

Laxfield Baptist Church

Covid-19 Risk assessment and Compliance

3rd October 2020, VERSION 4.

Review by 17th October

Completed by: Tom Mawson

1. Risk assessment

Hazards	The risk of contagion	Actions taken to control the risk	Person with Oversight	Status or target completion date
A. Social Distancing and interaction considerations				
1. Social distancing and Seating during services	Households in close proximity	<ul style="list-style-type: none"> a. Chairs to be arranged in family groups. b. Limit the congregation to the number that can fit in the building with social distancing c. Keep the room well ventilated, with doors and windows open if possible d. Seats laid out for visitors e. We will remind people in a letter that face masks can be worn if people see fit. f. The balcony can be used for additional seating 	Pastor Tom Mawson Designated "Welcomer" Each Week Andrew to designate.	11/7
2. Social interaction between households	Contamination between multiple households	<ul style="list-style-type: none"> a. In light of new guidance regarding mingling the congregation will be reminded that mingling outside of your household is not allowed. b. Congregation will be encouraged to enter the building swiftly, welcomers will be on hand to help with this. c. Congregation to be encouraged not to linger too long after the service d. Hold other meetings on Zoom to give opportunity for conversation e. No hand shaking or other touching to be permitted with those of another household f. We will not have after church refreshments until advised otherwise. g. Congregation have been advised to wear face coverings 	Designated "Welcomer" Each Week Andrew to designate.	11/7
3. Preaching and leading the service	Leader speaking towards the congregation Contamination via items on lectern	<ul style="list-style-type: none"> a. The preacher to be positioned more than 2 metres from the congregation b. Speaker to use a headset or tie mic that only he will touch. To be cleaned each week. c. Any other speakers will use a microphone away from the lectern. d. Only the preacher's personal items may be placed on the lectern, others may use a music stand if required. e. Preacher will stand behind a perspex screen. 	Pastor	11/7
4. Singing	Contamination spread through the air	<ul style="list-style-type: none"> a. We will project hymns and readings on screen, but there will be no singing until the Government advice changes. Media will be used instead. 	Jamie Nunn/ Andrew Chilvers	11/7

5. Entering and leaving the building	Build-up of people at entrances/exits	<ul style="list-style-type: none"> a. There should not normally be people entering and exiting at the same time. Where this is necessary, those going against the flow must use the side door b. Everyone entering and leaving the building should use the anti-bacterial gel (provided) c. Congregants will be encouraged to leave in family groups and not linger in the doorways or outside. d. There will be signs and posters to build awareness of good handwashing technique, the need to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into the crook of your sleeved arm if a tissue is not available e. Where possible and practical entry to the building will be restricted for 72 hours before each service. 	Designated "Welcomer" Each Week Andrew to designate. Pastor	11/7
6. Hospitality and Refreshments	Contamination from food and cups	<ul style="list-style-type: none"> a. We will not serve refreshments until further notice b. We will not be holding church fellowship lunches until further notice c. We will encourage attendees to bring their own bottles of water. d. We will provide disposable bottles of water if needed. 	Beth Mawson	
B. Transport and parking considerations				
7. Transporting passengers to church	Passengers in close proximity to driver	<p>NOTE: VERY FEW OF OUR CONGREGATION SHARE A CAR</p> <ul style="list-style-type: none"> A. People from only 2 households to share a car B. Passengers and driver to wear face masks C. Passenger to sit in back seat furthest from driver D. Open windows if possible E. Large vehicles used for transport F. Clean door handles before and after journey G. Share transport with the same people each time 	N/A	11/7
8. People from different households arriving at the same time	Close contact between different households	<ul style="list-style-type: none"> a. Welcomer outside to encourage social distancing and entering as family groups. b. Queue will be on the path towards the war memorial if necessary. c. Only front left hand entrance door will be used and will be kept open until at least the beginning of the service 	Designated "Welcomer" Each Week Andrew to designate.	11/7
C. Children, Sunday School and Youth Groups				
9. Young people and Children	Contamination arising from contact between children	<ul style="list-style-type: none"> a. Young children should always be supervised by the parent or guardian unless in sunday school b. Children will not be allowed to run around in the church. c. The parent or guardian should ensure they clean hands on entering and on leaving the church using the building should use the anti-bacterial gel (provided) d. Any toys and other shared facilities which are hard to clean will be removed from use. e. Particular attention will be paid to cleaning frequently touched surfaces by children and those that are at child height. 	Beth Mawson	11/7
10. Sunday school	Contamination arising from contact between children	<ul style="list-style-type: none"> a. School age children will be seated in family groups 2 metres apart. b. Resources will be carefully managed. c. Children will go back into the main church building after the service where they will be supervised by their parents. d. Pre-School children will be in a sunday school class in the creche - social distancing will be harder to manage but there will be very few. e. We will follow guidelines as given to schools and pre school settings as closely as possible. f. Children will sanitise hands on entry to the hall g. They will enter the hall in family groups h. Any under 3s will be looked after in the service by their parents. 	Elly Mawson/ Beth Mawson	

11. Youth Clubs	Contamination arising from contact between children	Only a very small youth group will be held, socially distanced. A maximum of 6 children and 3 adults. All will be done according to the recommendations set out in the Out Of School guidance.		11/7
D. Shared objects and surfaces				
12. Hymn books and Church Bibles	Contagion from handling common items	<ul style="list-style-type: none"> a. Remove hymn books and church Bibles. Encourage people to bring their own Bible b. We will project hymns and readings on screen, but there will be no singing until the Government advice changes. Media will be used instead. 	Tom Mawson	11/7
13. Door handles, chairs and surfaces	Risk of contamination	<ul style="list-style-type: none"> a. Anti-bacterial gel to be supplied at the entrance/exit. b. Encourage regular hand washing c. Door handles and other door areas likely to be touched at the end of the service 		11/7
14. Communion	Contamination from bread and cups	<p>We may choose to recommend that people bring their own communion bread and wine, however if this is not the case then:</p> <ul style="list-style-type: none"> a. Communion plate and glasses to be washed before use and afterwards b. Gloves and face mask for cutting the bread and pouring wine c. Plate and tray not to be passed round, but to be left on the table and participants to take their own piece of bread and cup. Provide toothpicks with bread. d. Bread and wine to be covered until use e. Leader to stand away from the bread and wine when speaking f. Use a larger tray for spreading out communion cups. g. No-one should speak over the bread and wine if uncovered. 	Pastor	11/7
15. Cash offerings	Contamination from coins/notes	<p>We generally receive most income from direct debits so do not handle a large amount of cash on a weekly basis.</p> <ul style="list-style-type: none"> a. Offerings will be placed in an open bucket by the entrance to minimise touching the normal slots. b. The money won't be counted for 72 hours but will be stored safely in the meantime. 	Pastor/ Andrew Chilvers	11/7
16. Piano & Organ	Contamination from keys	<ul style="list-style-type: none"> a. We will not generally use any instruments until the government eases restrictions on congregational singing. b. If the piano is used it must be cleaned afterwards and only used by one person. 		11/7
17. Audio visual and computing equipment	Contamination via items	<ul style="list-style-type: none"> a. One person/household during a service to touch any audio/visual and computing equipment, and gloves to be used where there is any likelihood of someone else touching by mistake. b. Equipment to be cleaned after use. c. Speakers advised not to touch microphones 	Jamie/Sarah	11/7

E. Use of toilets				
18. Toilets	Contamination from door handles, flush handle and toilet seat	<ul style="list-style-type: none"> a. Sign to restrict each of the two toilets to one person at a time b. Social distancing must be maintained whilst queueing c. Sign to remind people to wash their hands with soap d. Keep windows open if possible e. More frequent cleaning, with a visible cleaning schedule. f. After using the toilet you must use wipes provided on flush handle and seat (in that order) and place wipe in bin. 		11/7
19. People with symptoms or people self-isolating	Risk of passing of spreading Covid-19	<ul style="list-style-type: none"> a. All members of the regular congregation to be asked not to attend if experiencing symptoms b. Notice on door asking visitors not to come in if experiencing symptoms c. If someone becomes unwell during a service they will be asked to return home immediately d. Where individuals are self-isolating, or have been requested to so by NHS Test and Trace, they should participate remotely. e. Symptoms poster to be on display 		11/7
F. Vulnerable people				
20. Vulnerable people - those over 70 and those with health conditions	At greater risk of being infected	<ul style="list-style-type: none"> a. Those shielding or vulnerable will be strongly advised not to attend. b. Those over 70 advised not to attend., and if they do, then take particular care. c. They should remain well-distanced from other people d. Social contact must be kept to a minimum 		11/7
G. Baptismal Services				
21. Baptismal services	Transmission through contact or water	<p>Baptismal services will take place as part of a regular Sunday service.</p> <p>Baptism will be by immersion using the baptismal pool in the chapel.</p> <p>Congregants will not be permitted to gather around the pool side but will need to watch from their seats.</p> <p>Pastor will wear a visor in the pool whilst the baptism takes place.</p> <p>Pastor and the person being baptised will enter and exit the pool separately.</p>	Pastor	
H. Vulnerable people				
22. Visitors	Visitors being unaware of the mitigations in place	<ul style="list-style-type: none"> a. LBC Guidance to be made available on the website b. Notices in the church to highlight the main points of the Covid security measures, and what we are asking of individuals. 		11/7
I. Test and Trace support				
23. Record of attendance	Contact with infected person.	We will keep a register for 21 days of those attending	Andrew Chilvers	11/7

2. Compliance to Original Government Recommendations

Compliance to the governmental guidance [“COVID-19: Guidance for the safe use of places of worship from 4 July”](#) as applied to the activity of “Communal worship, including led prayers, devotions or meditations by a Minister of Religion or lay person.”

Please note that the table below only addresses the items which could be reasonably considered to be applicable to the practices of Laxfield Baptist church.

Paragraph	Specific recommendation	Level of Compliance	Notes
1. Introduction	Whilst engaging in an activity in the place of worship or surrounding grounds, all parties should adhere to social distancing guidelines. From 4 July, 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) between households are acceptable.	Full	
	Consideration should be given to how fair and equal access can safely be provided for all users to be able to undertake faith practices within a place of worship, in line with government guidelines and considering requirements under the Equality Act 2010 where these apply.	Full	
	To help decide which actions to take, a COVID-19 risk assessment should be completed by each place of worship. This will be in addition to any risk assessment already in place.	Full	
4. Adapting practices to reduce the spread of infection	It is advised that the ceremonies and services should be concluded in the shortest reasonable time.	Full Approx 1 Hour	
	Once completed, participants should be encouraged to move on promptly, to minimise the risk of contact and spread of infection. If appropriate, you should reconfigure spaces to enable worshippers to be seated rather than standing which reduces the risk of contact.	Full	
	It is recommended that, where possible, places of worship continue to stream worship or other events to avoid large gatherings and to continue to reach those individuals who are self-isolating or particularly vulnerable to COVID-19.	Full	
	<p>The use of shared items:</p> <ul style="list-style-type: none"> • Individuals should be prevented from touching or kissing objects that are handled communally. Barriers and/or clear signage should be put in place where necessary to avoid this taking place. • Reusable and communal resources such as prayer mats, service sheets, religious texts or devotional material should be removed from use. Single use alternatives should be provided as long as they are removed and disposed of by the worshipper. • Items owned by the individual to aid worship such as a prayer mat or religious text, can be brought in but should be removed again by the worshipper. 	Full Full Full	

	<p>Food and drink:</p> <ul style="list-style-type: none"> • Where food or drink ('consumables') are essential to the act of worship, they can be used, however the sharing of food should be avoided, as should the use of communal vessels. • If it is necessary to handle consumables as a part of a faith practice, those giving and receiving food items should wash their hands thoroughly before and after consumption, or wear gloves. • The person distributing the consumable should release it, into the hand only, in such a way to avoid any contact between them and those receiving it, or wear gloves. If accidental contact does occur, both people should cleanse their hands immediately. • Other mitigations should also be considered, for example, foodstuffs should be prewrapped, and a system should be in place to prevent individuals from coming into contact with consumables and any dishes and/ or cutlery other than their own (for example the use of shared bowls). • Speaking, singing and chanting should not happen across uncovered consumables (other than consumables to be used by the celebrant alone). Instead consumables must be securely covered, and prior to the receptacle being opened, should be cleaned, hands must be washed or gloves worn. • Hospitality spaces within a place of worship, such as cafes, are permitted to open but should be limited to table-service, social distancing should be observed, and with minimal staff and customer contact in line with hospitality guidance. 	<p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p>	
	<p>Singing, chanting and the use of musical instruments:</p> <ul style="list-style-type: none"> • People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from aerosol and droplets. • People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from aerosol and droplets. 	<p>Full</p> <p>Full</p>	
	<p>Use of water:</p> <p>Where rituals or ceremonies require water to be applied to the body, small volumes can be splashed onto the body, but full immersion should be avoided.</p>	<p>Full</p>	
	<p>Cash donations:</p> <ul style="list-style-type: none"> • Where possible faith leaders should discourage cash donations and continue to use online or contactless giving and resources. Where this is not an option, cash should be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues. 	<p>Full</p>	

	<p>Young people and children attending places of worship</p> <ul style="list-style-type: none"> • Young children should be supervised by the parent or guardian. They should wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser ensuring that all parts of the hands are covered. Places of worship can help remind children and young people, and their parents and guardians, of the important actions they should take during the COVID-19 outbreak to help prevent the spread of the virus. Posters on general hand hygiene can be found on the eBug website. • Any shared facilities for children, such as play corners, soft furnishings, soft toys and toys that are hard to clean, should be removed and/or put out of use. • Outdoor playgrounds are permitted to open where venue managers risk assess that it is safe to do so, see relevant guidance. Particular attention should be paid to cleaning frequently touched surfaces by children and those that are at child height. • Principles in general guidance from the Department for Education should also be followed for any separate children's activities being organised by the place of worship alongside or within a service. 	<p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p>	
<p>5. General actions to reduce the spread of infection</p>	<p>Test and Trace: In line with other government guidance for other venues including in the retail and hospitality sector, you should assist this service by keeping an accurate temporary record of visitors for 21 days, in a way that is manageable for your place of worship, and assist NHS Test and Trace with requests for that data if needed for contact tracing and the investigation of local outbreaks.</p>	<p>Full</p>	
	<p>Restrictions on capacity: The number of people permitted to enter the place of worship at any one time should be limited, so that a safe distance of at least 2 metres, or 1 metre with risk mitigation (where 2 metres is not viable) between households.</p>	<p>Full</p>	

	<p>Social distancing</p> <ul style="list-style-type: none"> • Where possible, adhere to social distancing of at least 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) between households. For frequently used places, mark areas using floor tape or paint to help people maintain social distance. • You should consider and set out the additional mitigations you will introduce in your risk assessment. These could include, for instance, avoiding any face-to-face seating by changing layouts, reducing the number of people in enclosed spaces, improving ventilation, using protective screens and face coverings, and closing non-essential social spaces, as outlined throughout this guidance. • Queue management is important so the flow of groups in and out of the premises can be carefully controlled in a socially distanced way, reducing the risk of congestion or contact. Considerations should be made for how to manage those waiting outside a place of worship, including the introduction of socially distanced queuing systems. <p>Other mitigations considered</p> <ul style="list-style-type: none"> • Those leading the worship reminding congregants of the importance of social distancing and hygiene. • Introducing a one-way flow in and out of the premises with appropriate floor markings or signage, with restrictions on accessing non-essential areas. At the end of worship, this could include worshippers leaving one row at a time, in order to prevent crowding at entry or exit points. • Multiple entry points could be opened, and clear signposting or assistance could be offered to guide worshippers and to avoid congestion. • Staggering arrival and departure times will reduce the flow at exits and entrances as well as reduce any impacts on public transport. Venues could also consider introducing a booking system to help facilitate this. You may want to consider how prioritisation could be given to people who may have a specific need or requirement. • Sing screens, barriers or alternative rooms and spaces to separate worshippers. • Any changes to entrances, exits and queues should take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities. • Introducing a booking system to help with managing numbers, particularly for services where demand will be high. • Venue managers advertising set days or times when places of worship are open solely for those particularly vulnerable to COVID-19, such as those over 70 or clinically vulnerable. • Leading worship in different spaces of the place of worship to limit the number of people in any one location - while avoiding risk of crowding at entry/exit points. • Where social distancing cannot be maintained, extra attention needs to be paid to cleaning and hygiene to reduce the risk of transmission. Consider how well ventilated the venue is and improve this where possible, for example by fixing doors open where appropriate. • Following the guidance on hand hygiene: <ul style="list-style-type: none"> • Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, or after being in public areas. • When you cough or sneeze, cover your mouth and nose with a tissue, or the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically immediately afterwards. Then wash your hands thoroughly for at least 20 seconds using soap and water or hand sanitiser if hand washing facilities are not available. • The above advice on social distancing also applies when travelling to and from a place of worship. Decisions to reopen car parks are to be made locally and practical measures such as changing the car park layout to help people socially distance should be considered. 	<p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p> <p>Not considered necessary</p> <p>Not considered necessary</p> <p>Full</p> <p>Not considered necessary</p> <p>Not considered necessary</p> <p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p>	
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	<p>People who are symptomatic</p> <ul style="list-style-type: none"> Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the place of worship due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household. Remote participation should be considered, for example by live streaming. 	Full	
	<p>Individuals who are self-isolating due to a possible or confirmed case of COVID-19 in the household</p> <ul style="list-style-type: none"> Where individuals are self-isolating due to a possible or confirmed case of COVID-19 in the household, or because they have been requested to so by NHS Test and Trace, they should participate remotely. 	Full	
	<p>Hygiene</p> <ul style="list-style-type: none"> On entering and leaving a place of worship, everyone, including staff, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available. Download a Public Health England poster. There should be signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into the crook of your sleeved arm if a tissue is not available. You should provide hand sanitiser in multiple locations in addition to toilet facilities. 	Full	
	<p>Toilets</p> <ul style="list-style-type: none"> Using social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks). To enable good hand hygiene make hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand dryers) are available. Communal towels should be removed and replaced with single use paper towels. Set clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider the use of disposable cloths or paper roll to clean all hard surfaces. Keep the facilities well ventilated, for example by fixing doors open where appropriate and safe to do so. 	Full Full Full Full	
	<p>Cleaning</p> <ul style="list-style-type: none"> All surfaces, especially those most frequently touched such as door handles and rails, should be regularly cleaned using standard cleaning products. See guidance. Sufficient time needs to be allowed for this cleaning to take place, particularly before reopening for the first time. Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning. 	Full	

	<p>Face coverings: Worshippers, volunteers and staff, may choose to wear face coverings to offer protection to others and if so it is important to use them properly:</p>	Full (Up to individual discretion but advised)	
	<p>Protecting the vulnerable</p> <p>There should be a particular focus on protecting people who are clinically vulnerable and more likely to develop severe illness. Actions should include:</p> <ul style="list-style-type: none"> Religious leaders, lay people, family, volunteers, staff and members of the public, including children, staying at home and self-isolating if they have a new, continuous cough or a high temperature or loss of or change to sense of smell or taste. This is to minimise risk of spread of COVID-19 to friends, the wider community, and particularly the vulnerable. Individuals who are shielding should continue to follow the government's advice on shielding. If anyone becomes unwell with symptoms of COVID-19 in a place of worship they should go home immediately and be advised to follow the stay at home guidance which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital. Other people who may have been in contact with the person who has become unwell should wash their hands thoroughly after the interaction, but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by NHS Test and Trace. If they do develop symptoms they should follow the stay at home guidance. 	Full Full Full Full	
	<p>Individuals aged 70 years and over attending the place of worship</p> <ul style="list-style-type: none"> Certain groups of people may be at increased risk of severe disease from COVID-19, including people who are aged 70 or older, regardless of medical conditions. Individuals who fall within this group are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household. 	Full	
	<p>Individuals who are extremely clinically vulnerable/shielding</p> <ul style="list-style-type: none"> Shielded patients are currently advised not to meet more than one person from outside of their own household, and therefore not currently advised to attend places of worship. From Monday 6 July, those shielding individuals may choose to gather in groups of up to 6 people outdoors and form a support bubble with another household, they will therefore still be advised not to attend places of worship indoors. Advice for both the clinically vulnerable and extremely clinically vulnerable is however advisory and they can choose how to manage their own risks. 	Full	

6 How can places of worship communicate this guidance to visitors?

- Each place of worship is strongly advised to implement the measures set out in this guidance to ensure that visitors comply with government's guidance, and any risk assessments completed for the venue, for the safety of all those who visit and work there. The government strongly advises each place of worship ensures that visitors comply with the social distancing guidelines.
- You should consider informing certain groups of people who may be at increased risk of severe disease from COVID-19, of the symptoms of COVID-19 and current stay at home and social distancing guidance, and strongly discourage them from attending faith gatherings during this time or set aside a time for them to attend for individual devotions.
- Places of worship and faith leaders should consider how guidance can be communicated to visitors, including before they visit, in a way that is accessible and appropriate for the cultures, languages and reading levels of communities served by the place of worship.

Letter
Email
Facebook
Whatsapp