

EDEN BAPTIST CHURCH: COVID-19 RISK ASSESSMENT AND SAFETY MEASURES

Activity:	Services in the Eden Chapel with in-person congregation	Date of this assessment:	11 January 2021
Brief Description:	Services in the Chapel with a capped number of attendees physically present and (for morning services) live-streamed to those joining from home	Date of re-assessment¹:	1 March 2021

Categories of person at risk:					Assessed by:	Steve Wright
Category 1 Staff	Category 2 Volunteers	Category 3 Attendees / Guests	Category 4 Children	Category 5 Vulnerable individuals (inc. elderly, pregnant, those with underlying conditions)	Reviewed by:	Nick Widdowson; Manny Kemp; Tim Nolan; Shirley Ellerton; Matt Lillicrap;

Likelihood	
Very Unlikely	1
Unlikely	2
Likely	3
Very Likely	4
Highly Likely	5

Severity	
Minor	1
Moderate	2
Serious	3
Major	4
Death	5

Low	Low Risk - Acceptable existing control; little risk to health and life, reputation and gospel opportunity; reduce risk further if reasonably practicable
Medium	Tolerable Risk – there is risk to health, reputation and/or gospel opportunity, but this is considered tolerable; if possible, redefine task or reduce risk if reasonably practicable.
High	High Risk - Stop activity & get further advice. Significant risk to health and life, reputation and / or gospel opportunity. Reduce risk.

Risk = Severity x Likelihood						
Severity	5 – Death	5	10	15	20	25
	4 – Major	4	8	12	16	20
	3 – Serious	3	6	9	12	15
	2 – Moderate	2	4	6	8	10
	1 – Minor	1	2	3	4	5
		1 – very unlikely	2 - unlikely	3 - likely	4 – very likely	5 – highly likely
Likelihood						

¹ Date of reassessment will come forward if assumptions change materially.

				Risk before control measures				Risk after control measures		
Ref	Hazard	Category of person at risk	Description of Risk	Likelihood	Severity	Rating	Control Measures	Likelihood	Severity	Rating
1	Transmission of COVID-19 to those who are clinically vulnerable	5	Transmission of COVID-19 to those in a 'high risk' category (those who are clinically vulnerable and / or have been advised by the NHS to shield).	3	5	15	<ul style="list-style-type: none"> a. Remind those in high-risk / shielding categories to follow Gov guidance, albeit it is for those individuals to choose how to manage their own risks. b. 'High risk' staff and volunteers will not be rostered to serve / participate within the building. c. Live-streamed church and other on-line and pastoral provision allows them to join 'remotely'. 	2	5	10
2	Transmission to others of COVID-19 (Specific methods of transmission considered in 2.1, 2.2 and 2.3 below)	1, 2, 3, 4, 5	Transmission of COVID-19 by someone with symptoms or who is asymptomatic to others through physical contact, transmission through the air, or infected surfaces.	4	4	16	<ul style="list-style-type: none"> a. Email reminder to attendees upon sign-up that anyone with symptoms (and anyone sharing a household with someone who has symptoms) must: <ul style="list-style-type: none"> i. not attend church; and ii. follow Government requirements to self-isolate. b. Live-streaming allows remote participation. c. Application of control measures below to further reduce likelihood of transmission (refs 2.1, 2.2 and 2.3 below). d. Test & trace of all attendees through ChurchSuite booking system and photographic records - retained for 21 days. e. Attendees will be capped through ChurchSuite. Admittance will generally be refused for anyone who has not signed up to attend. FOHM has discretion to admit visitors provided they sign the visitor log in the foyer. f. Attendees reminded to refrain from contact and conversation with those outside their household / bubble. g. Core control messages to be reiterated via signage and by service leader before service begins. h. Fully-briefed Front of House Manager (FOHM) and Stewards ensure risk measures are followed. They are encouraged and empowered to engage with visitors where breaches are identified to remind them appropriately of the rules and to request compliance. 	2	4	8

2.1	Physical contact with persons infected with COVID-19	1, 2, 3, 4, 5	Transmission of COVID-19 through direct physical contact with an infected person.	3	4	12	<ul style="list-style-type: none"> a. Wherever possible, 2m distance to be maintained. b. Attendees to queue along Fair Street at 2m distancing until invited to enter the building by a steward. c. No hand-shaking or hugging on arrival or departure. d. Downstairs seating will be laid out specifically for attendees to ensure minimum 2m between households. Unused chairs will be removed to discourage friends sitting closer. e. Allocated seating or stewarding to seats on arrival. f. Attendees remain in seats until told to leave at end of service. Stewards release attendees one household at a time to ensure a managed flow out of the building. g. Hand sanitiser to be used at entry and exit points. h. Children to remain seated, with parents. i. Bathrooms fitted with additional locks (one family / person at a time); queuing 2m apart while waiting; one-way system in operation – with signage and verbal instructions - to avoid contact in corridors. j. No Creche, Discovery Club or Youth groups, reducing movement around the building and avoiding congestion. k. Mingling inside the building before and after services is not permitted. Mingling outside church should happen only in accordance with Gov guidance and away from the doorway to avoid bottlenecks. Reinforced from front. l. Visitors will be encouraged to move promptly away from the vicinity of the building after services: this will be announced from the front and overseen by stewards & FOHM. m. A Perspex screen will be procured to offer additional protection to the FOHM in the foyer where it is more difficult to maintain 2m distancing. 	1	4	4
2.2	Airborne transmission of COVID-19	1, 2, 3, 4, 5	Transmission of COVID-19 through airborne particles.	3	4	12	<ul style="list-style-type: none"> a. Masks to be worn by all attendees unless there is a 'legitimate reason' not to do so. Advice will be given to attendees to wear effective face coverings – reflecting WHO guidance to wear 3-layer masks. A supply of masks will be available to those who forget. b. Staff and volunteers to wear masks except where doing so would materially impede the discharge of their duties – and even then, masks will be worn wherever possible. 	2	4	8

						<ul style="list-style-type: none"> c. Removal of front rows of chairs to give 4m gap from preacher to front row attendees and 3m gap from lectern microphone (mitigating preacher / leader / readers etc who will not be required to wear masks when speaking). d. 2m distance to be maintained and reinforced through signage, email communications and by stewards. e. Downstairs seating will be laid out specifically for attendees to ensure minimum 2m between households. Unused chairs will be removed to discourage friends sitting closer. f. Upstairs, only the third row of balcony will be used, to mitigate the risk of droplets falling over the balcony and to help ensure minimum 2m distancing. g. Ventilation will be maximised: fans will be switched on and windows and doors opened where safe to do so. h. The number of gatherings in the building on any single day will be reduced (or timings adjusted) to achieve a 4 hour gap between the end of one gathering and the start of the next. Windows and internal doors will be left open and extraction fans left on, between services, to maximise the ventilation of the space between events. i. Essential hygiene to be observed by all: 'catch it, bin it, kill it' messaging reinforced through email comms and signage j. No congregational singing, chanting or loud talking. k. A band is permitted. Singers must sing behind a Perspex screen and their number will be limited by the availability of screens and the need for 2m distancing between households. Band members will wear face coverings wherever possible (subject to exemptions). l. Shorter services with departure immediately after the service ends (no refreshments). Max 1hr for Sunday morning service and 45 mins for other services. m. AV / Tech volunteers to work side-by-side, not face-to-face. Aim to maintain 2m between desks. n. A Perspex screen will be procured to offer additional protection to the FOHM in the foyer where it is more difficult to maintain 2m distancing. o. No conversation between attendees unless necessary as part of their staff or volunteer role. 		
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							p. Attendees will be released (by stewards) one household at a time, allowing time for one to leave before the next stands to avoid mingling and congestion.			
2.3	Contact with surfaces, objects or equipment infected with COVID-19	1, 2, 3, 4, 5	Transmission of COVID-19 through shared surfaces.	3	4	12	<ul style="list-style-type: none"> a. Hand sanitizer provided for use at entry and exit points and on entry to bathrooms. b. Personal items to be kept with owners – no use of coat hooks, broly stands etc. Only exception is for buggies which may be parked in the Concourse. c. Essential hygiene to be observed by all: ‘catch it, bin it, kill it’ messaging reinforced through email comms and signage d. Doors will be wedged open to reduce need for touching; e. Shared items removed – e.g. Bibles and kids’ resources; f. No physical collection of money; g. Communion elements prepared 72 hours (for quarantining purposes) in advance of service in individually sealed bags; handed out by a steward wearing mask and gloves to be opened by the recipient at the relevant time. h. Thorough cleaning of shared surfaces – door handles, hand rails, light switches, desks and tables, toilets, sinks, sanitiser and soap dispensers, etc, before and after each service. Stewards to wear masks, disposable gloves and the sprays and wipes provided. i. Thorough cleaning of seats after each service. j. Removal of lectern from front of auditorium. k. AV and live-streaming equipment (mics, cameras, keyboards) to be handled only by the rostered operator(s) and cleaned after use if possible. If cleaning is impossible, use of disposable gloves is encouraged or leave for 72 hours before re-use. l. Baptisms will be undertaken in strict accordance with Government guidance – requiring the involvement of only one officiant, the maintaining of distancing, the placing of the officiant’s hand only on the candidate’s head, etc. Water to be drained and pool cleaned between uses. 	2	4	8
3	Operational continuity	1, 2	In the event of an outbreak at Eden, resulting in either a forced closure of the building or the mass self-isolation of the	3	4	12	<ul style="list-style-type: none"> a. Services can be recorded and edited from home. b. Core team has been expanded as other tech / AV volunteers are trained on the operation of the equipment 	2	2	4

			core team, our ability to run future services could be compromised.				c. Exercising suite of safety measures reduces likelihood of outbreak.			
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Risk Mitigation Action Plan and Safety Measures		
Ref	Action (including Risk Assessment reference)	By whom?
A	The week of the service	
1	Communication by email with attendees to outline Safety Measures. High risk / shielding individuals and over-70s advised to observe guidance. Reminder that anyone with COVID symptoms ² (or sharing a household with a symptomatic individual) must follow Gov guidance regarding testing and self-isolation. Reminder to bring and wear a mask, and advice to follow WHO guidance regarding 3-layer masks.	Ops Manager – via automated email from ChurchSuite issued upon booking.
2	FOHM and Stewards to be provided with instructions on their roles, setting out responsibilities.	Ops Manager – auto rota reminders
3	High risk / shielding staff and volunteers will not be rostered for serving in the building.	Service Leader / Ops Manager
4	Signage to be in place at entrances and exits re use of sanitiser, 2m distancing, hygiene.	Ops Manager
5	Services will be planned to be no longer than 1 hour for Sunday morning and 45mins at other times. Service times to be fixed so as to maintain minimum of 4 hours between end of one service and beginning of the next.	Service Leader / Ops Man
6	Shared resources – Bibles, children’s books etc – to be removed and locked away	Staff
7	Single use service sheets to be produced if required	Staff
8	Seating to be set out only where required, surplus chairs removed, maintaining minimum 2m btw households	Ops Man / Staff
9	Test & trace – bookings via Church Suite – requiring names and phone numbers. Visitors admitted at FOHM’s discretion must sign visitor log in foyer.	Staff / Ops Manager / FOHM
10	All attendees to sign up to attend in advance via ChurchSuite. No admittance to regulars if not signed up. Numbers capped at levels that enable 2m distancing to be maintained (circa 30-50 people depending on household sizes).	All
11	Tape to be applied to carpet in corridor to mark 2m distancing and arrows / no entry signs for one-way system.	Ops Manager
12	Individual to be identified as ‘Front of House Manager’ and briefed ahead of Sunday’s service	Ops Manager
13	Cleaning materials, disposable gloves and masks to be checked and replenished as necessary.	Ops Manager / Staff
14	Communion elements will be prepared at least 72 hours in advance and refrigerated. Those preparing the elements will wear masks and follow proper kitchen hygiene practices. A portion of bread and wine will be sealed in a plastic zip-lock bag: one per person.	Staff
B	The morning of the service (before attendees arrive)	
1	Hand sanitiser dispensers to be checked and refilled if necessary	Front of House Manager
2	Attendees to bring a mask. Also consider bringing own water, sanitiser, tissues, Bible and any books or toys for kids. Masks are available for those who forget and for volunteers.	All (Ops Manager remind via auto email on sign-up)
3	Use the bathroom before coming to church, minimising need to use church facilities.	All

² The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following: a new continuous cough; a high temperature; a loss of, or change in, your normal sense of taste or smell (anosmia).

4	Ventilation fans to be turned on and windows opened (auditorium upstairs and downstairs; Back Hall; Concourse)	Front of House Manager
5	Internal doors to be pinned / wedged open, minimising need to touch shared surfaces and maximising ventilation.	Front of House Manager
6	AV / Tech team to observe 2m distancing wherever possible. Work side-by-side, not face-to-face. If equipment cannot safely be cleaned, consider wearing disposable gloves	AV / Tech team
7	Check bathrooms have signage in place regarding use of hand sanitiser, locking door and washing hands.	Front of House Manager
8	If unwell, stay at home.	All
9	FOHM and Stewards to wear masks even if exemption applies	FOHM / Stewards
10	Remove lectern or provide wipes to be used between users.	Front of House Manager
11	Ensure 4m gap between preacher and first row of attendees and 3m gap between lectern and front row	Front of House Manager
12	FOHM to brief stewards ahead of attendees arriving.	FOHM / Stewards
13	For communion services, distribute elements and service sheets to seats before attendees arrive. Wear disposable gloves and a face covering when distributing elements and service sheets.	FOHM / Stewards
14	In the foyer, set barrier / Perspex screen to help maintain 2m distancing between FOHM and attendees and to mitigate risk that guests step closer.	FOHM
C	Travelling to the service	
1	Follow Government advice regarding the use of public transport.	All
2	Only travel with members of your own household or bubble.	All
D	On arrival	
1	On arrival at Eden, be aware of other people in the area and observe 2m social distancing guidelines at all times. Avoid congregating in or immediately outside the entrance. Queuing at 2m distancing along Fair Street. Steward outside to encourage compliance.	All / Stewards – communicated by auto email on sign up.
2	Avoid shaking hands or other close contact greetings	All
3	Sanitise hands on arrival and put on your mask – unless a ‘legitimate reason’ exists not to do so (e.g. under-11s)	All
4	Go straight to your seats, maintaining one clear row (in front and behind) and 3 clear seats (side to side) from other households / support bubbles. Stewards to escort attendees to seats.	All / Front of House Manager
5	Keep belongings with you: no coats or bags to be left on the coat hooks under the stairs. Pushchairs may be left in the Concourse – but please do not touch others’ pushchairs.	All
6	Limit interactions with others outside your household or bubble. Guidance advises against conversation with those outside your household.	All
7	Staff / volunteers to wear masks except where (and only for as long as) this would impede the undertaking of duties.	Staff / Volunteers
8	FOHM to check in volunteers and attendees through ChurchSuite ‘check in’ function, keeping accurate record of attendees. FOHM to ensure 2m distance maintained or Perspex screen or other barrier in place to provide mitigation for situations where attendees come closer / pass by closer than 2m.	FOHM

9	Regulars who have not signed up will be turned away. Visitors may be admitted at the FOHM's discretion if there is space available. Visitors must give name and number on the Visitor Log in the foyer.	FOHM
E During the service		
1	Service Leader to remind attendees of core hygiene rules and importance of social distancing, one way system, protocols around singing and leaving at the end of the service etc.	Service Leader
2	Practice good hygiene at all times: covering mouth & nose when sneezing or coughing, using tissues and disposing immediately; washing or sanitising hands after touching mouth or nose.	All
3	Toilets: follow one-way system; sanitise hands before entry; queue in the corridor from the Concourse to the bathroom; after using the toilet wash hands thoroughly; follow one-way system back to auditorium.	All
4	Please do not sing or speak loudly during the service. Speak at a normal conversational volume only, and only to those you have come to church with.	All
5	Parents are responsible for ensuring their children observe good hygiene practices and stay in their seats. Toys and books may be brought from home but must not be shared with children outside your household.	All
6	There will be no physical cash collection. Giving on-line is encouraged. See website for further info.	All
7	Except in emergencies, please refrain from using the water cooler. Bring water from home if possible.	All
8	Photograph attendees in their seats for 'track & trace' purposes – to be sent to Ops Manager to be stored for 21 days (note – this is not necessary if a full seating plan has been drawn up for all attendees at the service: in this instance, please put the seating plan in the Operation Manager's pigeon hole in the Concourse at the end of the service)	Front of House Manager
9	If an attendee becomes unwell with COVID symptoms during the service, they are to go home immediately and follow the stay at home guidance ³ . Other attendees will be informed.	All
10	The law currently prohibits social interaction indoors with people outside your household / bubble.	All
11	Avoid shaking hands or other close contact, and avoid mingling and interacting with people from other households. Stewards will be vigilant to remind attendees to comply with those legal requirements.	All / Stewards
F At the end of the service		
1	Wait in your seat until you are invited to leave – to avoid congestion. Stewards will tell you when it is your turn to leave and which exit to use.	All / Front of House Manager
2	Leave quickly, taking all personal belongings and any rubbish with you. Please do not stop to chat in the corridor / foyer, nor outside the door as this creates bottle-necks.	All
3	Avoid shaking hands or other close contact	All

³ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

4	Refreshments will not be served after the service	All
5	Sanitise hands on departure	All
G	After the service	
1	Shared surfaces to be cleaned thoroughly with Dettol spray and disposable paper towel. Cleaning will include: doors and door handles, hand rails, light switches etc. Clean all seats in areas where people have been sitting / standing. Also clean toilets and wash basins. Masks and disposable gloves to be worn by cleaning team.	Volunteers overseen by Front of House Manager
2	AV and Livestreaming equipment to be wiped down or put away for 72 hours quarantine.	AV / Tech volunteers
3	If there are further services later in the day, windows and internal doors should be left open between services and ventilation / extraction should remain switched on, maximising ventilation.	FOHM
4	If after the service you become unwell, notify the Eden office or Operations Manager as soon as possible.	All
5	Records of attendees (through ChurchSuite and photos) to be maintained for 21 days and then destroyed	Operations Manager
6	Review operation of safety measures following the service.	Ops Manager, Front of House Manager

Assumptions

- Previous risk assessments assumed the percentage of local population with symptomatic COVID was at or below 0.3% (checked via 'ZOE' COVID Tracker App). At the date of review, the percentage has risen swiftly to 1.2%. A further rise may necessitate a further review and toughening of measures, while a fall may permit small relaxations.
- Total number in the building is will be capped through ChurchSuite. The cap is flexible, recognising that more people can be safely accommodated when large households attend than when attendees are predominantly single person households. With only the second row of the balcony in use and a strict adherence to 2m distancing downstairs, capacity is likely to be 30-45 people depending on household sizes.

Updates

- 7 August to reflect compulsory mask wearing in Places of Worship from 8 August
- 11 September to reflect increased numbers of attendees from 13 September
- 7 January to reflect lock-down, significant escalation on local infection rates and the discovery of a more transmissible strain of the virus. Additional measures introduced include reduction in balcony capacity, changes to seating arrangements (removing all chairs except those which shall be used), changes to communion preparation and distribution, and a general tightening of controls and strengthening of compliance – for example, urging vigilance to quickly end interactions between households, time limits on services and requirements for longer gaps between services, slower departure procedures for attendees to reduce likelihood for congestion and mingling, etc. Comms with attendees will explain some of these changes and will reiterate the need for all attendees to 'play their part' including through strict observation of 'hands, face, space' and encouraging the use of 3-layer face coverings in accordance with WHO advice.