



Covid-19 Risk Assessment

This document is based on a template prepared by the Methodist Church. It will need to be updated in line with government advice and experience during actual operations.

Name of Church: Teddington Baptist Church	Assessment undertaken by: Colin Hicks
Address: 17 Church Road, Teddington TW11 8PF	Area of the buildings assessed: Whole of the church premises
Date of Initial Assessment: 6 July 2020	Assessment Review Date

Approved by the Leadership Team

6 July 2020

Teddington Baptist Church

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	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>
<p>There is a direct threat to anyone who enters the church buildings due to its public nature that they may be exposed to Covid-19.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhale • the virus can survive for 72 hours or longer on surfaces which people have touched or coughed on, etc. • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth • <p>Not all people infected with Covid-19 show symptoms. Therefore, it is vitally important that reasonable precautions are in place and followed at all times.</p>	<ul style="list-style-type: none"> • Staff including. volunteers • Members and other regular attenders • Cleaners (staff and volunteers) • Contractors • Building users • Visitors to the premises • Children visiting premises • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions., those living with people with existing underlying health conditions 	<p>General</p> <p>Ensure that everyone is aware of the infection prevention and control precautions that are in place within the church buildings and the behaviour expected of them during the pandemic to keep themselves and others safe.</p> <p>Publicise these arrangements to church members, regular attenders and everyone using the church buildings.</p> <p>Require everyone to practice physical distancing when in or around the church buildings, including outside areas.</p> <p>Communicate and reinforce the following key Government public health messages to everyone who visits the church buildings:</p> <ul style="list-style-type: none"> • Anyone who is unwell or who shows symptoms of Covid-19 (high temperature/fever, cough or loss of smell and/or taste), who is in the extremely vulnerable group, who is shielding, who is isolating, or who is living with someone who is isolating or is unwell must not enter the church buildings. • Recommend the use of an appropriate face covering when inside the church buildings. • If a face covering is not used for medical or other reasons, cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it). • Put used tissues in the bin straight away. • Wash hands regularly with soap and water for at least 20 seconds (use alcohol base hand sanitiser/gel if soap and water are not available).

Teddington Baptist Church

		<ul style="list-style-type: none">• Avoid close contact with anyone who becomes unwell when within the church buildings.• Clean and disinfect frequently touched objects and surfaces.• Do not touch face, eyes, nose or mouth if hands are not clean. <p>Safety Precautions and Cleaning</p> <p>Implement additional safety precautions by:</p> <ul style="list-style-type: none">• Following Government health and travel advice.• Making adjustments to the spaces within the church buildings to facilitate effective infection prevention and physical distancing.• Clearing away Bibles, hymn and song books, notice sheets, leaflets, and other literature to make cleaning easier.• Removing Traidcraft goods from sale.• Removing books from the lending bookstall.• Discouraging the use of the Atrium as a waiting area.• Removing most tables and chairs from the Atrium.• Ceasing to provide food and drink (except hot water for coffee/tea from the Reception boiler for staff and volunteers).• Closing the main kitchen and removing kettles from all kitchens.• Taking the Atrium water dispenser out of use.• Providing sanitising stations at convenient points around the church buildings with alcohol based hand sanitiser/gel, antiseptic wipes, tissues, paper towels and bins plus instructions for use.• Ensure all bins have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.• Closing off those parts of the building not in use.• Restrict access to rooms only used by particular individuals (e.g. personal offices).• Opening doors to rooms when they are in use to minimise the need to touch doors.
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Teddington Baptist Church

		<ul style="list-style-type: none">• Opening windows to facilitate airflow into and through rooms which are in use during occupancy.• Cleaning equipment before each use or placing the equipment in quarantine for at least 72 hours before use.• Having users clean tables, chairs and other equipment before they use them.• Providing hard chairs (rather than ones with soft or fabric seats etc)• Wherever possible reserving equipment (e.g. computers, keyboard and mice) for use by named individuals.• Ensuring that all church and user groups keep a “Track and Trace” record of all those who attend their groups and also those who enter the building.• Providing infection control and personal protective equipment (PPE) such as gloves, face coverings, masks and reception-style screens if required.• Increasing environmental cleaning in the church building including hand-touch areas.• Ensuring cleaners (staff and volunteers) have access to suitable cleaning material and PPE (e.g. face coverings, gloves).• Removing rubbish and recyclates to the external bins as often as required.• Providing more frequent waste removal from the external bins if required.• Ensuring that those handling cash (including petty cash, offerings, donations and other payments wear protective gloves).• Displaying appropriate public health posters and notices around the building informing members, volunteers and visitors of the control measures that are in place and their own role and responsibility to follow them.• Requiring everyone using the church buildings to practice effective physical distancing while in and around the church buildings by:• Avoiding non-essential contact with others keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible.
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Teddington Baptist Church

		<ul style="list-style-type: none">• Avoiding physical contact (e.g. hugs, handshakes, etc).• Sanitising deliveries before handling them or quarantining them for 72 hours and/or sanitising hands after handling deliveries.• Ensuring that water systems are flushed through regularly. <p>Physical Distancing</p> <p>Support physical distancing by:</p> <ul style="list-style-type: none">• Providing suitable adaptations, for example layout changes, appropriate signage, and floor markings to denote safe distances, desk screens as required, etc.• Establishing maximum occupancy limits for all areas of the buildings.• Holding meetings wherever possible using telephone or video conferencing facilities.• Displaying notices in throughout the church buildings reminding everyone of the key infection prevention requirements, including the need to maintain safe physical distancing. <p>High Traffic Areas</p> <p>Ensure higher-risk/high-traffic areas of the building are effectively controlled by applying appropriate safety and cleaning precautions, including by:</p> <ul style="list-style-type: none">• Stressing the need for everyone to follow good hygiene practice at all times (i.e. regular handwashing, using tissues, paper towels and/or antiseptic wipes and disposing of them appropriately, etc).• Ensuring that adequate hand-cleaning resources are provided;• Increasing toilet/washroom inspections to check for cleanliness and supplies etc.
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Teddington Baptist Church

		<ul style="list-style-type: none">• Ensuring all toilets/washrooms have adequate supplies of water, liquid soap, paper towels, wipes and toilet paper.• Displaying handwashing/sanitising instructions/posters throughout the building, especially in toilets/washrooms.• Limiting numbers of people who can use high traffic areas such as corridors, stairs, toilets/washrooms at any one time to ensure physical distancing.• Limiting lift occupancy to one person or one household/support bubble.• Monitoring high-traffic area use and regulating access as necessary.• Prioritising disabled use where necessary, e.g. disabled toilet use, use of lift, etc.• Establishing safe queuing systems by use of room occupancy limits and signage, etc.• Increasing environmental cleaning, especially in and around toilets/washrooms with special attention being paid to frequently touched surfaces such as door handles, door push plates, toilet seats and flush handles, taps, light switches, lift controls, door bells, etc. <p>Safe Access</p> <p>Ensure safe access to the buildings by:</p> <ul style="list-style-type: none">• Opening the main entrance doors whenever possible so that people do not congregate at entrances and exits.• Ensuring that there are plentiful supplies of alcohol based hand sanitiser/gel inside the main entrance/exit.• Using floor markings and signage at the main entrance/exit so there is a one-way flow system.• Ensuring that the main entrance/exit is kept clear so there is safe entrance/exit for disabled people. <p>Vulnerable People</p>
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Teddington Baptist Church

		<ul style="list-style-type: none">• Ensure that those in the extremely vulnerable category will still be able to participate in church life during the Covid-19 pandemic without the need to attend church.• Ensure that those in the vulnerable category will be appropriately supported in their choice to participate in church life in a way that meets their own individual needs and preferences whilst safeguarding their own health, safety and welfare and those of the wider congregation and community. <p>Coronavirus Outbreak</p> <p>If anyone becomes unwell in the church buildings with coronavirus symptoms (new, continuous cough or a high temperature or loss of or change to sense of smell or taste) they should be sent home and advised to contact NHS 111 and follow any Government advice to self-isolate.</p> <p>The following actions (Emergency Action Plan) should then be taken within the church buildings:</p> <ul style="list-style-type: none">• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets.• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.• Check cleaners are not in a vulnerable group or self-isolating.• Cleaners should use disposable cloths, wipes or paper towels and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine.• Cleaners must wear appropriate PPE (gloves, masks, face coverings etc).• Waste from cleaning of areas where possible cases have been (including disposable cloths wipes, and paper towel) should be “double-bagged” and tied off; it should be placed in a secure
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Teddington Baptist Church

		<p>holding area for 72 hours before being disposed of in general waste.</p> <p>Relationship with Clients</p> <ul style="list-style-type: none"> • Assess the capacity of rooms under Covid-19 restrictions (including physical distancing) and put revised capacities on the church website. • Inform clients about this Risk Assessment and provide them with copies. • Inform clients of revised room capacities and require their agreement to working within this Covid-19 framework. • Place this Risk Assessment on the church website. <p>Worship Services</p> <p>For worship services many of the precautions above need to be observed but in addition:</p> <ul style="list-style-type: none"> • Those intending to come to a service to register that intention in advance with a specified limit on capacity adjusted depending on known intentions of households/support bubbles. • Chairs to be arranged in advance according to social distancing (2m) between households/support bubbles with chairs for households/support bubbles know to be attending labelled by family names. • Hard chairs to be used. Upholstered chairs to be put away and marked as “out of use”. • Restrict access to the necessary parts of the building. Areas of the building not in use to be marked as “closed”. • Main entrance doors, Worship Area doors and downstairs Worship Area windows to be open. • Bibles, song books, other literature, toys etc to be put away.
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Teddington Baptist Church

		<ul style="list-style-type: none">• Attendees to be reminded that wearing a face covering reduces the transmission risk for covid-19.• Attendees to be advised to arrive early to enable proper procedures to be followed (e.g. sanitisation, registration).• Attendees to be advised to use toilets before leaving home to minimise need to use church toilets.• Those who need to use the church toilets to be directed to use the easy access toilet unless there is an emergency.• Those using any toilet to be instructed to sanitise the toilet and wash their hands before and after use.• Children to be accompanied to the toilet by their parent/carer.• Any gallery in use to be sanitised in advance unless quarantined for 72 hours.• Worship to be led from upper platform to give extra distance between worship leader/preacher etc and congregation.• Piano, lectern, sound and projection desk covers and equipment to be sanitised in advance unless quarantined for 72 hours.• The areas of the building in use to be sanitised in advance unless quarantined for 72 hours.• Communion not to be served during services without additional special precautions (see BUGB guidance).• Stewards to avoid physical contact with anyone and to maintain social distancing at all times.• Door steward to check with those entering that they have registered in advance; do not have the symptoms of coronavirus and have not been advised by NHS "Test and Trace" to self-isolate.• Stewards to liaise and refuse entry to those who have not registered in advance if their presence would take attendance over the maximum capacity for the service.• Door steward to direct those entering to use hand sanitisers immediately on entry.• Door steward to be alert to the formation of any queue at the entrance and/or for those waiting to use hand sanitise. Door steward to advise people queuing to maintaining social distancing (2m).
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Teddington Baptist Church

		<ul style="list-style-type: none">• Registration steward to enter details of those attending on a “Track and Trace” register.• Registration steward to require visitors to give their details for the “Track and Trace” register with GDPR permission (as a condition of entry).• Attendees instructed to keep to the left on entering or leaving the Worship Area by the rear doors and to give priority to those leaving the Worship Area.• Worship Area steward(s) to direct attendees to named chairs for groups. Lone attendees to be asked to take seats beginning at the front.• Attendees to be instructed to sanitise the chairs they are going to use (using provided antiseptic wipes).• Any attendees sitting in a gallery should be instructed to maintain social distancing (2m) and to use face coverings – which stewards can provide, if necessary, from church office stock.• No wind or brass “blown” instrument to be used for any live music.• No singing as part of worship other than pre-recorded items.• No offering during a service. Treasury Box to be removed. Any cash donated by any means to be quarantined for 72 hours before being counted.• If possible, service to be live streamed on YouTube for the benefit of those unable to attend in person.• Service to be recorded so CD copies can be provided to those without Internet access.• Microphone on a “pole” to be used for any contributions by attendees (e.g. Bible readings and prayers).• At the end of service people to be asked to leave starting with the rear rows and also to leave the building before starting any private conversations while having regard to social distancing.• No coffee, tea or other refreshments to be served before, after or during the services.• No Traidcraft sales after the service.
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Teddington Baptist Church

		<ul style="list-style-type: none">• If anyone is taken unwell during a service with coronavirus symptoms then the procedures in the section above about "Coronavirus Outbreak" should be followed.
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