

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

Activity:	Sunday Morning Services in the Eden Chapel attended by up to 60 people	Date of this assessment:	11 September 2020
Brief Description:	Morning services in the Chapel with a capped number of attendees physically present and live-streamed to those joining from home	Date of re-assessment¹:	1 October 2020

Categories of person at risk:					Assessed by:	Steve Wright
Category 1	Category 2	Category 3	Category 4	Category 5		
Staff	Volunteers	Attendees / Guests	Children	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	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'.	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	a. Email reminder to attendees that anyone with symptoms (and anyone sharing a household with someone who has symptoms) must: 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. Test & trace of all attendees through ChurchSuite booking system and photographic records - retained for 21 days. e. Attendees will be capped at 55 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 and Stewards at each service to ensure risk measures are followed.	2	4	8		
2.1	Physical contact with persons	1, 2, 3, 4, 5	Transmission of COVID-19 through direct physical contact with an infected person.	3	4	12	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.	1	4	4		

	infected with COVID-19						<ul style="list-style-type: none"> 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. 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. 			
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. b. Staff and volunteers to wear masks except where doing so would materially impede the discharge of their duties. c. Removal of front row of chairs to give 4m gap from preacher to front row attendees and 3m gap from lectern microphone (mitigating preacher / leader / readers etc will not be required to wear masks when speaking). d. Wherever possible, 2m distance to be maintained. e. Front row of balcony seating taken out of use, to mitigate risk of droplets coming over the balcony. f. Ventilation will be maximised: fans will be switched on and windows and doors opened where safe to do so. g. Essential hygiene to be observed by all: 'catch it, bin it, kill it' messaging reinforced through email comms and signage h. No singing, chanting or loud talking. i. One singer is permitted, who shall sing behind a Perspex screen. j. Shorter services with departure immediately after the service ends (no refreshments). 	2	4	8

							k. AV / Tech volunteers to work side-by-side, not face-to-face. Aim to maintain 2m between desks.			
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 in advance 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 etc, before and after each service; 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. Bathrooms to cleaned before and after each service by staff or stewards. m. Baptism will not be celebrated until a further risk assessment is undertaken. 	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 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. 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 – 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
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	Test & trace – bookings via Church Suite – requiring names and phone numbers. Numbers capped at 55-60. Visitors admitted at FOHM’s discretion must sign visitor log in foyer.	Staff / Ops Manager / FOHM
9	All attendees to sign up to attend in advance via ChurchSuite. No admittance to regulars if not signed up.	All
10	Tape to be applied to carpet in corridor to mark 2m distancing and arrows / no entry signs for one-way system.	Ops Manager
11	Individual to be identified as ‘Front of House Manager’ and briefed ahead of Sunday’s service	Ops Manager
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	All (Ops Manager remind via auto email on sign-up)
3	Use the bathroom before coming to church	All
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	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

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).

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
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	No admittance for anyone not signed up in ChurchSuite and / or not wearing a mask (without reasonable excuse)	All / Front of House Manager
8	Staff / volunteers to wear masks except where (and only for as long as) this would impede the undertaking of duties.	Staff / Volunteers
9	FOHM to check in volunteers through ChurchSuite ‘check in’ function, keeping accurate record of attendees	FOHM
10	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.	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 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	Government guidance urges against conversation with people outside your household / bubble.	All
11	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. 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 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

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>

Assumptions

- Percentage of local population with symptomatic COVID remains at or below 0.3% (checked via COVID Tracker App)
- Total number in the building is approx. 55-60 and will be capped through ChurchSuite.

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