

Spread Risk assessment for Central Baptist Church, Walthamstow

Company name: Central Baptist Church, Walthamstow

Assessment carried out by: Trustees

Date of next review: by Thurs 17th December 2020

Date assessment was carried out: Wednesday 9th September 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
Spread of the virus between users of the building	Everyone present at the morning service. Harm through possible infection.	Those with symptoms of the virus have been asked not to attend. Everyone has been asked to follow government guidance on shielding and self-isolation. Posters have been put up asking those with symptoms not to enter the building. All attendees wear a face covering, in line with government advice. Children are encouraged to wear face masks where possible. The preacher and the Sunday School teachers may remove their face coverings to address the				

		congregation or the children.				
Spread of the virus by droplets between congregation on entering the church and whilst going to or leaving their pew.	Everyone present at the morning service. Harm through possible infection.	<p>People enter the church in an orderly fashion, lining up along the front wall, and only entering when a steward welcomes them inside. Everyone uses hand sanitizer on entry. People sit in their households at least 1.6m (and often 2m) apart from any other household. Certain pews are taped off, so that people can not sit in them. People follow a one way system where they will go in from the main entrance or an entrance to the balcony. People staying downstairs turn left and follow a one way system. If they want to sit on the other side they need to walk to the front of the church and head towards the back. Where the less mobile come from the side door, people who are following the one way system need to give them priority. People in the balcony should fill up from the organ from the front of the balcony.</p>				

Falling over the balcony rail.	Children. Harm through falling from balcony.	Children are not directed upstairs unaccompanied and if they are going to Sunday school it would be best if they sat downstairs.				
Spread of the virus by droplets between congregation during the service	All. Harm through possible infection.	People sit at least 1.6m (and often 2m) apart. There is a poster up at entrances about using your upper arm to cough into. There is no singing, shouting, talking loudly or playing brass or woodwind. We have as many windows and doors open as possible for good ventilation.				
Spread of the virus by droplets between congregation as the children go out to Sunday school.	All. Harm through possible infection.	Sunday school teachers leave before children, one from each group should be in the room directing children where to sit. The other adult should be 2m beyond the door directing children into the correct door. The children in the large hall go first one by one, as directed by the person leading the service.		Managing Children Moving to Sunday School : Robert / Person Leading Service / Leaders / Sunday School Leaders	ongoing	
Spread of the virus by droplets between congregation as they leave the church.	All. Harm through possible infection.	People follow the one way system. Parents are the first out of their pews to collect their children. They collect		Giving Instructions from the front at end of service to Manage an Orderly Exit : Winston	ongoing	

		<p>from the lounge first and then the big hall. If any of them need the toilet they should use, but if there are two or more people in the toilet they should queue up outside the side door. If they do not need the toilet they leave by the side door and make their way home. The next people who go are the people on the piano side leaving by the main entrance. People are encouraged after the last prayer not to congregate in the car park or vestibule. People are encouraged to walk home together in groups of less than six and to call each other after church or join a zoom group.</p>				
<p>Spread of the virus by droplet in Sunday school classes.</p>	<p>Children and Sunday School Teachers. Harm through possible infection.</p>	<p>Children sit 2m apart from each other. There are child friendly posters displayed in the teaching areas about social distancing, coughing into upper arms and washing hands regularly.</p> <p>The windows in the back hall are opened before the</p>				

		<p>service. The fire exit in the corner is opened before the lesson starts, but not before two adults are in the back hall.</p> <p>The windows in the lounge are opened when the children are sent out to Sunday school.</p>				
<p>Spread of the virus by droplets between the person leading the service and the congregation</p>	<p>All. Harm through possible infection.</p>	<p>Use the amplification system efficiently.</p> <p>The preacher collects the microphone and returns the microphone themselves without involving anyone else. Only the preacher's household can sit in the front two rows in the centre part of the church.</p> <p>If notices or Bible readings are done by others they use the microphone on the side and try and not touch the microphone.</p>	<p>If notices or Bible readings are done by others, they may remove their mask (touching ear loops only) and then replace their mask afterwards.</p>	<p>Robert / Person Leading Service</p>	<p>ongoing</p>	
<p>Spread of the virus by droplets as the stewards instruct people</p>	<p>All. Harm through possible infection.</p>	<p>The stewards stay two metres away from people, following the one way system and whilst directing they will wear a mask.</p>				

Spread of the virus on door handles and the pews, tables, chairs and rails going up to the balcony	All. Harm through possible infection.	Particular attention will be paid to these areas when cleaning between services with appropriate sanitiser spray.		Joe and the cleaning team	ongoing	
Spread of the virus on hymn books, bibles, paperwork and children's books	All. Harm through possible infection.	People are encouraged to bring their own Bible. No notice sheet is handed out (if need be, it can be emailed out). If need be the Bible reading can be projected onto the screen. Any Bibles which are removed from the foyer into the main church should be left in the church until at least Wednesday, at which point they will have been quarantined and the proteins in the virus will have denatured. All children's books have been removed from the pews and stored in a cupboard	Bibles will not be handled by stewards, but will be put out on a table 72 hours before services. Any paperwork to be given out will be produced using gloves or set out in the foyer 72 hours before distribution. People will be invited to pick up paperwork themselves without touching other papers.	Robert to instruct welcomers / stewards / leaders	by Sun 13th Sept 2020	
Spread of the virus by children touching toys in the creche	All. Harm through possible infection.	All toys have been removed from the creche and parents have been encouraged to bring their own.				
Spread of the virus by children touching the same craft apparatus	All. Harm through possible infection.	Sunday school teachers either : encourage parents to provide glue sticks, scissors, colouring				

		<p>apparatus in a pencil case or sandwich bag, that will only be used by that child and taken home by the parent and child; Or : purchase the items, put them in separate named bags, quarantine them for 48 hours before Sunday and ensure children only use their named equipment..</p> <p>Children sanitise their hands when they enter Sunday school.</p>				
Spread of the virus by food and drink in Sunday school	Children and Sunday school teachers. Harm through possible infection.	Sunday school teachers have been instructed that there will be no drinks, cookies or popcorn. Therefore, they should not need to go in the kitchen.				
Spread of the virus on board pens in Sunday school	Sunday school teachers. Harm through possible infection.	Each Sunday school teacher has been issued with a board pen which they will label themselves and store somewhere safe.				
Spread of the virus by people using the toilet facilities.	All. Harm through possible infection.	People have been encouraged not to use the toilet facilities. Where people have to use them, they look through the door				

		<p>to see if anyone else is in there. If they can see a free cubicle and it appears that only one other person is in the toilet they sanitise their hands and enter the cubicle. If there are already two people in the toilet, they line up outside the building 2m apart and follow a one out, one in procedure. People outside must allow people their 2 m as they exit the toilet and the building. On completion of using the toilet, people put the lid down and flush the toilet. People then exit the cubicle ensuring that no one else is by the sinks, wash their hands with liquid soap for 20 seconds and dry their hands with a paper towel, putting the paper towel in the bin. All multi-use towels have been removed from the toilets. The last person to exit the building on a Sunday ties up the bags with the used towels and puts them in the outside bin and then sanitises their hands with alcohol wash.</p>				
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<p>Spread of the virus through using cups and plates for refreshments</p>	<p>All. Harm through possible infection.</p>	<p>The person leading the service and/or preaching to bring their own bottle of water. Those people who need water to bring their own. There will be no refreshments after the service. Anyone entering the building who needs refreshments should bring their own, so that there will be no need to enter the kitchen to boil a kettle, wash up or use a tea towel.</p>				
<p>Spread of the virus through communion</p>	<p>All who take communion. Harm through possible infection.</p>		<p>Those preparing communion will wash hands thoroughly and use gloves. Bread and wine will remain covered while the leader speaks. All servers will wear gloves. Communion cups will be spaced out to avoid people touching more than their own cup. Bread shall be dropped into the hands of communicants without touching.</p>	<p>Robert to inform servers and those preparing communion.</p>	<p>By Sunday 20th September 2020</p>	
<p>Spread of the virus through baptism by immersion</p>	<p>Those involved in the baptism and those near to the water. Harm through possible infection</p>		<p>Only one leader will be in the water with the candidate (unless all are related) The leader shall put their hand on the head of the candidate and not cradle them or touch them in any other way (unless related).</p>	<p>Robert to inform any involved.</p>	<p>by Sunday 11th October 2020</p>	

			Observers shall keep well back from the water			
Spread of the virus on money from the collection	People counting the offering. Harm through possible infection.	People have been encouraged to give online instead. Where people want to give by cheque or in cash, collection containers with lids and large slots, have been placed on the back pews and by the exits of the balcony. These containers are collected at the end of the service by one person, who sanitises their hands having locked the containers in the church office. The containers are left a minimum of three days and then the offering is counted by two people who if they are not of the same house hold will sit 2m apart. As they count the offering they wear gloves. The surface that they count the money on is disinfected after use.				
Spread of the virus through waste materials like used facial tissues	All, especially cleaners and those emptying bins. Harm through possible infection.	Everyone has been asked to take waste home with them if possible. All waste will be assumed to be contaminated and handled appropriately. Bins are emptied whilst wearing				

		gloves, and waste is double bagged before taking to outside bins. The last person to exit the building on a Sunday ties up bin bags from all bins and puts them in the outside bin and then sanitises their hands with alcohol wash.				
Spread of the virus through meetings other than Sunday services	Any who attend prayer meetings, leaders meetings, etc. Harm through possible infection.	Prayer meetings and Bible studies take place by video conference.	Leaders' Meetings and Members' Meetings will take place in the back hall. All attendees will sanitise hands on the way in and out. Seating shall be socially distanced. Masks shall be worn except by the leader of the meeting or by a person during their making a presentation or report.	Attendees to be informed of these measures before each meeting	ongoing	
Spread of the virus to members of the public through booklets or leaflets given out through book table / leafleting at the town square and through talking to the public at the town square			All volunteers at the book table will wear gloves when handling and setting up the book table, laying out literature or handing leaflets to members of the public. Any member of the public will be asked to only handle booklets they want to take. If any booklets are handled by a member of the public but not taken, those booklets will be removed from the book table, placed in a plastic bag, and 'quarantined' for at least 72 hours. Signs will be put on the table to encourage members of the public to social distance. Volunteers from the church at the book table will keep	Robert to inform volunteers, provide gloves and plastic bags	by Tuesday 22nd September 2020	

			2 metres from members of the public during any conversations.			
People coming to church by means that does not allow social distancing	Those that do not drive. Harm through possible infection.	People have been encouraged to use methods of getting to church that allow for social distancing. Where people come by public transport they should wear masks. Where people are picked up in a car by someone not in their 'bubble' or household, they have been encouraged to stay at home.				
Increase in bicycles being used to come to church.	All. Harm through possible infection. People tripping or not being able to stay two metres apart because the bicycles are in the way.	People have been told that they cannot leave their bicycles on the ramp, in the vestibule or by the doors up to the balcony. Over time this will probably mean that people realise that there is not room to put bicycles.				
Infected people passing on the virus despite all the measures put into place	All. Harm through possible infection.	One of the stewards stands in the car park ticking off a list of people for whom we have contact details. If someone enters the church who is not on the list, they are asked by the stewards for their name and a contact number. The steward must		Locking lists in church office and shredding lists : Winston (Andrew as backup)	ongoing	

		<p>write the number and check that the number is correct. The completed register is placed in the filing cabinet in the church office for 21 days and then shredded. People who are added to the list are put on the list again for the next two weeks.</p>				
<p>Fire risk with doors being propped open</p>	<p>All. Harm through fire.</p>	<p>Door stops have been purchased to hold doors open that automatically close. The person who opens the church up, sanitises their hands and open the doors and then wash their hands again. The fire doors to the kitchen are not propped open. Anyone needing to enter or exit the kitchen uses their shoulder or elbow to enter and leave. If this is not possible, they should use their hands and wash their hands with soap and water or sanitise their hands outside the toilets. With more doors open, we should be more aware of a potential fire</p>				

<p>Terrorist attack due to more doors being open and people having to queue up outside</p>	<p>All. Harm through possible terrorist attack.</p>	<p>This is unlikely, but the steward in the carpark taking the register needs to be vigilant.</p> <p>A steward remains in the vestibule the whole service. They should call for help as soon as possible.</p>				
<p>Intruders</p>	<p>All. Harm through theft or attack.</p>	<p>External windows and doors are not left unattended. Therefore, the side door will only be left unlocked between the time that the service ends and everyone else has gone home. People before the service will need to use the bell or a key. A steward is posted at the side door before the service.</p> <p>Windows in the lounge are shut before the last adult leaves. That adult must then sanitise their hands.</p> <p>A steward remains in the vestibule the whole service. They should shout for help as soon as possible.</p>				
<p>Hands setting on fire</p>	<p>All. Harm through burning.</p>	<p>Big flammable symbols have been put on the hand sanitiser and people have been reminded to wash</p>				

		their hands with soap and water before they do any cooking, light any flames or use a lighter.				
Multiple people using the church office during the week.	All users of the church office. Harm through possible infection.	Hand sanitizer has been left outside the church office. Users of the office use sanitizer before and after using the office.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/