

Pantiles Baptist Church Covid 19 – Safe return to worship: risk assessment

Pantiles Baptist Church Covid 19 – Safe Return to worship - Risk Assessment					
Premises		Pantiles Baptist Church 73 Frant Road Tunbridge Wells			
Name(s) of person(s) covered by this assessment:		<ul style="list-style-type: none"> ▪ Staff ▪ Volunteers ▪ Worshippers 			
Tasks and activities covered by this risk assessment:		This risk assessment covers all activities and processes required to allow safe return of staff, volunteers and worshippers to worship at the Premises			
After first service Name of person completing this risk assessment:		A Hannan, S Hannan (Deacons)		Date of completion:	17/07/20
Risk assessment approved by:		Elders and Deacons (By signature of Church Secretary)		Date of approval:	20/07/20
Date risk assessment to be reviewed by:		After first service (w/c 26/07/20) and thereafter monthly		Risk assessment no:	
Record of risk assessment reviews					
Date of review	24/07/20	Reviewed by:	A Hannan	Comments / date of next review:	Updated tasks completed. Review w/c 26/07/20 after first worship service.
Date of review	30/07/20	Reviewed by:	A Hannan	Comments / date of next review:	Arrangements worked well. Update to make provision for disabled access, if needed
Date of review	06/08/20	Reviewed by:	A Hannan	Comments / date of next review:	Update to provide for updated government requirements for face coverings and installation of clear screens to lecterns.
Date of review	28/08/20	Reviewed by	A Hannan	Comments/ date of next review	Update to cover meetings on Wednesday evenings
Date of review	18/09/20	Reviewed by	S Hannan	Comments/ date of next review	Update to cover cleaning before Sunday evenings
Date of review	08/10/20	Reviewed by	A Hannan	Comments/ date of next review	Update to cover resuming Junior Church and Communion
Date of review	09/10/20	Reviewed by	A Hannan	Comments/ date of next review	Update to use cleaning as alternative to 72hr fallow period
Date of review	10/12/20	Reviewed by	A Hannan	Comments/ date of next review	Update to amend arrangements for communion
This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring					

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of a safe reintroduction of public worship at the premises in line with the government guidance. This implements: COVID-19: Guidance for the safe use of places of worship from 4 July Published 29 June 2020 https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july?fbclid=IwAR2nXQwCYk25S99H5iKfcTbOh7H9N8Plqo_4R0jsf0x2vluOe067rfI26BA						
Ref	What are the hazards	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1	Infection via use of shared items	<p>Who: Worshippers, staff and volunteers at the premises</p> <p>How:</p> <ul style="list-style-type: none"> • Resources/materials provided by the Church • Personal items brought to the premises by worshippers 	<p>We will:</p> <ol style="list-style-type: none"> 1. Educate worshippers about not touching others' property and to keep your own belongings with you 2. Inform worshippers to bring their own Bibles etc if desired 3. Inform worshippers that they must not hand out items to others, eg prayer letters 4. Decommission the coat hooks in the hall 5. Place church Bibles and hymn books in storage 	<p>Action by</p> <ol style="list-style-type: none"> 1. Comms <ol style="list-style-type: none"> a) Letter to worshippers pre-attendance b) Projected slide pre-service c) Web site d) Welcome team to ensure compliance 2. As 1(a) &(c) 3. As 1(a) & (b) & 1(c) 4. <ol style="list-style-type: none"> a) Premises preparation to place coat hooks out of use b) And as 1(c) 5. Done 	<p>Dates</p> <ol style="list-style-type: none"> 1. The letter to worshippers and web entry will be sent before worship re-commences 2. Reminder letters will be sent at monthly intervals 3. A slide will be projected at the start of every service reminding people of necessary precautions 4. Welcome team will be trained before worship re-commences and will be given written instructions 5. The premises will be prepared before worship re 	<p>Hymn books and Bibles removed before date of Risk Assessment.</p> <p>To do:</p> <ul style="list-style-type: none"> • Slide preparation <p>Done</p> <p>Comms</p> <ul style="list-style-type: none"> • Letters to worshippers <p>Welcome team</p> <ul style="list-style-type: none"> • Instruction sheet • In-person training <p>Premises prep</p> <ul style="list-style-type: none"> • Coat hooks labelled 'out of use' • leaflet racks Labelled 'touch it – take it'

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			<p>6. Educate people taking leaflets (via notices) that these must be handled only once.</p> <p>7. If any materials, are distributed by the Church, they will be single use and worshippers educated to remove and dispose of them. The use of service sheets will be discontinued during the COVID emergency and, while we recognise that some visually impaired worshippers may find it difficult to see words projected onto the screen, we will not be singing hymns and worshippers will be encouraged to bring their own Bibles.</p>	<p>6. As 1(a) & 1(b) & 1(c)</p> <p>7. Ministry team and office to prepare appropriate quantities of any materials and dispose of surplus after the service.</p>	<p>starts</p> <p>6. Leaflet racks to have warning notices fixed before worship restarts</p> <p>7. Ministry team to supply and remove leaflets before and after each service</p>	
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2	Infection via food and drink used in worship	Who: Worshippers, staff and volunteers at the premises How: Taking communion	<p>Communion services will be held on designated evenings.</p> <p>Places must be booked in advance.</p> <p>Depending on numbers attending, the service will be held in the hall or in the church. With the additions set out below, the procedures for services held in the</p> <ul style="list-style-type: none"> • Church will follow those for Sunday worship (see 1 above) • Hall will follow those for mid-week meetings (see 12 below) <p>A person wearing gloves and a face covering will prepare the communion cups of bread and wine in the kitchen:</p> <ul style="list-style-type: none"> • Bread will be diced and the pieces placed in disposable communion cups 	<p>The church office will receive requests to book places at the communion service and</p> <ul style="list-style-type: none"> • allocate seats in the Hall or Church, depending on numbers attending • advise 'food prep' about numbers attending. <p>Food Prep will prepare the cups and place them on seats allocated to worshippers.</p> <p>Premises Prep will dispose of the cups after the service.</p>	<p>Seats will be allocated before each service.</p> <p>The cups will be prepared before each service.</p> <p>The cups will be distributed and disposed of on the day.</p>	Ongoing: actions will be taken as and when communion services are held.

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			<ul style="list-style-type: none"> Wine will be poured into disposable communion cups. <p>The cups of bread and wine will be placed on the seats allocated to worshippers who have booked places.</p> <p>On departure, members will leave their empty cups at their seats.</p> <p>The disused cups will be disposed of after each service.</p>			
3	Infection via singing and musical instruments	<p>Who: Worshippers, staff and volunteers at the premises</p> <p>How: Infection via airborne virus</p>	<p>While the present guidance applies, we will avoid</p> <ul style="list-style-type: none"> Singing Shouting Playing musical instruments that are blown into <p>We will</p> <ul style="list-style-type: none"> Display the words of hymns on screen and play the tune electronically for worshippers to follow silently. 	<p>Welcome team</p> <ul style="list-style-type: none"> Ensure worshippers do not use raised voices before/after services <p>Comms</p> <ul style="list-style-type: none"> Inform worshippers about the form and content of the service beforehand. Letter and Web site <p>Premises Preparation</p> <ul style="list-style-type: none"> Done: second lectern with amplification is in 	<p>Welcome team</p> <ul style="list-style-type: none"> To be trained before the service Action/Enforce at the service <p>Comms</p> <ul style="list-style-type: none"> Before first service <p>Premises Prep</p> <ul style="list-style-type: none"> before worship re-commences <p>Pastor/ worship leader</p>	<p>Done</p> <p>Premises Prep</p> <ul style="list-style-type: none"> second lectern with amplification, in place projector displays service content on front wall of chapel. <p>Comms</p> <ul style="list-style-type: none"> worshippers informed about the form and content of the service by letter

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			<ul style="list-style-type: none"> • Arrange a separate lectern and microphone for each person participating in the service eg Bible readers. • Use amplification to avoid need for preacher etc to raise voices. • As part of worship, the congregation may respond 'Amen' and join together in saying softly for example, the words of a Psalm or the Lord's Prayer. 	<p>place</p> <ul style="list-style-type: none"> • Done: projector displays service content on front wall of chapel. <p>Pastor/ service leader</p> <ul style="list-style-type: none"> • Explain form of worship to congregation as the service proceeds 	<ul style="list-style-type: none"> • during the service 	<p>Welcome Team</p> <ul style="list-style-type: none"> • training done
4	Infection via weddings and other life cycle events	Who: Worshippers, staff and volunteers at the premises How: Virus spread on surfaces and airborne	No such events are planned. If a wedding is to be held, we will follow the guidance and produce a risk assessment.	N/A	N/A	N/A
5	Infection via use of water	Who: Worshippers, staff and volunteers at the premises How: Baptism by total immersion	We will not hold baptisms while the guidance applies. When guidance changes, a risk assessment will be done before re-	N/A	N/A	N/A

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			starting baptisms.			
6	Infection via cash donations	Who: Worshippers, staff and volunteers at the premises How: Via an ad hoc cash gift affecting treasury volunteers	Donations are being received electronically	Comms <ul style="list-style-type: none"> Continue to encourage giving by electronic means 	Comms <ul style="list-style-type: none"> Ongoing 	Comms <ul style="list-style-type: none"> Letter sent to encourage giving electronically and to explain arrangements for giving on the day.
7	Infection of and via young people and children attending worship	Who: Worshippers, staff and volunteers at the premises How: Virus spread on surfaces and airborne	We will: <ul style="list-style-type: none"> Ensure children are supervised by the parent. including washing hands thoroughly or using hand sanitiser ensuring that all parts of the hands are covered. Remove shared facilities for children eg the 'home corner' Provide dedicated space for young families and breastfeeding mothers in classrooms 1, 2, church office (and Green Hall if needed) Note: 	Comms Advise parents of <ul style="list-style-type: none"> responsibility to supervise children limited provision for children during services How to 'book' a 'dedicated space' Premises Prep <ul style="list-style-type: none"> Home Corner etc already removed Ensure 'dedicated spaces' are child friendly and, unless they have been unoccupied for 72hrs before the service, that they have been cleaned surfaces wiped down use. Welcome Team	Comms Letter before first event Premises Prep <ul style="list-style-type: none"> Ensure dedicated spaces cleaned or kept vacant for 72hrs before services Church Office <ul style="list-style-type: none"> Before the event, allocate dedicated spaces to families and advise welcome team Welcome team <ul style="list-style-type: none"> On the day 	Done Welcome Team <ul style="list-style-type: none"> Training done Comms <ul style="list-style-type: none"> letter sent to worshipers about reduced child services but that spaces a limited number of spaces are available outside the main room

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			<p>under our risk assessment for Safe Return to Work, the church office will be cleaned and surfaces wiped down when the volunteer leaves work.</p>	<ul style="list-style-type: none"> • Ensure parents wash children's hands following guidance • Advise visiting families of requirements and provision for children • Ensure that parents ensure that children observe social distancing <p>Church Office</p> <ul style="list-style-type: none"> • Allocate dedicated spaces to families who have pre-'booked' a space 		
8			<p>Junior Church Will run during the morning service. Children will</p> <ul style="list-style-type: none"> • arrive with their parent/guardian and sit with them in church • move from the church to the hall via the rear doors when Junior Church starts • maintain social distance by sitting in allocated seats using separate 	<p>The church office will receive requests for places in Junior Church, informing the Junior Church leader about numbers attending.</p> <p>The worship leader will</p> <ul style="list-style-type: none"> • tell the children when it is time to leave the worship service and go to Junior Church • announce if Junior Church has had to be cancelled when the hall is used for 	<p>Folders will be prepared more than 72 hours before the service.</p> <p>Other actions will be taken on the day.</p>	<p>Ongoing: actions will be taken week by week.</p>

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			<p>rows for each household and with the teacher seated at the front of the hall.</p> <ul style="list-style-type: none"> • wear masks (unless exempt) • use an allocated folder of materials (clipboard, pens, glue etc) that has been isolated for 72 hours. <p>At the end of the lesson children will</p> <ul style="list-style-type: none"> • leave their folder in the box provided • re-join their families in church (via the front doors) to await dismissal when the worship service ends. <p>The door to the foyer will be closed during Junior Church for purposes of sound retention but windows will remain open for ventilation,</p> <p>On occasions when the hall is needed for</p>	<p>overflow seating.</p> <p>Junior Church leader will:</p> <ul style="list-style-type: none"> • on the previous Wednesday prepare the folders of materials to be used in the lesson (stationery, clip board etc) • Leave returned folders in the box for 72 hours before handling. • Ensure children comply with this policy while in Junior Church. Children who do not comply will be returned to the care and supervision of their parent/ guardian. 		
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			overflow seating for the worship service, Junior Church will be cancelled,			
9.1	Spread of infection between worshippers	<p>Who: Worshippers, staff and volunteers at the premises</p> <p>How: We will seek to ensure that our people act in a safe and responsible way in order to reduce the spread of infection in the church community.</p>	<p>We will</p> <ul style="list-style-type: none"> record the name and phone number for each worshipper so as to be able to respond to data requests from NHS Test & Trace Store the record in the church safe for 21 days Encourage worshippers to let us know in advance if they will be attending the service although walk ins will be permitted, subject to capacity. Ensure worshippers wear face coverings, unless they are exempt Ask worshippers to respond on entry to the questions 	<p>Welcome team</p> <ul style="list-style-type: none"> To record names and phone numbers of all persons attending each service At the end of the service the record will be given to G Jones or S Manktelow who will place it in the church safe and shred the record after 21 days. Ask worshippers to respond to three COVID questions on entry Ensure worshippers are wearing face coverings, unless exempt <p>Church Office</p> <ul style="list-style-type: none"> Receives details of intended attendees and informs welcome team <p>Comms</p>	<p>Welcome team</p> <ul style="list-style-type: none"> Record attendance at each event <p>Pantiles Office</p> <ul style="list-style-type: none"> Receives 'bookings before the service <p>Comms</p> <ul style="list-style-type: none"> Advice issued before first event Advice published on web site 	<p>Done</p> <p>Welcome Team</p> <ul style="list-style-type: none"> trained <p>Premises Prep</p> <ul style="list-style-type: none"> Poster on key COVID questions displayed <p>Comms</p> <ul style="list-style-type: none"> Worshippers informed of entrance procedure etc Worshippers asked to confirm attendance as a courtesy each week

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			<p>below:</p> <p>a) Are You, or any person, in your household showing any symptoms of COVID-19? Such as a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell (anosmia)?</p> <p>b) Are You, Or Any Person, In Your Household Currently Self-isolating Due To COVID-19?</p> <p>c) Have you, or any person in your household travelled aboard in the last 14 days to a country that is not on the list of exempt countries?</p>	<p>Informs members/ worshippers by letter and website about</p> <ul style="list-style-type: none"> • need for record keeping • requests notice of proposed attendance (as a courtesy not a requirement) <p>Premises Prep</p> <ul style="list-style-type: none"> • Display poster near the welcome desk with the three questions (previous column) 		
9.2			<p>We will control the risks by</p> <ul style="list-style-type: none"> • Determining seating capacity 	<p>Premises Prep</p> <ul style="list-style-type: none"> • Determine the capacity of the chapel to maintain a safe distance 	<p>Premises and Circulation Prep</p> <ul style="list-style-type: none"> • All actions to be taken before first service. 	<p>Done Premises prep</p> <ul style="list-style-type: none"> • Done: maximum number of visitors

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			<ul style="list-style-type: none"> • Designing circulation systems for entry /exit, including providing plans on site and floor and other physical markings at the premises • Providing welcome and hygiene stations • Ensuring safe systems for accessing WCs • Install transparent screens in front of both lecterns with effect from 9 August 	<p>between people in line with the guidance, taking potential pinch points into account</p> <ul style="list-style-type: none"> • The seats to be used/not used are shown on the attached plan. • Seats not to be used will be physically marked on site. <p>Church office</p> <ul style="list-style-type: none"> • Seats will be allocated to those worshippers giving advance notice of their attendance. <p>Circulation prep</p> <ul style="list-style-type: none"> • The circulation design is shown on the attached plan • Entry from the car park will be via the stairs to the patio and south entrance to the hall • Entry from Frant Road will be via the footpath to the north of the Manse/ Hall, then behind the WC Block to the stairs, patio and south entrance to 	<p>Church office</p> <ul style="list-style-type: none"> • Worship team to be notified of 'bookings' before the event. <p>Welcome Team</p> <ul style="list-style-type: none"> • Actions taken on the day <p>Comms</p> <ul style="list-style-type: none"> • Inform worshippers of arrangements before first service • Update website • Prepare projector slide for display at first service to remind worshippers of the arrangements 	<p>calculated and seats marked on plan</p> <p>Premises prep</p> <ul style="list-style-type: none"> • Site plan created and attached to this document • Seats that are not used are physically identified • Transparent screens fixed in front of both lecterns commencing 9/8/20 <p>Circulation Prep</p> <ul style="list-style-type: none"> • Circulation plan attached • Signage in place to show flow and 2m gaps for any queues • Signage placed on Front Door directing to the entrance <p>Comms</p> <ul style="list-style-type: none"> • Site plan and circulations to be sent to worshipers.
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				<p>the Hall. Signs and a plan will be displayed on the front door and at the Frant Road frontage.</p> <ul style="list-style-type: none"> • There will be no entry through the front door to the lobby except for persons with mobility impairments. • Worshippers will be greeted at the welcome/hygiene table located towards the rear of the hall. • Floor markings will show directions of travel and queuing distances will be provided • Worshippers will access the chapel via the lobby and doors at front • Worshippers will exit the chapel via the rear fire doors • At the end of the service: worshippers will be instructed to leave the chapel 'row by row' and not to linger on the 		<p>Along with details on how they will enter/exit the church and toilets</p> <ul style="list-style-type: none"> • Website updated with the circulation plan <p>Welcoming Team</p> <ul style="list-style-type: none"> • Trained on site flow and how to manage people leaving the premises <p>To do Comms Slide to be prepared showing how we will exit the building – to be shown at the end of the service</p>
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				<p>premises. The worship leader or steward will dismiss worshippers at a pace that allows each phase to disperse before releasing the next</p> <ul style="list-style-type: none">• Access to the WCs from the chapel will observe social distancing and be via the rear chapel doors to the south hall door (across the patio). Return from the WCs will be via the lower fire exit from the WC block and then back to church via the south door of the hall, following the marked route. <p>Welcome Team</p> <ul style="list-style-type: none">• Ensures worshippers understand and follow the circulation requirements• The front door is an emergency door and if it is locked shut, a welcome team member will be stationed close		
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				<p>by to unlock it (thumb turn latch) in case of emergency.</p> <p>Comms</p> <ul style="list-style-type: none"> Ensures worshippers are informed of the access and circulation arrangements before attending Prepare projector slide to remind worshippers of the arrangements 		
9.3			Social distancing	<p>Comms</p> <p>Worshippers will be reminded of the need to maintain social distancing of 2 metres and no physical contact between persons from different households/bubbles</p> <ul style="list-style-type: none"> Before attending the service Via projected slide, displayed before the service starts <p>Welcome team Remind worshippers about social distancing as needed</p>	<p>Comms</p> <ul style="list-style-type: none"> Inform worshippers of arrangements before first service Prepare projector slide for display at first service to remind worshippers of the arrangements Update website <p>Welcome team As needed on the day</p>	<p>Done</p> <p>Comms</p> <ul style="list-style-type: none"> Inform worshippers <p>Welcoming Team</p> <ul style="list-style-type: none"> Trained <p>To Do</p> <p>Comms</p> <ul style="list-style-type: none"> Prepare PowerPoint slides

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9.4			Other mitigations	<p>Pastor/ worship leader</p> <ul style="list-style-type: none"> To give a 'hygiene statement' at the start of the service To dismiss worshippers at service conclusion <p>Premises Prep</p> <ul style="list-style-type: none"> Will display posters re hygiene and social distancing <p>Welcome team</p> <ul style="list-style-type: none"> Team members will be located in assigned positions to ensure hygiene and social distancing requirements are complied with eg <ul style="list-style-type: none"> Entry/exit points Welcome desk Front of chapel/lobby Hall/WCs To keep an eye out for visitors with special needs and give prioritised or targeted help including enabling access for persons with mobility 	<p>Pastor/ worship leader</p> <ul style="list-style-type: none"> On the day <p>Premises Prep</p> <ul style="list-style-type: none"> display posters before first service <p>Welcome team</p> <ul style="list-style-type: none"> Decide steward locations before first service On the day <p>Comms</p> <p>Before first service</p>	<p>Done</p> <p>Premises Prep</p> <ul style="list-style-type: none"> posters displayed <p>Welcome team</p> <ul style="list-style-type: none"> trained and shown their specific locations and tasks <p>Comms</p> <ul style="list-style-type: none"> Letter sent to worshippers
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				<p>impairments through the front door.</p> <p>Comms</p> <ul style="list-style-type: none"> Remind people to observe social distancing and other guidance on the way to and from church. Update website 		
9.5			Hygiene	<p>Premises Prep</p> <ul style="list-style-type: none"> The kitchen will be locked out of use. Bottles of water will be kept in church, stored in a covered container. If a worshipper needs a drink during the service, a welcome team member with sanitised hands will give them a bottle of water. A hygiene point, with automatic dispenser, will be located on stairs by patio. Worshippers will be asked at the welcome desk to sanitise hands, if they have not already done so. 	<p>Premises Prep</p> <ul style="list-style-type: none"> Before arrivals for first service start <p>Welcome team</p> <ul style="list-style-type: none"> On the day 	<p>Done</p> <p>Premises Prep</p> <ul style="list-style-type: none"> Kitchen locked out of use Water placed in a sealed container in church to which the named steward can distribute Posters displayed Welcoming team to be trained Letter sent to worshippers about availability of hand sanitiser bottles and their return at the end of the service Automatic hand

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				<ul style="list-style-type: none"> • Posters on hygiene and social distancing will be displayed • Basket for returned hand sanitiser bottles to be provided at the exit from the chapel. • Waste bins to be supplied for used tissues (after coughs/ sneezes) • Display posters to ask people with symptoms not to enter the building: content to match questions asked on entry by welcomers. <p>Welcome team</p> <ul style="list-style-type: none"> • To ensure windows to chapel and hall are open before worshippers start to arrive • On arrival to ask worshippers to confirm they have not had Covid-19 symptoms (see questions above) • to ensure windows remain open until worshippers have left 		<p>sanitiser dispenser installed at entrance to premises.</p> <ul style="list-style-type: none"> • Hand sanitiser provided for welcome desk • Waste bins supplied
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				<ul style="list-style-type: none"> On arrival, worshippers will be given a bottle of hand sanitiser to be retained and used as needed through the service. At the end of the service the worshipper will leave the bottle in the basket provided. The bottles will not be touched for at least 72 hours and then cleaned for re-use at the following service. <p>Comms</p> <ul style="list-style-type: none"> Remind worshippers of need to follow hygiene requirements. Explain Arrangements for water and hand sanitiser 		
9.6			Toilets	<p>The WCs are a 'Pinch' area for social distancing</p> <ul style="list-style-type: none"> capacity is one person in the male and one in the female WC. Entry is down the stairs from the hall 	<p>Comms</p> <ul style="list-style-type: none"> Before first service WC arrangements, display on slide <p>Premises prep</p> <ul style="list-style-type: none"> Before each 	<p>Done</p> <p>Premises prep</p> <ul style="list-style-type: none"> self-dispensing soap dispensers installed <p>Comms</p> <ul style="list-style-type: none"> worshippers

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				<p>and exit is via the lower fire door to the footpath behind the WC block with re-entry to the hall via the stairs and south door.</p> <p>Comms To advise worshippers in advance</p> <ul style="list-style-type: none"> • Nature of the arrangements • Children under 11yrs to be accompanied to WCs by parents <p>Premises prep</p> <ul style="list-style-type: none"> • Self-dispensing soap dispensers will be provided in all WCs along with paper towels and hot air hand driers. • Provide hygiene/hand washing posters in WCs • Provide cleaning materials (eg isopropyl alcohol) for users to wipe down after themselves 	<p>service</p> <p>Welcome team</p> <ul style="list-style-type: none"> • On the day <p>Circulation prep</p> <ul style="list-style-type: none"> • Before first service 	<p>advised about of the new arrangements and requirements</p> <p>Premises prep</p> <ul style="list-style-type: none"> • Handwashing/ Hygiene posters installed • Cleaning materials and sign put in toilets for worshippers to use <p>Welcoming Team</p> <ul style="list-style-type: none"> • Training to be provided <p>Circulation prep</p> <ul style="list-style-type: none"> • Queuing spaces marked • Route maps and signs displayed
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				<p>Welcome team</p> <ul style="list-style-type: none"> • To manage queuing for the WCs • To monitor levels of supplies in WCs and arrange top up/ bin emptying as needed. • Ensure lower fire door to WC block is propped open before worshippers arrive and remains open until final departure. <p>Circulation prep</p> <ul style="list-style-type: none"> • To mark out queuing spaces in the hall, below the balcony 		
9.7			Cleaning	<p>In addition to the usual cleaning regime, WCs and door handles will be cleaned each week.</p> <p>The church and hall will be cleaned (in accordance with the procedure outlined below) before they are used unless they have</p>	Before the service or event is held in the Church or the Hall.	Ongoing

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				<p>not been occupied or used for worship and other events for 72 hours beforehand.,</p> <p>This excludes access for cleaning in line with guidance and for preparatory use of the lecterns and AV desk by persons who will be using them on Sunday.</p> <p>Cleaning procedure: the church and/or hall will be disinfected using a solution at a dilution of 1,000+ parts per million to meet guidance on proper disinfection involving virus'. The disinfecting will cover, but not be restricted to: All seating (fabric and hard surfaces) in the chapel and any used seating in the hall, light switches, touchable areas on doors inc handles, window handles, both lecterns and the reception desk.</p> <p>Should cleaning between Sunday services not be possible, the evening</p>		
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				service will be streamed rather than have public attendance		
9.8			Face coverings	<p>Comms</p> <ul style="list-style-type: none"> Worshippers will be informed in advance that, unless they are exempt, wearing a face covering is required and that they should follow the guidance <p>Welcome team</p> <ul style="list-style-type: none"> Will explain wearing face coverings is required unless the worshipper is exempt 	Comms	<p>Worshippers have been told about the requirement</p> <ul style="list-style-type: none"> during Sunday Worship on 2 August in 'Pantiles News' (our e-newsletter)
10.1	Infection via airborne virus	Protecting the vulnerable: The Church has a particular focus on protecting people who are clinically vulnerable and more likely to develop severe illness	<p>Worshippers are advised to stay at home if they</p> <ul style="list-style-type: none"> present a risk to others or currently have someone in their household self-isolating if they are shielding are aged 70 years and over are extremely clinically vulnerable and 	<p>Comms</p> <ul style="list-style-type: none"> Advise members and others to stay at home if they are vulnerable or might present a risk to others. Update website <p>Welcome team</p> <ul style="list-style-type: none"> Advise people to go home if they are displaying signs of potential infection, or give unsatisfactory 	Comms Before first service	<p>Done</p> <p>Comms</p> <ul style="list-style-type: none"> Letter sent to worshipers to advise the vulnerable to stay home

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			/or shielding	<p>answers to the three questions</p> <p>Pastoral team</p> <ul style="list-style-type: none"> • May need to counsel church family members on non-attendance 		
10.2			<p>If anyone becomes unwell with symptoms of COVID-19 in a place of worship they should go home immediately</p>	<p>Cases will be dealt with individually.</p> <ul style="list-style-type: none"> • Normally the person would go home using the same means by which they came. If that is not possible, anyone providing transport would need to observe social distancing, so far as possible, and follow the guidance. <p>Welcome team</p> <ul style="list-style-type: none"> • If someone is seriously ill, dial 999 • Keep a record of any physical assistance given that breached social distancing 	<p>Welcome team</p> <p>On the day</p>	<p>Done</p> <p>Welcoming team informed of the procedure</p>
11.1	Protective security	Worshippers, staff and volunteers at the premises	Fire safety	<p>The Fire Warden is Sam Manktelow or his appointed deputy.</p>	<p>Fire Warden and Welcome team</p> <ul style="list-style-type: none"> • On the day 	<p>Done</p> <p>Welcome team informed of the</p>

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				<p>Welcome team</p> <ul style="list-style-type: none"> To keep a record of all persons on the premises and will hand this to the Fire Warden for use in emergency eg fire evacuation. This 'roll call' arrangement replaces the normal Fire Risk Management 'search' policy while these COVID safeguards are in place 		procedure
11.2			Physical security	<p>Welcome Team</p> <ul style="list-style-type: none"> Before worshippers arrive, the pastor or welcome team leader (or deputy) will unlock the doors which will be used. Will remain vigilant to external threats presented by open doors/ windows After worshippers leave, the pastor, or welcome team leader (or deputy) will ensure doors and windows are closed and the premises are 		<p>Done</p> <p>Welcoming team informed of the updated procedure</p>

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12.0	<p>Meetings in the hall Mid-week prayer meetings will be re-introduced in September, normally taking place on Wednesday evenings, and other church meetings and special events may be held in the Hall. All procedures and actions will all be as above with the exceptions detailed in 12.1 below</p>					
Ref	What are the hazards	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
12.1	As above	As above	<p>a) Entry and exit will follow the routes shown on the 'Route Map' see Annex C.</p> <p>b) The meeting will take place in the hall, see Annex C. The chapel will be locked out of use.</p> <p>c) The sole WC provision will be the disabled toilet and the WC block will be locked out of use, see Annex C</p> <p>d) Welcome team will be limited to staffing of the welcome desk and managing queuing for the WC.</p>	<p>Premises preparation will ensure seats and lecterns, with screens, are positioned correctly before each meeting.</p> <p>Premises preparation will lock the chapel and WC block out of use before each meeting.</p> <p>Members and other potential worshippers will be advised by email of the arrangements for midweek meetings before the first event takes place.</p> <p>Welcome team will be in place before worshippers start to arrive.</p>	<p>a, b, d) will be put in place before each meeting</p> <p>d) Will be done before the first meeting</p>	Actions will be taken before each meeting.
13.0	<p>Sunday Evening Services and other mid-week events held in the Church Sunday Evening Services will be re-introduced in September and other church meetings and special events, eg carol services, may be held in the Church All procedures and actions from 1.0 through to 11.2 inclusive will be followed</p>					