

VENUE: New Pasture Lane Community Centre

This risk assessment is designed to allow the Trustees of BCF to consider the specific risks relating to COVID-19 in conducting services at New Pasture Lane Community Centre.

It is a working document that is subject to regular review in order to reflect changes in government regulations or guidance and to ensure that control measures remain appropriate and are functioning as intended. If any control measures are found not to be in place then these will be addressed and the risk assessment updated accordingly.

Many risk assessment approaches use a structured risk ranking method to determine the likelihood and severity of a risk occurring and whether the risk is therefore acceptable or not. This COVID-19 risk assessment does not use a risk ranking method for the following reasons:

1. It is extremely difficult to estimate the likelihood and severity of risks associated with COVID-19 due to the fact that we are still learning and understanding new information about the disease and its spread.
2. Compliance with mandatory and strongly recommended guidance is a much easier criterion to test to determine whether the risk level is acceptable.
3. The pro-forma COVID-19 risk assessment template on the Health and Safety Executive website does not use risk ranking.

Date of Assessment	29 th September 2020
Assessor(s)	Rosemary Gray & Aileen Moss

NB: Red indicates that further work needs to be undertaken to ensure that these measures are in place for 8th November and notes what needs to be done regarding this.

RISK	CORONAVIRUS ENTERING THE PREMISES AND POTENTIALLY INFECTING USERS OF THE BUILDING
Persons at risk	Pastor, leaders, members, attendees, cleaners, wider community

Control Measure	Measure in place (Y/N)	Person responsible	Comments
1 Ask those showing symptoms/living in the same household as an infected person/who have been recently exposed to an infected person not to attend	Y	Secretary/ Service leader	Written reminder in church COVID-19 booklet & monthly newsletters Booklet also available via website/Facebook Verbal reminder given at beginning of each service
2 Ask all attendees to follow government guidance regarding self-isolation after symptoms and positive test contact tracing	Y	Secretary/ Service leader	Written reminder in church COVID-19 booklet & monthly newsletters Booklet also available via website/Facebook Verbal reminder given at beginning of each service
3 Remind those considered to be at an increased risk of current guidelines	Y	Secretary	Written reminder in church COVID-19 booklet & monthly newsletters Booklet also available via website/Facebook
4 Encourage attendees to follow travel guidance regarding public transport and private cars	Y	Secretary	Written reminder in church COVID-19 booklet Booklet also available via website/Facebook
5 Display 'COVID-19 Secure' poster at entrance(s)	Y	Set Up Team	Laminated sign that can be easily cleaned before storage Setting up checklist produced
6 Signage in place to remind people of safe practices	Y		This has been put up by the Community Centre
7 Social distancing measures in place, including arrival/departure of the venue	Y		Queuing system in place on entry into the building to ensure social distancing
8 Verbal symptom & temperature checks on entry	N Purchase thermometer	Door steward	Poster of symptoms at entrance Use of non-contact forehead thermometer Checklist to aid door steward produced
9 Everyone to use hand sanitiser on entry to and exit from the building	N Purchase sanitiser	Door steward	Checklist to aid door steward produced Hand sanitiser to be purchased by BCF Please use signs displayed
10 Hand sanitiser also provided at different locations throughout the building	N Purchase sanitiser	Set Up Team	Setting up checklist produced Hand sanitiser to be purchased by BCF Please use signs displayed
11 Emergency action plan in place in event of C-19 case known to enter premises	Y	Trustees	Verbal reminder given by service leader at beginning of each service

12	Out-of-bounds areas clearly designated	Y	Set Up Team	Kitchen, office, men's/ladies' toilets, small room to be marked out-of-bounds Notices put up prior to service
13	Keep register and contact details of attendees to enable track and trace	Y	Secretary/ Door steward	Name & phone number to be taken at door Business cards with church contact details made available for visitors
14	Maintain online/other options for those who cannot safely attend or who feel nervous about attending	Y	Pastor	Service booklets produced on request for those who are unable to attend Services recorded & uploaded to YouTube

RISK	TRANSMISSION OF CORONAVIRUS PERSON TO PERSON
Persons at risk	Pastor, leaders, members, attendees, cleaners

Control Measure		Measure in place (Y/N)	Person responsible	Comments
1	Suitable social distancing policy in place: 2m where possible or 1m plus mitigations	Y	Trustees/ Stewards	Queuing system in place on entry into the building Door steward to instruct people when to enter premises Door/Meeting room stewards to ensure people do not congregate/socialise in corridors, outside toilets or in meeting room People directed to their seats by meeting room steward At the end of the service people will remain in their seats and be instructed when to exit by the stewards Checklists to aid door stewards produced
2	Reminder of no physical contact between persons from different households/bubbles and not to gather in groups, except with members of their own household/bubble, inside or outside the building	Y	Secretary / Service leader/ Stewards	Written reminder in church COVID-19 booklet & monthly newsletters Booklet also available via website/Facebook Verbal reminder given at beginning of each service Stewards to ensure that this does not occur Checklists to aid stewards produced
3	All attendees required to wear a face covering (except for under 11s & certain medical conditions)	Y	All attendees/ Steward	Door steward to request people wear a face covering if they are not Disposable masks available if required Checklist to aid door steward produced
4	One-way system of flow through building to avoid pinch points	N One way system	Stewards	Designated one way system and reminder signs put up Door stewards to ensure that people adhere to this

		to be confirmed on pre-service visit 7 th Nov		Checklists to aid stewards produced
5	Seating arrangements adapted for social distancing & in household/bubble groups of not more than 6 & set seats allocated	N Seating plan to be confirmed on pre-service visit 7 th Nov	Secretary/ Room steward	Seating plan produced Meeting room steward to ensure that people sit in their designated places
6	Children to remain seated with their parents throughout the service	N Seating plan to be confirmed on pre-service visit 7 th Nov	Parents	Set seats allocated
7	Admittance limited so that numbers do not exceed capacity	Y	Secretary/ Stewards	Members/regular attendees will be requested to inform the Secretary if they will be attending Visitors will be admitted on a first come, first served basis until capacity is reached
8	No singing, corporate reading or corporate prayer during services	Y	Pastor/ Service leader/ All attendees	
9	Additional distance maintained between speaker(s) and everyone else and use of a PA system	N Room plan to be confirmed on pre-service visit 7 th Nov	Secretary/ Leadership	Plan of how to set-up room produced to ensure adequate distancing
10	Maximum of 2 people to lead the service/ preach/read the Bible/pray/give notices using separate microphones/lecterns	N Rota & room plan to be confirmed	Pastor/ Leadership	Rota of leaders/preachers etc produced to ensure maximum of 2 people Plan of how to set-up room produced to ensure adequate distancing

RISK	TRANSMISSION OF CORONAVIRUS VIA CONTAMINATED SURFACES (NOT INCLUDING TOILET FACILITIES)
Persons at risk	Pastor, leaders, members, attendees, cleaners, other centre users

Control Measure	Measure in place (Y/N)	Person responsible	Comments
1 Doors kept open where possible to reduce contact with door handles (this may not be appropriate for fire safety or to maintain suitable temperature)	Y	Set up Team	Setting up checklist produced
2 Regular cleaning of surfaces likely to be touched frequently with appropriate sanitiser/disinfectant spray	Y	Stewards	Checklists to aid stewards produced Sanitiser/disinfectant spray to be provided by Community Centre
3 Designated team to set up/tidy away chairs & other equipment wearing appropriate PPE	N Room plan & seating plan to be confirmed	Set Up Team	Setting up checklist produced Plan of how to set-up room produced to ensure adequate distancing Seating plan produced Chairs etc cleaned according to centre guidelines PPE (gloves) provided by Community Centre
4 Use of microphones/lecterns kept to a maximum of 2 people using separate microphones/lecterns etc	N Rota to be confirmed Purchase PA system	Pastor	Rota of leaders/preachers etc produced to ensure maximum of 2 people
5 No distribution of Bibles – attendees asked to bring their own and take them away with them	Y	Secretary	Written reminder in church COVID-19 booklet & monthly newsletters Booklet also available via website/Facebook
6 Single-use hymn sheets placed on chairs and taken away to be disposed of	Y	Set up Team	Setting up checklist produced
7 No serving of food and drink items prior to, during or after the service	Y	Trustees	Attendees asked to bring own water/drink bottle with them if necessary Written reminder in church COVID-19 booklet & monthly newsletters Booklet also available via website/Facebook
8 Donations made via the donation box not to be counted for 72 hours after the service	Y	Treasury Team	Request members/regular attendees to donate via standing order where possible Written reminder in church COVID-19 booklet
9 All coats and other personal items to be kept with owners and not left in a shared area	Y	All attendees	Written reminder in church COVID-19 booklet Booklet also available via website/Facebook Stewards to remind people as necessary – checklist to aid stewards produced

10	All equipment cleaned according to centre guidelines before storing/removing	Y	Set up Team	Cleaning checklist provided
11	Building cleaned according to centre guidelines after use	Y	Cleaning Team	All cleaning equipment etc provided by centre Cleaning checklist provided

RISK	TRANSMISSION OF CORONAVIRUS VIA TOILET FACILITIES
Persons at risk	Pastor, leaders, members, attendees, cleaners, other centre users

Control Measure	Measure in place (Y/N)	Person responsible	Comments	
1	Display posters reminding of handwashing technique	Y	Trustees	Posters put in place by Community Centre
2	Toilets supplied with hand wash and disposable hand towels	Y		Provided by Community Centre
3	Use of disabled toilet only to ensure only 1 person uses this at a time	Y	Stewards	Written reminder in church COVID-19 booklet Booklet also available via website/Facebook Verbal reminder given at beginning of each service Reminder posters
4	Children under 11 to be accompanied to the toilet	Y	Parents	Written reminder in church COVID-19 booklet Booklet also available via website/Facebook Verbal reminder given at beginning of each service
5	Toilets cleaned after each use and at end of meeting	Y	Stewards Cleaning Team	Stewards to clean toilets after each use during the service Cleaning team to clean at the end of the meeting Stewards/cleaning checklists provided
7	Set clear use guidance for toilets to ensure that they are kept clean and social distancing is achieved as much as possible	Y	Trustees/ Secretary/ Service leader	Written reminder in church COVID-19 booklet Booklet also available via website/Facebook Verbal reminder given at beginning of each service

RISK	TRANSMISSION OF CORONAVIRUS VIA CONTAMINATED WASTE
Persons at risk	Pastor, leaders, members, attendees, cleaners

Control Measure		Measure in place (Y/N)	Person responsible	Comments
1	Everyone asked to take waste home with them if possible	Y	All attendees	Written reminder in church COVID-19 booklet Booklet also available via website/Facebook Verbal reminder given at beginning of each service
2	All waste to be disposed of at the end of the service in accordance with guidelines	Y	Cleaning Team	All waste assumed contaminated so handled appropriately and with disposable gloves Cleaning checklist provided
3	All bins re-lined with disposable liners	Y	Cleaning Team	Cleaning checklist provided

RISK	INDIVIDUAL DISPLAYS SYMPTOMS OF COVID-19 DURING AN EVENT
Persons at risk	All present, families of those present, wider community

Control Measure		Measure in place (Y/N)	Person responsible	Comments
1	Emergency action plan in place to deal with incident of someone showing symptoms of COVID-19	Y	Trustees/Safeguarding Team	Safeguarding Team to deal with any incidents
2	Remind those present of the procedure at the beginning of every meeting	Y	Service leader	
3	Inform other attendees if someone is taken ill prior to test results	Y	Secretary	As part of emergency action plan
4	Inform centre management of any such incidents immediately	Y	Secretary	As part of emergency action plan

RISK	WIDER OUTBREAK OF CORONAVIRUS IN THE COMMUNITY
Persons at risk	All attendees, local community

Control Measure		Measure in place (Y/N)	Person responsible	Comments
1	Cancel services/meetings in line with local guidance if required	Y	Trustees	
2	Cancel services/meetings if a local outbreak of COVID-19 raises base level of exposure risk at events	Y	Trustees	
3	Consider suspending services temporarily if an attendee tests positive for coronavirus in order to minimise the risk to the local community	Y	Trustees	
4	Maintain capability to produce service booklets and services online	Y	Pastor	