



COVID19 - Risk Assessment

Name: Six Ways Erdington Baptist Church	Date: 24/08/2020	Review Date: 01/10/2020 - Subject to changes in government guidelines.
Assessor: Siobhan Smith-Inniss	Task: Implementing CORONAVIRUS, COVID-19 safety measures	

Zone: Gloria Richards Hall

(All groups will have their own risk assessments in place for using this Zone)

Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm e.g. slips/trips, work at height, falling objects, vehicles, electricity etc. (STEP 1)	People Affected List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc. (STEP 2)	Existing Controls List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc. (STEP 3)	Level of Risk Decide on the level of risk remaining. (Likelihood x Severity)			Further Action Required List further action required to control significant risks. If there is lots to do, make an action list. (STEP 4)
			High	Med	Low	
Social Distancing Risk- Transmission of Infection	Minister, Deacons , group leaders & all church visitors	Every effort will be taken to maintain a safe 2 metre distance between one another.		X		Clear and appropriate signage will be



		<p>Children 11 and over should try to stick to the same social distancing guidance as adults.</p> <p>Children under 11 should be encouraged, where possible, to maintain good social distances, however, we need to be mindful about them being children.</p> <p>Wearing of face coverings is for all over 11s but at the discretion of group leaders in accordance with Government guidance:- <i>“Wear a face covering in indoor settings where social distancing may be difficult and where you will come into contact with people you do not normally meet.”</i></p>				used around the church
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		Due to the size of the Gloria Richards Hall no more than 15 people will be allowed in there at one time. (This number might change depending on people who live in the same household)				
Anyone unwell coming in to the building Risk- Transmission of Infection	Minister, Deacons , group leaders & all church visitors	Everyone who enters the building will need their temperature taken to make sure they are not ill/ have COVID 19. If someone does have a high temperature they will not be allowed to enter the church (including anyone who lives in their household.) They will be advised to do a COVID 19 Test & to update the minister or group leader on their result.		X		Minister, Deacons, group leaders will be reasonable for making sure this happens.
Anyone becoming unwell during or after a service or session	Minister, Deacons , group leaders & all church visitors	Gerard & Group Leaders will have all deacons & visitors		X		All deacons & visitors contact details need to be up to date and stored



Risk- Transmission of Infection		contact details from track & trace.				<p>correctly by the minister & group leader.</p> <p>If someone become unwell with COVID 19 during service or session. The minister or group leader will need to inform everyone who attend.</p> <p>Also if someone developed COVID symptoms after the service/ session, they would need to inform the minister/ group leader and people who need to be contacted can be informed.</p>
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Hand Washing / Hand Sanitising	Minister, Deacons , group leaders & all church visitors	Everyone who enters the Gloria Richards Hall will need to Hand Sanitize upon entering.			X	Hand Sanitizer will be made available so everyone will be able to do this.
Access to the Kitchen Area Risk- Transmission of Infection	Minister, Deacons , group leaders & all church visitors	Access to refreshment/equipment will be limited to designated people and will be for drinks only. Each group should have their own refreshments, designated cups, glasses and spoons. People should be encouraged to bring their drinks with them.			X	No, just to remind, everyone to bring water bottles.
Hygiene procedures do not comply with government guidance Risk- Transmission of Infection	Minister, Deacons , group leaders & all church visitors	All touch points will need to be thoroughly cleaned before and after each group.			X	A checklist and signs will be in and around the Gloria Richards Hall to remind people to clean touch points if they have entered.



Appropriate cleaning procedures have not been implemented. Risk- Transmission of Infection	Minister, Deacons & group leaders	We will be implementing lots of measures to ensure the building is kept as clean as possible. We will have a clean and go procedure and cleaners to do a frequent deep clean.		X		Anyone who had entered the Gloria Richards Hall will have to complete a cleaning checklist
First Aiders & First Aid Risk- Transmission of Infection	Minister, Deacons & group leaders	First Aiders will have to use PPE when administering first aid. All PPE will be in the aid box. PPE will need to be disposed of in a zipped lock bag. First aiders will also need to complete the accident correctly.		X		COVID 19 statement will need to go in the first aid kit and accident book about wearing correct PPE for administering
Acitivities, Resources & Equipment Risk- Transmission of Infection	Minister, Deacons , group leaders	All Equipment that is use by a group needs to thoroughly cleaned after use. For examples tables and chairs need to be cleaned. Resources that have been used need to be			X	Cleaning will be available to group leaders in the Hall so they are able to thoroughly clean.



		thoroughly cleaned. If resources cannot be thoroughly clean then need to be kept in a box or bag for 72 hours to avoid cross contamination.				
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The above should be read in conjunction with the Six Ways Erdington Baptist Church COVID19 Procedures.