

Risk assessment

Church name: Bethany Evangelical Church IOW

Assessment carried out by: S. Crago / P. Edwards
/ J. Peck / R Wills

Date of next review: To Be Agreed

Date assessment was carried out: 2nd-7th July 2020
(Reviewed 5th August and 19th August 2020)

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
The hazard that this risk assessment addresses is the danger of contracting or spreading the COVID-19 / Coronavirus. All hazards listed below relate to this.	All worshipers attending meetings, the people leading them, plus (indirectly) anyone with whom they subsequently come into contact.	Currently (up to 11/07/2020) no meetings are being held in the building. This detailed risk assessment is to address means by which we may restart some meetings on 12/07/2020.	See details for individual hazards below.	See details for individual hazards below.	See details for individual hazards below.	See details for individual hazards below.

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Someone displaying symptoms of Covid-19 attends a meeting	See above	See above	Advance notice of each meeting will be accompanied by a reminder of Government advice that "Anyone showing symptoms of COVID-19 ... should not attend the place of worship due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household" .	The church Secretary or his nominated spokesman.	At least 24 hours before each meeting.	N/A
Contact tracing	See above	See above	A list will be kept of all attendees at each meeting. Any people not known to the Elders will be asked to leave contact details. Use shall also be made of the NHS Test and Trace app on attendees smart phones by means of the Venue Check in. An official NHS QR code poster at the entrance to the main hall is available for scanning by the app. This is not a replacement for the list mentioned above.	The list will be made by the Bethany Elders and kept by the Church Secretary (Steve Crago)	The day of each meeting.	N/A

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People who are clinically vulnerable attending the meetings	See above	See above	Advance notice of each meeting will be accompanied by advice that such people do not attend.	The church Secretary or his nominated spokesman	At least 24 hours before each meeting	N/A
People aged 70 and above attending the meetings	See above	See above	Advance notice of each meeting will be accompanied by a reminder of Government advice that "Individuals who fall within this group are advised to stay at home as much as possible".	The church Secretary or his nominated spokesman	At least 24 hours before each meeting	N/A

Too many people wishing to attend	See above	See above	1) People will be recommended to notify the Church Secretary in advance if they wish to attend; 2) a "doorman" will be appointed for each meeting to ensure too many people do not enter the building. We aim to cater nominally for 11 households, about 30 people.	The church Secretary or his nominated spokesman	Prior to each meeting	N/A
Seating and routes to seats	See above	See above	Seating shall be arranged to ensure that: <ul style="list-style-type: none"> • The baptistry area is reserved for the leader/chairman of the service and his family • everyone else is seated in single household clusters (of up to 4 chairs). • No seat in any cluster is within 2 metres of any seat in a different cluster • Every seat must be accessible from the entrance using a route that passes no closer than 2 metres to any chair not in the destination cluster. 	The Bethany Elders (currently S. Crago / P. Edwards / J. Peck / R Wills)	11/07/2020	✓
People "bumping into each other" when entering/exiting rooms	See above	See above	A one-way system shall be set up. All entrances to the building will be open. The entrance to the main hall will be reserved for entry only until the end of the service. Anyone wishing to leave the hall prior to this will be instructed to leave via the kitchen or back door.	The Bethany Elders (currently S. Crago / P. Edwards / J. Peck / R Wills) or their nominated representative.	At each meeting.	N/A

People not adhering to social distancing guidelines	See above	See above	1) Advance notice of each meeting will be accompanied by a reminder of Government social distancing guidelines; 2) persistent disregarding of these (or any other government guidelines) will result in discontinuation of meetings until further notice.	The church Secretary or his nominated spokesman	At least 24 hours before each meeting	N/A
Hygiene	See above	See above	1) On entering and leaving a place of worship, everyone, will be asked to wash their hands thoroughly with hand sanitiser; 2) Signs and posters to build awareness of good hygiene practice will be displayed; 3) Hand sanitiser will be provided in multiple locations in addition to toilet facilities.	The Bethany Elders (currently S. Crago / P. Edwards / J. Peck / R Wills) or their nominated representative.	Ongoing	N/A
Toilet facilities	See above	See above	1) The toilets inside the building will be kept open, but managed to reduce the risk of transmission of COVID-19 in accordance with the Government guidelines of 29/16/2020 "COVID-19: Guidance for the safe use of places of worship from 4 July"; 2) Meetings will be kept short (no more than 45 minutes) to minimise the need for anyone to use them; 3) only one cubicle in each of the Gents and Ladies toilets to be available.	The Bethany Elders (currently S. Crago / P. Edwards / J. Peck / R Wills) or their nominated representative.	Ongoing	N/A

"Touch points" / cleaning	See above	See above	Door handles and surrounding area. Microphones (see use of Microphones...) Tables. Chair backs. Piano.	The cleaning teams.	Ongoing	N/A
Ventilation	See above	See above	Windows to be open in the Summer and the forced ventilation / heating system to be used when cooler (it mixes air from outside and inside).	The Bethany Elders (currently S. Crago / P. Edwards / J. Peck / R Wills) or their nominated representative.	Ongoing	N/A
Use of microphones/ Sound system	See above	See above	1) The balcony will be put out of bounds except for the sound engineers (John and Paul Crago) ; 2) No one will be permitted to touch or use microphones except for preacher and chairman of each meeting and the sound engineers; 3) Microphones to be cleaned or taken out of use for 2 weeks by the sound engineers.	The Bethany Elders (currently S. Crago / P. Edwards / J. Peck / R Wills) and the sound engineers.	Ongoing	N/A

Hymn books	See above	See above	Hymn books will not be used or on display for any meetings.	The Bethany Elders (currently S. Crago / P. Edwards / J. Peck / R Wills) or their nominated representative.	Ongoing.	N/A
Literature/leaflets	See above	See above	No paper handouts will be produced for any meeting. The magazine/leaflet rack shall be emptied, and all old handouts removed from view.	Phil Edwards	04/07/2020	✓
Singing, chanting and raised voices	See above	See above	There will be no live singing or chanting during meetings. Music shall be pre-recorded and chosen to be sufficiently unfamiliar to discourage "singing along".	The Bethany Elders (currently S. Crago / P. Edwards / J. Peck / R Wills) or their nominated representative.	Ongoing.	N/A

<p>Breaking of Bread/ Lord's Supper / Holy communion</p>	<p>See above</p>	<p>See above</p>	<p>Participants will be encouraged to bring their own bread, wine (or a suitable substitute) cups and plates for this. However, one or two bread rolls will be provided for those who have forgotten, together with miniature bottles of red wine.</p> <p>The "emergency bread and wine" will be placed somewhere accessible (but apart from the seating areas to ensure social distancing) well ahead of any Breaking of Bread meeting by someone wearing rubber gloves. They shall not be subsequently handled. Any person requiring this bread and wine should go and get them themselves without getting too close to anyone else. No-one else should touch the bread and wine. Where such a person requires assistance, the person distributing the bread and/or wine should release it, into the hand only, in such a way to avoid any contact between them and those receiving it, or wear gloves. If accidental contact does occur, both people should cleanse their hands immediately.</p>	<p>Phil Edwards (or his nominated representative) will provide the "emergency" bread and wine</p>	<p>The wine shall be put in place at least 3 days (but where possible 5-6 days) ahead of any Breaking of Bread meeting. The bread shall be put in place (inside <u>paper</u> bags) 24 hours before the meeting.</p>	<p>N/A</p>
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The collection	See above	See above	No collection will be taken during any meeting. Church members will be encouraged to continue giving in the ways they have used during the period when no meetings were held.	N/A	N/A	N/A
Refreshments	See above	See above	No refreshments will be served.	N/A	N/A	N/A
Meeting frequency	See above	See above	Only one meeting will take place once a week to mitigate virus transmission.	The Bethany Elders (currently S. Crago / P. Edwards / J. Peck / R Wills) or their nominated representative.	Ongoing	N/A
Use of building by other organisations	See above	See above	Use of the Bethany building by other organisations (such as <i>Youth For Christ</i>) might be permitted, provided the meeting is on a Monday, Tuesday or Wednesday and that the above social distancing and cleaning requirements are adhered to. The other organisation would have to give the hall a thorough clean before and after the event, antibacterial wiping all touch points etc.	Approval of such use is the responsibility of the Bethany Elders. The cleaning will be done by the other organisation.	At each meeting.	N/A

<p>The wearing of face coverings</p>	<p>See above</p>	<p>N/A</p>	<p>From 8th August members of the public are required by law to wear a face covering when attending a place of worship. (Reference: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own).</p> <p>It is noted (from Section 3 of the above reference) that you do not need to wear a face covering if you have a legitimate reason not to and in certain scenarios (such as when speaking with people who rely on lip reading, facial expressions and clear sound). These reasons and scenarios are listed in section 3 of the above reference.</p> <p>Otherwise face coverings should only be removed in order to receive the bread and wine of the Holy Communion ("Breaking of Bread") and replaced afterwards.</p> <p>The only other exception is that the person leading the service, being effectively an employee of the church, is exempt. (Section 6 of the above reference states that "Face coverings are not required for employees in indoor settings set out in section 2 where face coverings have to be worn by members of the public"). However, our assessment is that the following stricter policy be insisted upon at Bethany: while the speaker need not to wear a face covering while everyone is seated and he's at his position at the front during the service, he should wear one before and after the service when he and the congregation are moving about.</p> <p>Given the physical distancing achieved by the measures specified above, our assessment is that a Perspex screen would not be of any benefit, and it (or a mask-wearing speaker) would be a disadvantage for those who have hearing difficulty (which is quite a few of us).</p> <p>Advance notice of each meeting will be accompanied by a reminder of the legal requirement for members of the congregation to wear a face covering when attending a place of worship.</p>	<p>The church Secretary or his nominated spokesman</p>	<p>At least 24 hours before each meeting</p>	<p>N/A</p>
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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