower Hall
4. No serving of food and drink. Life Group members to bring their own refreshments.		LG leader	
5. No distribution of Bibles or other books. These to be removed from public areas. Display material will also be removed.		Staff team	
6. 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 Life Group attendees who use the toilet

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. People encouraged to use the toilet at home before they come.		LG Leader	
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		S Shelley	

Risk:	Transmission of Coronavirus to an individual via contaminated waste
Persons at risk	All Life Group attendees

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them.		LG leader	

Midweek Groups using Binscombe Church

After your group has finished, it is the leader's responsibility to ensure the following:

- Thoroughly wash / anti-bac hands and wear mask
- Please wipe down and stack all the plastic chairs that have been used
- Thoroughly wash / anti-bac hands again
- Clean touch surfaces as below with anti-bac wipes (disposable gloves are available) Please see guidance for cleaning with anti-bac wipes overleaf
- Before using the anti-bac wipes, please check the toilets and clean if required using gloves and general purpose detergent. Then clean as per the guidance overleaf.

Name of group:

Leader of group:

Date & time at Binscombe Church:

Please tick when each area that has been used has been cleaned. (If you haven't . Please date and sign this check sheet, and give to a member of staff team when completed (or put in the cleaning folder that is kept in the lobby)

Area to clean	Entrance hall	Main corridor	Ladies' Toilet	Gents' Toilet	Disabled toilet	Lounge	Lower Hall	Main Hall	Kitchen
External door handles									
Internal door handles									
Glass on doors									
Tables									
Waste bins									
Taps									
Toilet seats									
Toilet handles									
Door locks									
Towel dispensers									
Baby change shelf									
Potties and child steps									

Date: _____

Completed by: _____

Binscombe Church – guidelines and cleaning for midweek groups

Use of anti-bacterial wipes and general cleaning after midweek group

Guidelines

- You will have to book a space in advance, to ensure no double-booking (contact Sarah, sarah@binscombechurch.org).
- It may be that 2 Life Groups (of up to 6 people each) use the premises at the same time in different rooms – they are strictly not allowed to “mingle”, and will use different entrances and exits.
 - Main Hall – main entrance
 - Lounge – Lounge side door
 - Lower Hall – fire door into car park
- It is the Life Group leader’s responsibility to ensure that everyone is socially distanced
- Please only use plastic chairs, not the fabric covered chairs, as these need to be quarantined for 72 hours)
- Please ask the group to bring their own refreshments (there is no access to the kitchen, unless there is an emergency) and to bring their own Bibles
- Please ask the group to wipe down any surfaces/door handles/taps etc they may have touched in the toilets (anti-bacterial wipes are provided)
- It is the Life Group leader’s responsibility to wipe down all touchpoints in the church at the end of the session, including the chairs that have been used (anti-bacterial wipes are provided)

Cleaning

Equipment: Anti-bacterial wipes; Gloves – disposable; Cleaning check sheet for areas to be cleaned with anti-bacterial wipes

Method:

- Wash your hands or use disposable gloves before using the anti-bacterial wipes
- Check that the anti-bacterial wipes are in date and in a sealed packet and have not dried out!
- Use the antibacterial wipes for cleaning down surfaces and touch areas following use of the building
- Touch areas include door handles, door locks, taps, toilet handles, toilet seats, surfaces, and equipment that has been used in the activities of the church
- Please ensure that anti-bac wipes are disposed of in a bin
- Please tick the cleaning check sheet for each area that has been used and sign that the cleaning has taken place
- Please give the form to a member of the staff team or put it on Sarah’s desk or straight into folder? The form will be kept in the folder as evidence of this cleaning having taken place