

Spread Risk assessment for Central Baptist Church, Walthamstow

Company name: Central Baptist Church, Walthamstow

Assessment carried out by: Trustees

Date of next review: by Thursday 30th December 2021

Date assessment was carried out: Wednesday 13th October 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. Face coverings are optional.</p>				
<p>Spread of the virus by droplets between congregation on entering the church and whilst going to or leaving their pew.</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 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</p>				

		<p>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</p>		<p>Managing Children Moving to Sunday School : Robert / Person Leading Service / Leaders / Sunday School Leaders</p>	<p>ongoing</p>	

		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.				
Spread of the virus by droplets between congregation as they leave the church.	All. Harm through possible infection.	People follow the one way system. 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.	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. The windows in the back hall are opened before the service. The windows in the lounge are opened when the children are sent out to Sunday school.				
Spread of the virus by droplets between the person leading the service and the congregation	All. Harm through possible infection.	Use the amplification system efficiently. If notices or Bible readings are done by others they use the stand microphone and		Robert / Person Leading Service	ongoing	

		try and not touch the microphone.				
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.				
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 the bin. All multi-use towels have been removed from the toilets.		Joe and the cleaning team	ongoing	
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.				

<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.</p> <p>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.</p>				
<p>Spread of the virus on money from the collection</p>	<p>People counting the offering. Harm through possible infection.</p>	<p>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.</p>				
<p>Spread of the virus through waste materials like used facial tissues</p>	<p>All, especially cleaners and those emptying bins. Harm through possible infection.</p>	<p>All waste will be assumed to be contaminated and handled appropriately. Those emptying bins shall sanitize their hands with alcohol wash.</p>				

<p>Spread of the virus through meetings other than Sunday services</p>	<p>Any who attend prayer meetings, leaders meetings, etc. Harm through possible infection.</p>	<p>Members' Meetings will continue in the main worship area with social distancing. For meetings in the back hall or the main worship area, all attendees will sanitise hands on the way in and out.</p>		<p>Attendees to be informed of these measures before each meeting</p>	<p>ongoing</p>	
<p>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</p>		<p>All volunteers at the book table will sanitise their hands at the start.</p>				
<p>Fire risk with doors being propped open</p>	<p>All. Harm through fire.</p>	<p>With more doors open, we should be more aware of a potential fire.</p>				
<p>Terrorist attack due to more doors being open</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>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.</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.	<p>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.</p>				