



Covid-19 Risk Assessment Becontree Avenue Baptist Church Main building

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 |
|--|--|
| Becontree Avenue Baptist Church | Sue Millar, Shirley Dentry, Pam Wright, Malcom Toft & Bob Went |
| Address 563 Becontree Avenue, Dagenham, Essex, | Area of the building assessed Main Church Building |
| Postcode RM8 3JR | |
| Date of Initial Assessment 27/09/2020 | 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.

Likelihood

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2 = Medium (frequently)
3 = High (certain or near certain)

Severity

1 = Low (minor cuts/bruises)
2 = Medium (serious injury / incapacitated for > 3 days)
3 = High (fatality or number of persons seriously injured)

Risk Rating

1-2 = low priority
3-4 = medium priority
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In addition to the social distancing considerations outlined above, this assessment is based on worship taking place on Sunday mornings only for the foreseeable future. This assessment will be amended if/ when the main building is used at other times (e.g. mid-week meetings). This would ensure safe use of the premises at all times.

| 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 | Prior to Church Services, only the main doors are to be used to enter the building. Only the side door is to be used to leave the building. After Church Services, only the front doors are to be used to exit the building. Only the side door is to be used to enter the building. These measures will reduce close contact between people caused by people passing each other when using the same doors. | |
| Social distancing during and after services | All | High | High | 6 | Locate hand sanitizer station by both the main front doors and side door. Suspend refreshments. Congregation to leave building as soon as service is over. | |
| | All | High | High | 6 | Socially distanced conversations in the car park to be halted (rule of 6 implemented 14.9.20). No singing of hymns for the immediate future. No communal Bibles/hymn books (use of projector) | |
| Door handles/ light switches | All | High | High | 6 | Mark (specific families or households etc. / limit pews (tape off) to be used to ensure adequate social distancing as required in the main sanctuary. | |

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| Toilets | All | High | High | 6 | windows as weather/ temperature allows. Limiting cubicles available to use will reduce places where virus can settle. (1 cubicle (gents) & ladies to use accessible toilet. Hand sanitizer to be located outside the toilets for use when returning to the main sanctuary. Sanitize doors/ handles/ flush mechanism/ soap dispensers prior to closing the building. Replace hand towels with paper towels. Line bins with bin bags and dispose of bags prior to closing the building | |
| Kitchen | All | High | High | 6 | Close access to foyer kitchen during services. When used (when cleaning building), sanitize all areas / objects touched prior to closing the building. | |
| Airborne droplets | All | High | High | 6 | Ensure through- flow of fresh air by keeping all internal doors open during service and sanitize all door handles prior to closing the building (exterior doors open dependent on weather/ temperature). Individuals to use face coverings as required | |
| Toys/ children’s areas. | Children | Medium | Medium | 3 | Remove toys and keep toy room out of use for duration of restrictions. | |
| IT equipment | All | Medium | Medium | 3 | Restrict touching of each piece of equipment to same person | |

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| Weekly offering | All (particularly the Church Treasurer) | Medium | Medium | 3 | before, during and after the service. Sanitize when putting equipment away. Retiring offering on exit instead of passing the plate. Also, consider encouraging other “non-contact” ways of giving to Gods work (Retiring offering/ paying by cheque etc.) Treasurer to use disposable gloves until/ unless cash is sanitized. | |

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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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As the Church building will only be initially in use from one Sunday to the next, the sanitizing of all generally accessed surfaces (pews etc.) is unnecessary as a 72 hour quarantine period will occur between services. To help protect everyone (particularly those doing the cleaning), maintaining the 72 hour quarantine period would be achieved if it is done (as far as practicable) on a Wednesday. Restricting access to toilet cubicles & the foyer kitchen being closed off will reduce risks to whoever is doing the cleaning of the building between services.

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| Toilets | Nominated cleaner(s) | Medium | Medium | 4 | Nominated cleaner(s) to wear protective gloves (marked with their name on them) throughout cleaning and sanitize/ dispose of when finished with. Store securely when finished. | Cleaner(s) |
| Sanctuary/ foyer etc. | Nominated cleaner(s) | Low | Low | 4 | To be cleaned as normal observing the need to sanitise equipment used prior to leaving (in case someone else needs to use it during the week) | 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. | Cleaner(s) |

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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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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 once a week service meetings.

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| First Aid | All | Low | Low | 3 | Should First Aid be needed, disposable protective gloves and disposable face masks are to be provided for both the First Aider and casualty if needed (they may have their own mask or be exempt). | ?? |

GENERAL:

- In order to comply with the governments “test and trace procedure”, we will also keep a weekly register of all who attend each service maintained by a nominated person (Shirley Dentry). Shirley will be responsible for ensuring this is ‘covered’ if planning to be absent.
- As visitors are most welcome, visitors new to us will be asked to provide their name(s) and contact details.
- IT equipment will be set up and put away by Bob Went each week. Bob will be responsible for ensuring this is ‘covered’ if planning to be absent.

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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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Information & signage to be produced as indicated below

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| General Information | All | High | High | N/A | General Information to be posted on internet | Bob |
| Signage | All | High | High | N/A | <ul style="list-style-type: none"> • Keep your distance (2m recommended minimum) throughout church • Clean hands with sanitizer- entry/ exit doors, toilets & kitchen • Sign for toilet cubicles not being in use (lock/ taped off) • Sign reminder to wash hands (20 seconds) • Sign for kitchen/ lounge not being in use) • Leave church straight after service (conversations in car park maintaining social distancing) • Use same chair for whole of the service • Reminder signs for designated cleaner(s) | ??? |
| Reminder | All | High | High | N/A | Verbal “script” used as a regular reminder of the above to be said each week | Sue |

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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 & disinfectant in all toilets. Obtain spare/ replacement sanitizers & disinfectant as needed. | Sue | Prior to services being held in the main sanctuary. | |
| 2. Tape off / mark pews to show social distancing between chairs/ family groups. | Sue | Prior to services being held in the main sanctuary. | |
| 3. Identify who will sanitize touched surfaces after each weekly service. | Sue | Prior to services being held in the main sanctuary. | |
| 4. Identify who will open doors each week for ventilation. | Sue/ Pam | Prior to services being held in the main sanctuary. | |
| 5. Lock/ tape off unused toilet cubicles. Replace hand towels with paper towels. Check/ place bin bags in bins. | Sue/ Bob/ Pam | Prior to services being held in the main sanctuary. | |
| 6. Remove all toys and ensure play area is unavailable. | Sue/ Pam | Prior to services being held in the main sanctuary. | |
| 7. IT equipment: Identify who will be responsible for:- PA equipment/ Microphone Projector (if required) Laptop (if required) | Bob/ Sue Bob Bob | Prior to services being held in the main sanctuary. | |
| 8. Provide protective gloves for EACH person doing general cleaning. | Shirley/ Pam | Prior to services being held in the main sanctuary. | |

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| 9. Obtain supply of disposable gloves Obtain supply of disposable face masks Locate sanitizer in First Aid box | Sue/ Bob | Prior to services being held in the main sanctuary. | |
| 10. Make information available on website. Purchase/ produce signage as identified. Produce weekly script reminder of social distancing/ cleanliness etc. Produce QR code poster for fellowship/ visitors to have opportunity to scan their smart phone (trace & track) | Bob Sue/ Bob Sue Bob | Prior to services being held in the main sanctuary. | |

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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