

RISK ASSESSMENT (H&S at Work Act 1974)	Location:	Sudbury Baptist Church	Activity:	COVID-19 Return to church gatherings and Pastoral visits
	Name of Assessors & contributors:	P. Longhurst		
	Reference:	SBCRA1901 – Issue 4	Date:	03/09/2020
	Supervisor Approval	SBC Leadership team	Review Date:	03/11/2020 or when new guidance released

HAZARD	WHO MIGHT BE HARMED	IS THE RISK ADEQUATELY CONTROLLED?	RISK LEVEL	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK	FINAL RISK LEVEL
How can people be harmed? Look only for hazards which you could reasonably expect to result in harm under the conditions in your workplace	There is no need to list individuals by name, just think about the group of people doing similar work or who may be affected, eg: visitors	Have you already taken adequate precautions against the risks from the hazards you listed? If so then the risks are adequately controlled but you need to indicate the precautions you have in place. You may refer to Company Procedures or Work Instructions giving this information	S x L = R	What more could you reasonably do for those risks which you found were not adequately controlled? You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. See Hierarchy of Risk Control	S x L = R
List hazards here:	List groups of people who are at risk from hazards identified:	List existing controls here or note where the information may be found	Specify risk level	List additional actions required to adequately control hazards:	Specify risk level
Spread of Covid-19 Coronavirus within the church building during planned meetings and events.	<ul style="list-style-type: none"> • Staff • Leaders • Volunteers • Visitors • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant, those with existing underlying health conditions 	<p><u>Building entry control</u></p> <p>Ask anyone symptomatic to not attend. All attending will be asked to complete a verbal Health Self-screening questionnaire before being allowed to enter - COVID-19 Screening Checklist</p> <p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing to take place on entry and during the time in the building.</p> <p>Gel or foam sanitisers provided in any areas where washing facilities are not readily available</p> <p>All entering the church building must use the lounge entrance only and are required to use hand sanitiser before proceeding to the rest of the building.</p>	A x 3 = High Risk	<p>A minimum of 2 stewards required in the building. Stewards may wear visors in addition to masks for extra protection.</p> <p>Stewards to complete pre and post gathering checklists at each gathering.</p> <p>Reminded all to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also remind to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	A x 4 = Medium Risk

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		<p><u>Social Distancing</u></p> <p>Social Distancing - Reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Where this is not possible, we will comply with the 1m + mitigations which will include side by side seating and face masks at all times.</p> <p>Where possible meetings to be carried out using online meetings or phone calls instead of face to face meetings.</p> <p>There is to be no physical contact between persons from separate households.</p> <p>Areas to be marked and signed out of bounds where needed.</p> <p>Capacity is to be managed by booking people in and having a set seating capacity measured by the rows available.</p> <p><u>Wearing of Gloves</u></p> <p>Gloves are only required when cleaning up before or after an event or if dealing with a person with suspected Covid-19 symptoms.</p>			

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		<p><u>Wearing of face masks</u></p> <p>Face masks will be mandatory whilst inside the church building for all people 11 years and over.</p> <p>Disposable masks are expected to last about 4 hours – if people can bring their own face coverings this would be suitable and preferable.</p> <p>For anyone in the building on their own or where there are no more than 1 person there is a relaxation to wearing a mask.</p> <p>Packs of masks will be available at the lounge entrance area.</p> <p>Users will be provided with safe use instructions by stewards or group leaders which include how to put on, remove and dispose of masks safely.</p> <p><u>Symptoms of Covid-19</u></p> <p>Temporary Quarantine room in the lounge kitchen with the doors closed.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature or they have loss of taste or smell then they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that someone who has been to a meeting has developed Covid-19 and were recently on our premises (including where someone has visited other work place premises, such as domestic premises), the leadership team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>		<p>Ensure lidded waste bins with bin bags in designated areas.</p> <p>Ensure adequate packs of face masks are available.</p>	

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		<p><u>Mental Health</u></p> <p>The Leadership will promote mental health & wellbeing awareness to all during the Coronavirus outbreak and will offer whatever support they can to help</p> <p><u>Safety Signage</u></p> <p>Covid-19 safety signs should be placed appropriately throughout the site (social distance, hand washing, masks etc)</p> <p><u>Food and Drink</u></p> <p>There is to be no serving or provision of any food and drink as part of Sunday morning gatherings. At this time there is to be no shared lunches or similar.</p> <p>Communion could be served if the elements are all prepared in by someone in a mask and wearing gloves in a cleaned area.</p> <p>Ensure there is no talking whilst preparing or distributing any food or drink.</p> <p>Provision of prepacked biscuits and prepared drinks may be possible in smaller gatherings pending their activities risk assessment.</p>		<p>Regular communication of mental health information and open door policy for those who need additional support</p> <p>Display notices in appropriate areas.</p> <p>The bread and wine would need to be distributed in such a way that elements were individually prepared and dropped or placed on a surface to avoid direct contact.</p> <p>Personal cups would need to be carefully collected and cleaned in the church dishwasher and the person moving them to then wash hands for 20seconds.</p> <p>Risk Assess each gathering that is arranged.</p>	

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		<p><u>Additional measures</u></p> <p>Use the lounge doors as the only building entrance and the front doors of the sanctuary as the only exit.</p> <p>Ensure one-way system is in place for those accessing toilets and rear halls.</p> <p>Toilets to only allow one person in at any time, ensure all present are aware that need to check and if needed wait for the toilet to be empty before going in. Spray disinfectant to be available in all toilet areas.</p> <p>Children 11 and under to be accompanied to toilet blocks by a parent or guardian from the same household.</p> <p>Doors propped open where possible.</p> <p>Windows and ventilation on and open during meetings.</p> <p>Air conditioning units cleaned and serviced at least every 6 months.</p> <p>All waste to be treated and handled as contaminated, no one is to sort or open bin bags and they must be left for 72 hours and then place in the outside bins.</p>		<p>Mark out entry and exit doors and internal one-way systems.</p>	

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		<p>Ensure the building is not used for a public meeting for at least 72 hours after the previous one has finished.</p> <p>No congregational singing to be allowed, only one soloist may sing in a live event and only if they are 2m from any other household. In recording settings singing is allowed by more than one person as long as those from different households are at least 2m apart. Vocalists in any setting must be facing away from other music team members.</p>			
Pastoral visits	<ul style="list-style-type: none"> • Staff • Volunteers • Those being visited • Vulnerable groups – Elderly, Pregnant, those with existing underlying health conditions 	<p>Ensure meetings are conducted remotely via the phone or video calls where at all possible.</p> <p>When visiting those present must remain at least 2m apart at all times if they are from different households. Where 2m cannot be obtained then 1m plus could be acceptable with the use of facemasks.</p> <p>Ensure hand sanitising by all present before and after a visit by washing or alcohol gel.</p> <p>As with meetings in the church building ensure no singing or raised voices, no sharing of food and drink and reduce the need to share papers, books or any other items.</p>	A x 4 = Medium Risk	If shared items are needed for a specific reason ensure hands are washed for at least 20 seconds or hand gel is used.	A x 3 = Low Risk

Potential severity of injury		Likelihood of hazard causing injury				
		1 Almost certain to occur	2 Frequent exposure not easy to avoid Probable / foreseeable	3 Frequent exposure but hazard is avoidable Possible	4 Infrequent exposure not easy to avoid Unlikely	5 Infrequent exposure easy to avoid Almost impossible to occur
Classification	Typical injury					
Major A	Broken bones / amputation 24 Hours in hospital Unable to work	Very high risk see manager ASAP	High risk	High risk	Medium risk	Low risk
Serious B	Medical treatment required 1 to 5 days off work Light duties may be possible	High risk	Medium risk	Medium risk	Low risk	Low risk
Minor C	First aid treatment Able to work next shift	Medium risk	Low risk	Low risk	Low risk	Very low risk
Slight D	First aid treatment Able to return to work immediately	Low risk	Low risk	Low risk	Very low risk	Very low risk

Hierarchy of Risk Control

- 1) **ELIMINATION** - Redesign the job or change the substance so that the hazard is removed.
- 2) **SUBSTITUTION** - Replace the material or process with a less hazardous one. Care should be taken to ensure the alternative is safer than the original
- 3) **ENGINEERING CONTROLS**- These do not eliminate hazards, but rather isolate people from hazards. "Enclosure and isolation" creates a physical barrier between personnel and hazards. Give priority to measures which protect collectively over individual measures.
- 4) **ADMINISTRATIVE CONTROLS** - Changes to the way people work I.E. employee training, signs and warning labels.
- 5) **PERSONAL PROTECTIVE EQUIPMENT (PPE)** – A last resort only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level.

DEFINITIONS:

‘A **Hazard** is a potential source of harm or adverse health effect on a person or persons.’

‘A **Risk** is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.’