

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

Activity:	Sunday Morning Services in the Eden Chapel attended by live-streaming volunteers and families	Date of this assessment:	10 July 2020
Brief Description:	Services live-streamed from the Chapel with a small number of attendees physically present (volunteers and their families) – see ‘assumptions’ below	Date of re-assessment¹:	1 September 2020

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; Tim Nolan; Shirley Ellerton; Manny Kemp.

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	Risk before control measures			Control Measures	Risk after control measures				
				Likelihood	Severity	Rating		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 allows them to join 'remotely'. 	1	5	5		
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. Weekly email reminder to attendees 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-streamed church allows most people to continue joining 'remotely'. c. Application of control measures below to further reduce likelihood of transmission (refs 2.1, 2.2 and 2.3 below). d. Track & trace of all attendees through ChurchSuite booking system and photographic records - retained for 21 days. e. Attendees will be capped at 30 through ChurchSuite. Admittance will be refused for anyone who has not signed up to attend. f. Over-70s will be encouraged to consider Government guidance particularly relevant to them. g. Attendees to be asked to refrain from contact and conversation with those outside their household or bubble. h. Core control messages to be reiterated via signage and from the front of church before service begins. 	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. 2m markings on floor in foyer and corridor. c. No hand-shaking or hugging on arrival or departure. d. Alternate rows of seating to remain empty; 3 seats / 2m separation between households. e. Allocated seating or stewarding to seats on arrival. f. Remain in seats until told to leave at end of service. g. Hand sanitiser to be used at entry and exit points. h. Children to remain seated, with parents. i. All toilets except disabled toilet will be marked as closed to avoid congestion in corridors; queuing 2m apart while waiting. Extra toilets may be opened in emergencies. j. No Discovery Club / 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 through comms. 	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. Wherever possible, 2m distance to be maintained. b. Stewards (who may struggle to maintain 2m distancing) will be provided with disposable masks. c. Ventilation: fans on and windows and doors opened where possible. d. Sensible hygiene to be observed by all: covering mouth & nose when sneezing and coughing, using tissues, etc. e. No singing, chanting or loud talking. f. No woodwind or brass instruments. g. Shorter services with departure immediately after the service ends (no refreshments). h. AV / Tech volunteers to work side-by-side, not face-to-face. Aim to maintain 2m between desks. Consider use of masks if 2m distance impossible. i. Removal of front row of chairs to give 14ft gap from preacher to front row attendees. 	2	4	8
2.3	Contact with surfaces, objects or equipment	1, 2, 3, 4, 5	Transmission of COVID-19 through shared surfaces.	3	4	12	<ul style="list-style-type: none"> a. Hand sanitizer to be used at entry and exit points. b. Personal items to be kept with owners – no use of coat hooks, broly stands etc. 	2	4	8

	infected with COVID-19						<ul style="list-style-type: none"> c. Sensible hygiene to be observed by all: covering mouth & nose when sneezing, using tissues and disposing immediately, etc. Washing or sanitising hands after touching mouth or nose; d. Doors will be wedged open to reduce need for touching; e. Shared items – e.g. Bibles – will be removed (attendees advised to bring their own) and single-use orders of service used instead; f. No physical collection: attendees may be reminded of on-line giving options; g. Thorough cleaning of shared surfaces – door handles, hand rails, light switches, desks and tables, etc, before and after each service; h. Removal of lectern from front of auditorium or cleaning between uses using wipes provided if more than one person speaking from that location. i. 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 and / or leave for 72 hours before re-use. j. No shared refreshment equipment. Water cooler to be switched off. If water needed, Concourse kitchen tap to be used and wiped clean after use with anti bac spray and disposable paper towel in cupboard under sink. k. Bathrooms to be marked closed except for disabled toilet; antibacterial cleaning wipes to be provided to wipe down shared surfaces in bathroom. l. Baptism and Communion will not be celebrated until a further risk assessment is undertaken. 			
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 core team, our ability to run future services could be compromised.	3	4	12	<ul style="list-style-type: none"> a. Services could be recorded and edited from home if necessary. b. Core team has been expanded as other tech / AV volunteers are trained on the operation of the equipment c. Exercising suite of safety measures reduces likelihood of outbreak. 	2	2	4

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 on Friday before service. 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.	Ops Manager
2	Staff and Volunteers and Attendees to be provided with copy of RA & SM document	Ops Manager
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	Service planning will aim for shorter service length (no more than 1 hour)	Service Leader
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	Track & trace – bookings via Church Suite – requiring names and phone numbers. Numbers capped at 30.	Staff / Ops Manager
9	All attendees to sign up to attend in advance via ChurchSuite. No admittance if not signed up.	All
10	Tape to be applied to carpet in foyer and corridor to mark 2m distancing	Ops Manager
11	Individual to be identified as ‘Front of House Manager’ and briefed ahead of Sunday’s service	Ops Manager / Deacons / 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	FoH Manager to wear mask if 2m distancing is impossible.	Front of House Manager
3	Consider bringing own water, sanitiser, tissues, Bible and any books or toys for your children	All
4	Use the bathroom before coming to church	All
5	Ventilation fans to be turned on and windows opened	Front of House Manager
6	Internal doors to be pinned / wedged open	Front of House Manager
7	AV / Tech team to observe 2m distancing or wear disposable masks if impracticable. Work side-by-side, not face-to-face. If equipment cannot safely be cleaned, consider wearing disposable gloves	AV / Tech team
8	Check bathrooms have ‘closed’ signs; check disabled bathroom has cleaning wipes and signage in place	Front of House Manager
9	If unwell, stay at home.	All
10	Remove lectern or provide wipes to be used between users.	Front of House Manager
11	Ensure front row of seats has been removed to allow 14ft gap between preacher and first row of attendees	Front of House Manager

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).

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, please 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.	All
2	Avoid shaking hands or other close contact greetings	All
3	Sanitise hands on arrival	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.	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	No admittance for anyone not signed up in ChurchSuite	All / Front of House Manager
E	During the service	
1	Service Leader to remind attendees of core hygiene rules and importance of social distancing.	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	To avoid congestion in the corridors, only the disabled bathroom will be available for use. Please queue in the corridor from the Concourse to the bathroom. After using the toilet and sink, wipe down surfaces with wipes provided.	All
4	Please do not sing or speak loudly during the service. Speak at a normal conversational volume.	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 https://eden-cambridge.org/giving for further info.	All
7	Except in emergencies, please refrain from using the water cooler. Bring water from home.	All
8	Photograph attendees in their seats for ‘track & trace’ purposes – to be sent to Ops Manager to be stored for 21 days	Front of House Manager
9	If lectern is used, wipe down after use with wipes provided	Front of House Manager / volunteers
10	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

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>

11	Government guidance urges against conversation with people outside your household / bubble.	All
12	Avoid shaking hands or other close contact	All
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
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. 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 after the service you become unwell, notify the Eden office or Operations Manager as soon as possible.	All
4	Records of attendees (through ChurchSuite and photos) to be maintained for 21 days and then destroyed	Operations Manager
5	Review operation of safety measures following the service.	Ops Manager, Front of House Manager

Assumptions

- 'R' remains below 1.
- Percentage of local population with symptomatic COVID remains at or below 0.3% (checked via COVID Tracker App)
- Service team consists of leader, preacher, reader, prayer. Tech team of 2 plus 1-2 trainees and Production Manager. (=8/9 people)
- Total number in the building is approx. 20-25 and will be capped at 30 through ChurchSuite.
- Attendance by a wider circle of people will need to be subject to a new risk assessment exercise. Additional control measures – including external queuing, use and management of upstairs toilets, etc – may then be needed.