

Wood Lane Baptist Church: Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance can be found [here](#). This assessment¹ is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

Name of Church:	Assessment undertaken by:
Wood Lane Baptist Church	Minister and Diaconate
Address:	Area of the building assessed:
118 Wood Lane Baptist Church, Dagenham, Essex	Main Church (Service) Faith Hall Foyer (Toilets)
Postcode: RM9 5SL	
Date of Initial Assessment: Saturday 18 th July 2020	Assessment Review Date: When further government advice/instructions are published

Social Distancing

Questions to Consider

1. In our building, where will social distancing be more difficult?
2. What areas or tasks are more likely to increase the risk? How can we change work and tasks so people keep 2m apart or are separate?
3. Can we re-organise our building to reduce the likelihood that coronavirus will spread?
4. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
5. If the building is listed, any changes need to be sensitive and reversible. Please consult the [Conservation Officer](#) about these changes.*

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. Physically arrange communal areas to keep people 2m apart.*
2. Mark areas using tape or floor paint to help people keep a 2m distance.*
3. Provide signage to remind people to keep a 2m distance.*
4. Using screens to create a physical barrier between people.*
5. Use more than one exit or entry to reduce numbers of people coming together.
6. Set up a register to track who enters the building. Provide easily accessible hand sanitiser and ask people to bring their own pen.
7. Permit only essential trips within the building to maintain social distancing as much as possible.
8. Social distancing also to be adhered to in communal areas.
9. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles.

Where you cannot keep a 2m physical distance, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas if it is not possible to maintain social distancing.
2. Assigning one person per area or reducing the number of people in the area.
3. Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.
4. Keeping the number of people working less than 2m apart to a minimum.

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
General contamination risk	All	High	High	6	Identify/Specify specific entry door and exit door to reduce people closely passing each other. Locate hand sanitizer station by entry door and exit door. Suspend refreshments. Congregation to leave building as soon as service is over. Socially distanced conversations in the grounds/car park to be discouraged. No singing of hymns for the immediate future, No communal Bibles or Hymn Books	Minister and Diaconate
Social Distancing during services	All	High	High	6	Place seating to ensure social distancing as required with specific area(s) for regular family/households to sit together. Remove all surplus chairs.	Minister and Diaconate
Door handles/ Light switches	All	High	High	6	Keep all doors open when building is in use and sanitise handles/light switches prior to closing the building.	Minister and Diaconate
Toilets (Faith Hall)	All	High	High	6	Limiting cubicles available to use will reduce places where virus can settle.	Minister and Diaconate

Likelihood

- 1 = Low (seldom)
- 2= Medium (frequently)
- 3= High (certain or near certain)

Severity

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<i>Toilets (Faith Hall) Continued</i>					<p>Hand sanitizer outside toilets for use when returning to the Church.</p> <p>Sanitize doors/handles/flush mechanism/soap dispensers prior to closing the building.</p> <p>Replace hand towels with paper towels.</p> <p>Line bins with bin bags and dispose of bags prior to closing the building(s)</p>	
Kitchen	All	High	High	6	<p>Close access to kitchen(s) during services. When used (when cleaning building(s)), sanitize all areas/objects touched prior to closing the building(s)</p>	Minister and Diaconate
Airborne Droplets	All	High	High	6	<p>Ensure through-flow of fresh air by keeping all external doors open during service and sanitize all door handles prior to closing the building(s).</p> <p>Individuals to use face-covering.</p>	Minister and Diaconate
Toys/ children's areas	All (particularly children)	High	High	6	<p>Remove all toys and keep schoolroom off limits for the duration of the restrictions</p>	Minister and Diaconate
IT Equipment	All	High	High	6	<p>Restrict touching of each piece of equipment to same person before, during and after the service. Sanitize when putting equipment away.</p>	Minister and Diaconate
Weekly Offering	All	High	High	6	<p>Retiring offering instead of passing the plate. Also, consider encouraging other “non-contact” ways of giving to Gods work.</p> <p>Treasurer to use disposable gloves until/unless cash is sanitized.</p>	Minister and Diaconate

Cleaning

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](#). If the building is listed, you should review Historic England's [How to Clean Historic Surfaces](#) and speak to the [Conservation Officer](#) before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising?
2. What can we do to reduce the need to clean or to make cleaning easier and more effective?
3. Who will do the cleaning?

What needs cleaning and sanitising?

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it's done.

Making cleaning easier and reducing the need to clean

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.
2. Put in place 'clean as you use systems' for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

Who will do the cleaning and when?

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. 'Clean and sanitise as you go' may need to be put in place for areas such as meeting rooms, printers etc.
4. Signs around the workplace can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.
6. For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

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Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
Toilets (Faith Hall)	Nominated Cleaner(s)	Medium	Medium	4	Nominated cleaner(s) to wear protective gloves (with their name on) throughout cleaning and sanitizing. Dispose of or store securely when finished	Designated Cleaner(s)
Church	Nominated Cleaner(s)	Low	Low	4	Floor to be cleaned whenever possible (to avoid disturbing social distancing markers). All seats to be sanitized.	Designated Cleaner(s)
Other touched surfaces/door handles	Nominated Cleaner(s)	Low	Low	4	Sanitize all touched surfaces/door handles etc. touched prior to closing the building(s)	Designated Cleaners(s)

As the Church Building and Faith Hall will only be initially in use from one Sunday to the next, sanitizing all touched surfaces prior to exiting the buildings will ensure general cleanliness. Restricting church seats, toilet cubicles and the kitchen being closed will reduce risks to whoever is nominated to clean the buildings between services

Good Hygiene

You need to think about:

1. Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Replace hand dryers with paper towels and bins that are emptied frequently to safely dispose of waste.
3. Providing handwashing facilities (running water, soap and paper towels) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Recommendations include:
 - a. [Public England’s Covid-19 Employer’s and Business Guide](#)
 - b. [NHS Hand-Washing Technique](#)
 - c. [Follow Catch it, Bin it, Kill it](#)
7. Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.

Personal Protective Equipment

Face Masks and Gloves

- Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.
- The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread.
- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home.

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First Aid	All	Low	Low	3	First Aid box to remain located in the Church. Should First Aid be needed, disposable protective gloves and disposable face masks to be provided for the First Aider. Disposable face masks also provided for the Patient.	Duty Deacon

Other than First Aid given to another person not of the same household, specialist PPE equipment should not be needed, particularly whilst we are limited to a once a week service meeting.

Information and Guidance

Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
4. Think about how to interact with those who do not regularly use the building such as contractors and delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how you will let people who use the building know that you are self-isolating and make sure that you don't go into the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

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General information	All	High	High	N/A	General information to be posted in the internet	Colin Hunt
Signage	All	High	High	N/A	<ul style="list-style-type: none"> • Keep your distance (1m minimum) throughout building(s) • Clean hands with sanitizer entry/exit doors, toilets and kitchen • Sign for toilet cubicles not in use (lock/tape off) • Sign to wash hands (20 seconds) • sign for rooms not being in use • Leave building(s) straight after service (conversations in car park/grounds maintaining social distancing) • Use same chair for whole of the service • Reminder signs for designated cleaner(s) 	Deacons
Reminder	All	High	High	N/A	<ul style="list-style-type: none"> • Verbal “script used as a regular reminder of the above to be spoken each week 	Minister

Summary of Action plans

Action – List out what needs to done	Ownership – List out who complete	Date to be Completed by	Date of Completion
1. Identify entry/exit doors and set up sanitizer station. Sanitizers and disinfectant in all toilets Obtain spare/replacement sanitizers and disinfectant as needed.	Diaconate	2 nd August 2020	24 th July 2020
2. Mark floor to show social distancing between chairs/family groups Remove all surplus chairs	David Horncastle	2 nd August 2020	24 th July 2020
3. Screen off all areas not in use as “out of bounds”.	David Horncastle	2 nd August 2020	24 th July 2020
4. Identify who will sanitize touched surfaces after each weekly surface.	Duty Deacon	2 nd August 2020	Beginning of Service
5. Identify who will open doors each week for ventilation.	David Horncastle	2 nd August 2020	Before service
6. Remove all toys and ensure schoolroom is marked as out of bounds	Diaconate	2 nd August 2020	24 th July 2020
7. Lock/tape off unused toilet cubicles. Replace hand towels with paper towels. Check/place bin bags in bins	Designated cleaner(s)	2 nd August 2020	24 th July 2020
8. IT equipment: Identify who will be responsible for: PA equipment/Microphone Projector (if required)	Duty Deacon	2 nd August 2020	Beginning of service
9. Provide protective gloves for EACH person doing general cleaning.	Diaconate	2 nd August 2020	24 th July 2020

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<p>10. First Aid Box: Obtain supply of disposable gloves Obtain supply of disposable face masks Locate sanitizer in First Aid Box</p>	<p>Ian Noyce</p>	<p>2nd August 2020</p>	<p>24th July 2020</p>
<p>11. Make information available on website Purchase/produce signage as identified Produce weekly script reminder of social distancing/cleanliness etc.</p>	<p>Diaconate</p>	<p>2nd August 2020</p>	<p>Before 1st Service</p>

After assessing the risk and making the changes, you could put this [sign](#) that states that you had taken the necessary precautions.

Further resources:

HSE guidance on consulting and involving your workers www.hse.gov.uk/involvement/

General government guidance on keeping workplace settings safe open www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

General Scottish Government guidance www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

Guidance for social distancing in educational settings - www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

Government guidance for the public on mental health and wellbeing www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing

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