

Re-opening of Church by the Bay to public meetings: risk assessment

Church by the Bay

Assessment carried out by: Jon Lindsay (trustee and elder)

Date of next review: w/c 15th September

Date assessment was carried out: 1st September 2020

“Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God.” Philippians 4:6

Before considering and carrying out this risk assessment, please pray and rest in the Lord’s good rule.

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
Sharing work space	Office-based and volunteers: transmission of COVID-19 virus	Separate risk assessment covers office work by both staff and volunteers	Continue to monitor guidance, starting with 13 th August updated guidance	Trustees / elders to monitor guidance	Rolling action	Done
Food preparation	Food preparers Food consumers: transmission of COVID-19 virus	No food is prepared for mass consumption on premises Communicate with the church family that food and drink will not be provided at public gatherings Regular users (staff and volunteers) asked to limit use of kitchen	See below entry for communion considerations	Trustees / elders to monitor guidance Elders to assess communion administration	Explained before first public meeting Rolling action	Done

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		The kitchen has remained cleared and out of use				
Entering / leaving 91 Balmoral Road	Any users of the building: transmission of COVID-19 virus	A seating plan has been established to maintain effective social distancing Health and Safety briefing to share 'COVID Secure' plan with the church. Live webchat / Q&A (Weds 1st July) as well as written record Stewards assigned to weekly public gatherings Arrival is controlled by stewards who will call people in and show them to their seats Stewards will guide people in such a way that risk of close proximity is limited A one-way system is in place in the main hall to	Weekly survey of likely attendees sent out on email – ascertain attendance, enabling effective planning for social distancing	Trustees / elders to assess Trustees / elders to assign stewards John Tailyour (elder) designs seating plan based on weekly survey	Rolling action	Done

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		remove risk of close-passing in aisles Departure is controlled to remove the risk of close-proximity One way system in place for entrance / exit and for movement around hall				
Unused utilities	Any users of the building: legionella and fire / smoke inhalation	Taps run extensively before 3/7/20 to remove legionella risk	Alarm companies contacted for alarm checks	Elders		
Shared communal space	Any attendees: transmission of COVID-19 virus	A seating plan has been established to maintain effective social distancing Daily monitoring of government guidance on COVID-19 security A Venue Manager (Jon Lindsay) assigned to ensure appropriate execution of risk assessment	A weekly survey of church family is taken to arrange an effective, safe seating plan Livestream church is continued for those for whom attendance may present a health risk		July 2020	

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		Elders to communicate systems with the church in a H&S briefing on 1st July 2020 Purchase and use of disposable PPE for cleaning purposes Purchase and provision of suitable hand- and surface-sanitisers, such as anti-viral sprays and sanitiser gels	Regularly monitor government guidance and apply as deemed appropriate Venue Manager on hand for queries and guidance			
Use of communal Bibles	Any attendees: transmission of COVID-19 virus	The church are asked to bring their own Bibles Bibles will be available in polythene bags. These will not be re-used within the advised 48 hour period	Regularly monitor government guidance and apply as deemed appropriate Consider all Bible text projected, as per livestream	Trustees / elders	Rolling action	
Use of lectern	All attendees: transmission of COVID-19 virus	Multiple lecterns / music stands: each only touched by one person	Consider having one person to both read and pray	Trustees / elders	Rolling action	

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			Leader, preacher and kids' talk leader may not use lectern Regularly monitor government guidance and apply as deemed appropriate All touch-spots will be cleaned between meetings			
Furniture and fittings	All attendees: transmission of COVID-19 virus	Seating plan established for effective social distancing Each person assigned their own seat, at which they must stay in their support bubble	All furniture and fittings cleaned with appropriate products between meetings 'Touch spots' will be identified by the Venue Manager and cleaning team	Trustees / elders Elders to communicate systems with the church in a H&S briefing on 1st July 2020	Rolling action	
Toilet use	Any attendees: transmission of COVID-19 virus	Toilets are cleaned regularly	Toilet vestibule will not be a waiting area	Trustees / elders	July 5th 2020 Rolling action	

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		All three downstairs toilets are open Toilet windows are kept open to maintain maximum airflow Suitable cleaning products present in all toilets	Toilet vestibule door will remain open Toilet vestibule monitored by Venue Manager to ensure two people cannot enter the space at the same time Toilets cleaned between meetings			
Communion	Any partakers: transmission of COVID-19 virus	Communion is withheld until such time as all groups of people can meet, or at a time deemed appropriate by the eldership in line with guidance Daily monitoring of government advice	At such time as the eldership decide to restart communion, appropriate measures will be taken in line with government guidance	Elders	Rolling action	Done
Congregational singing	Any attendees of public gatherings: transmission of COVID-19 virus	Congregational singing is not planned in the coming weeks	Regular review of government advice	Elders	Rolling action	

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Band singing	Any attendees of public gatherings: transmission of COVID-19 virus	From 13th September musicians will sing and play live at church meetings, in-line with government guidance (updated 15th August) Regular review of guidance on singing in public spaces	Musicians will stand socially distanced from one another Musicians will stand a safe distance from congregation Singers will be amplified to reduce the need for projection	Musicians Trustees / elders	Rolling action	
Appropriate physical signs of affection	Any attendees of public gatherings: transmission of the COVID-19 virus	Social distancing is advised at all gatherings and private meetings Physical greetings and signs of affection have been discouraged by the eldership (28/6/20) Government guidance suggests no more than two households should meet	Reminders as appropriate Monitor government guidance for when such action is not advised-against	Elders	Rolling action	Done

More information on managing risk:

- www.hse.gov.uk/simple-health-safety/risk/

- <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>