

Spread Risk assessment for Central Baptist Church, Walthamstow

Company name: Central Baptist Church, Walthamstow

Assessment carried out by: Trustees

Date of next review: by Monday 6th September 2021

Date assessment was carried out: Tuesday 20th July 2021

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
<p>Spread of the virus between users of the building</p>	<p>Everyone present at services. Harm through possible infection.</p>	<p>Those with symptoms of the virus have been asked not to attend. Posters have been put up asking those with symptoms not to enter the building. All attendees wear a face covering in the main worship area, but may remove their face covering during refreshments in the back hall. The preacher and the Sunday School teachers may remove their face coverings to address the congregation or the children.</p>				
<p>Spread of the virus by droplets between congregation on entering</p>	<p>Everyone present at services. Harm through possible infection.</p>	<p>Everyone uses hand sanitizer on entry. People sit in their households at least</p>				

<p>the church and whilst going to or leaving their pew.</p>		<p>1.6m (and often 2m) apart from any other household whilst in the main worship area. Certain pews are taped off, so that people can not sit in them. People follow a one way system in the main worship area 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. There is no one-way system in the back hall when refreshments are served after services.</p>				
<p>Falling over the balcony rail.</p>	<p>Children. Harm through falling from balcony.</p>	<p>Children are not directed upstairs unaccompanied and if they are going to Sunday school it would be best if they sat downstairs.</p>				

<p>Spread of the virus by droplets between congregation during the service</p>	<p>All. Harm through possible infection.</p>	<p>People sit at least 1.6m (and often 2m) apart during the main service, but not for refreshments. There is a poster up at entrances about using your upper arm to cough into. Singing is now permitted. We open vents and doors for good ventilation.</p>				
<p>Spread of the virus by droplets between congregation as the children go out to Sunday school.</p>	<p>All. Harm through possible infection.</p>	<p>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.</p>		<p>Managing Children Moving to Sunday School : Robert / Person Leading Service / Leaders / Sunday School Leaders</p>	<p>ongoing</p>	
<p>Spread of the virus by droplets between congregation as they leave the church.</p>	<p>All. Harm through possible infection.</p>	<p>People follow the one way system. Parents are the first out of their pews to collect their children. They collect from the lounge first and then the big hall. Unless staying for refreshments, they leave by the side door and make their way home. People are invited to leave or move through to the</p>		<p>Giving Instructions from the front at end of service to Manage an Orderly Exit : One of the stewards</p>	<p>ongoing</p>	

		back hall for refreshments. People are encouraged to maintain social distancing in the main worship area, but not in the back halls.				
Spread of the virus by droplet in Sunday school classes.	Children and Sunday School Teachers. Harm through possible infection.	<p>Children sit 1.6m 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 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>				
Spread of the virus by droplets between the person leading the service and the congregation	All. Harm through possible infection.	<p>Use the amplification system efficiently.</p> <p>Only the preacher's household can sit in the front two rows in the centre part of the church.</p>		Robert / Person Leading Service	ongoing	

		If notices or Bible readings are done by others they use the stand microphone and try and not touch the microphone. They may remove their mask (touching ear loops only) and then replace their mask afterwards.				
Spread of the virus by droplets as the stewards instruct people	All. Harm through possible infection.	The stewards stay two metres away from people, following the one way system and whilst directing they will wear a mask.				
Spread of the virus on door handles, 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 each week.		Joe and the cleaning team	ongoing	
Spread of the virus by children touching the same craft apparatus	All. Harm through possible infection.	Children sanitise their hands when they enter Sunday school.				
Spread of the virus by people using the toilet facilities.	All. Harm through possible infection.	People are advised to try to maintain social distancing in the toilets. On completion of using the toilet, people put the lid down and flush the toilet. People are encouraged to wash their hands with liquid soap for 20 seconds and dry their hands with a paper towel, putting the paper towel in		Joe and the cleaning team	ongoing	

		the bin. All multi-use towels have been removed from the toilets.				
Spread of the virus through using cups and plates for refreshments	All. Harm through possible infection.	Those serving refreshments after the service will take extra care to sanitise and wash their hands. Cups and places will be washed thoroughly as normal.				
Spread of the virus through communion	All who take communion. Harm through possible infection.	Those preparing communion will wash hands thoroughly. Bread and wine will remain covered while the leader speaks. Those serving communion will use sanitizer before serving. Communion cups will be spaced out to avoid people touching more than their own cup. Bread will be spaced out to avoid people touching more than their own piece of bread.				
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. Money may be counted after the service. Sanitiser will be used before and after the counting.				
Spread of the virus through waste materials like used facial tissues	All, especially cleaners and those emptying bins. Harm through possible infection.	All waste will be assumed to be contaminated and handled appropriately. Those emptying bins shall sanitize 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 may take place physically. For meetings in the back hall or the main worship area, all attendees will sanitise hands on the way in and out.		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 sanitise their hands at the start. 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.				
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.	Until 16th August, 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 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.		Locking lists in church office and shredding lists : Winston (Andrew as backup)	ongoing	
Fire risk with doors being propped open	All. Harm through fire.	Door stops have been purchased to hold doors				

		<p>open that automatically close, to allow for proper ventilation.</p> <p>With more doors open, we should be more aware of a potential fire.</p>				
Terrorist attack due to more doors being open	All. Harm through possible terrorist attack.	This is unlikely, but the steward in the carpark taking the register needs to be vigilant.				
Intruders	All. Harm through theft or attack.	<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.</p> <p>Windows in the lounge are shut before the last adult leaves.</p> <p>A steward remains in the vestibule the whole service. They should shout for help as soon as possible.</p>				
Hands setting on fire	All. Harm through burning.	Big flammable symbols have been put on the hand sanitiser and people have				

		been reminded to wash their hands with soap and water before they do any cooking, light any flames or use a lighter.				
--	--	--	--	--	--	--

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

Published by the Health and Safety Executive

10/19