

Bethel Baptist Church

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Risk assessment – particular focus upon Covid-19

Assessment carried out by	Bethel Elders and Deacons
Date of assessment	Elders and Deacons meeting on 29 June 2020
Date of next review	Elders and Deacons meeting on 20 July 2020
Risk assessment updated to cover worship group singing during the service	16 October 2020
Revised for re-opening 2 May 2021	25 April 2021
Revised after Stage 4 on 19 July 2021	22 July 2021

Notes:

Green indicates an action already done
Yellow indicates an action needed each week
Red indicates an action not yet started

What are the hazards?	Who might be harmed, and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Heightened risk of infection from furniture and items in the building	Anybody in the building, with the elderly and vulnerable being at greater risk. Risk of contracting Covid-19 is in addition to normal health risks.	Routine cleaning in the building (suspended during lockdown)	More thorough cleaning: Particularly backs of pews, door handles, anything that multiple people are likely to touch.	Dyls	Prior to service each Sunday	26 July 2020
			Provide sanitiser gel on round tables in the entrance hall, near the toilets, one in the worship hall.	Dyls	Prior to service each Sunday. Put away afterwards.	23 July 2020

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			No paper news sheets for the time being. Could make them available online.	N/A		
			Remove all toys from worship hall, Bibles and books from pews.	Dylys	Prior to first meeting for worship	14 July 2020
			Lounge and kitchen out of bounds: put "Do not use" notice on door from entrance hall.	Roland	Prior to first meeting for worship	25 July 2020
			Replace communal towels in toilets with paper towels.	Rick	Prior to first meeting for worship	6 July 2020
Difficulty in maintaining social distancing	Anybody meeting in the building	-	Use "Do not use" tape to close pews and encourage worshippers to keep distance, unless present as couples or families	Rick	Prior to first meeting for worship	23 July 2020
			Reminder signs around the building, especially near the entrance and around the toilets. Signs at toilets to advise "One person at a time" and "Use sanitiser on leaving toilets"	Roland	Prior to first meeting for worship	25 July 2020
			Tape on floor near toilets to mark a social distancing queue (as at supermarkets).	Rick	Prior to first meeting for worship	6 July 2020
			"Venue organiser" (welcome duty) to stand strategically to maintain social distancing. No handshaking! Welcome person must direct people straight into the worship hall (no conversations in the entrance hall).	Roland	Regular welcome duty at initial meetings.	26 July 2020

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			Advise congregation that there will be no singing. Everybody must keep social distance. Children to stay in family groups unless in children's' meeting. Remind people of the need to maintain social distancing when leaving the meeting, and that the car park is the best place for social conversation.	Roland	At the start of each service	26 July 2020
Collective worship is conducive to spreading infection	Anybody meeting for worship	-	Re-introduce singing – initially one song only, singing wearing masks.	Harry	25 July 2021	
			Obtain pre-packed bread and wine so that we may restart communion.	Harry	1 August 2021	
			No refreshments.	N/A		
			Ask people to continue to wear masks, reminding them that masks are for the protection of others rather than of the wearer. Make single-use masks available for those without.	Roland	At the start of each service	
			Box or plate near the worship hall door for offerings, rather than walking the offertory bag around during the service. Encourage people to use bank transfers (safest way to give), or to use cheques (requires less handling than cash).	Roland	Prior to first meeting for worship	26 July 2020
			Extra ventilation (doors / windows open). Not attractive in the winter months, at which time additional social distancing must be ensured.	Graham	At start of any meeting where singing is planned	

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Singers in worship group could project aerosol droplets to a greater distance than is the case with people in conversation, especially if masks are not worn whilst singing.	Members of the congregation, including other members of the worship group, and leaders, could be infected.	We have avoided all singing since returning to church after the lockdown.	Ensure that each member of the worship group is at a greater distance from the congregation (5 metres) and from any other members of the worship group who are not part of the same household or bubble.	Members of worship group	At start of any meeting where singing is planned	
			Members of the worship group will wear face masks in church at all times except when singing.	Members of worship group		
			The number of singers will be kept low: maximum of six, but likely to be lower in practice.			
			There will be no more than two or three sung items per service. Additional pre-recorded material may be used (eg, Youtube), without singing.			
Music books and microphones could be a source of infection	Members of the worship group		Each member of the group will use his or her own music book or sheets, and microphone (items will not be shared).	Members of worship group		
Keyboard could be a source of infection	The Pastor who plays the keyboard, anybody who touches the keyboard, and infection can be passed on.	Keyboard was not in use in the early weeks of meeting after lockdown.	Clean the keyboard before and after use (don't apply cleaner directly to the keyboard - instead apply it to a cloth and wipe the keyboard).	Harry, or other cleaners by arrangement	Before keyboard is used in any service.	

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Music in church may encourage people in the congregation to talk more loudly with each other, increasing the risk of spreading infection	Members of the congregation	There was no live music in church for the first few weeks of meeting after lockdown.	The worship group may perform whilst the service is in progress, but not at the start or end, when members of the congregation are likely to be talking.	Service leader and members of the worship group	When the worship group plans to sing.	
People may come to church with Covid-19 symptoms	Anybody meeting in the building	All meetings suspended	When notifying people that the Church is reopening, ask them not to come if they are showing any Covid 19 symptoms.	Harry	2 May 2021	2 May 2021
			Remind people not to come if they are showing any hint of symptoms. People showing symptoms during a meeting must be asked to leave immediately, and those they have been in close contact with must be asked to wash thoroughly or use sanitiser gel.	Harry and Elders	During each service	
			To assist "Test and Trace", the Government advice is that record (name and contact details) of all attendees be made and kept for 21 days. Ask people to inform us if symptoms are developed with 10 days of attending.	Sue	Make record at each meeting. Destroy each record three weeks later.	26 July 2020