

# Covid-19 Risk Assessment

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 assessment<sup>1</sup> is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

[There are many factors, but the Baptist Union of Great Britain indicates to us that we need to consider:

- Regular cleaning of shared spaces, seating and surfaces that will be touched.
- Restricting numbers so that social distancing guidelines may be followed inside.
- Hand cleansing, ideally with hot water and soap, at entry and exit points of the building.
- The use of hard rather than cloth-covered seating to enable quick and effective cleaning.
- A one-way system for worshippers through the building.
- Encouraging worshippers to bring their own Bible or book of prayers etc.

- Ventilation of the building space whilst it is in use.
- Recording who has used the building to enable track and tracing should a worshipper later contract COVID-19.]

Name of Church	Assessment undertaken by
Romford Baptist Church	Revd. Ian Bunce, Hayley Ayriss and Steve Street
<b>Address</b> Main Road, Romford Essex	<b>Area of the building assessed</b> Whole building Results of updated risk assessment based on current guidance:  <a href="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">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</a>
<b>Postcode – RM1 3BL</b>	<a href="https://www.baptist.org.uk/Groups/338267/Essential_Guidance.aspx">https://www.baptist.org.uk/Groups/338267/Essential_Guidance.aspx</a>  plus amended advice since July 2020 and April 2021: <a href="https://www.gov.uk/guidance/tier-2-high-alert#visiting-venues-including-shops-restaurants-pubs-places-of-worship-and-public-buildings">https://www.gov.uk/guidance/tier-2-high-alert#visiting-venues-including-shops-restaurants-pubs-places-of-worship-and-public-buildings</a>  <a href="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-from-2-december">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-from-2-december</a>  <a href="https://www.baptist.org.uk/Groups/338267/Essential_Guidance.aspx">https://www.baptist.org.uk/Groups/338267/Essential_Guidance.aspx</a>  <a href="https://www.baptist.org.uk/Publisher/File.aspx?ID=266931">https://www.baptist.org.uk/Publisher/File.aspx?ID=266931</a>
<b>Date of Initial Assessment - June 2020</b>	<b>Assessment Review Date - July 2020 / December 2020 / 11 April 2021 / 28 April 2021</b>

## 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**

1 = Low (seldom)  
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  
5-6 = high priority

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <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 &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
Welcome at the front door	Everyone	High	Medium	Medium	No hand shaking. All individuals to wear a face masks. Two metres distance with tape and signage to be kept in place Hand sanitiser stations, bins and gels to be regular reviewed to ensure kept clean, filled or emptied as required. All individuals using building to sign-in / use app for Track & Trace purposes and use hand sanitiser stations.	Inform all stewards and congregation this is what is going to happen.  Ensure continued stock in place of face masks, hand sanitiser, gloves etc.  Doors will be opened at 10.10am to allow a steadier flow of entry into the building and central area reopened in The Meeting Place.
Main worship area	Everyone	High	Medium	Medium	Use fogging machine after each use of main worship area to ensure seats are disinfected. All door handles to be cleaned after use. Alternatively, use 72 hours' rule of non-use. Seats to be set up 2 metres apart and family groups / support bubbles to sit closer together. Number of unoccupied seats reduced from 3 to 2 seats. Booking system to be used to attendance at services.	Ensure continued stock of disinfectant and cloths are purchased and bin regime where things have to be double-bagged for 72 hours before going into the main waste
The worship group on the stage	The worship group	Medium	Low	Low	Guidance from Baptist Union in December 2020 advises worship group can be used but need to be socially distanced / in support bubbles and should be limited numbers.	To continue to use downloaded songs and

Sharing Communion	Most people	High	Low	Medium	<p>Continue to use iSingWorship for services.</p> <p>Latest guidance advises that items cannot be shared. The latest information from the Baptist Union advises that servers may have brief proximity to those receiving communion. Servers must handwash immediately before serving or use gloves. Masks must be worn. Bread and wine must be prepared and given out. Communion plates / trays must not be passed person to person.</p>	<p>for this area to be revisited in early 2021.</p> <p>Stewards on duty and one steward delivering to each row.</p>
Taking the Offering	Most people	High	Medium	High	<p>Only able to do this with the new boxes provided. No passing of baskets to be allowed. The donation boxes to be cleaned before and after each meeting. New card machine has been purchased for use of tithes and offerings.</p>	<p>Gloves to be used by those counting the collection (coinage etc) and thrown after being used.</p> <p>Items to be kept under quarantine for 72 hours after services.</p> <p>Card machine to be cleaned after use.</p>
Tea/Coffee and gathering after services	Everyone	High	Medium	High	<p>No tea or coffee to be served at present. Stronger encouragement not to gather in groups after the service.</p>	<p>To keep under a watching brief as guidance may change in the future. All stewards to be</p>

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Youth Groups / Sunday School classes / Creche	Young people Children Leaders	Medium	Medium	Medium	Any shared facilities for children (play corners / soft furnishings / soft toys / toys hard to clean) removed or put out of use. Difficult to keep children 2 metres apart. Adhere to <a href="#">Baptist Union</a> / government guidance contained in the links of the information from the Baptist Union; especially around numbers of children, ratios, numbers of leaders from a safeguarding perspective. Ensure information is shared around PPE use. Need to ensure that a record of those attending is kept for Trace & Trace purposes.	informed and mentioned from front.  Keep under watching brief. Meetings are ongoing using social media / online meetings. To be discussed further.
Use of church bibles	Everyone	Medium	Low	Medium	Bibles may not be used as at December 2020. Church bibles are stored away to resist temptation of being used. Bible verses to be shown on screen or single sheets to be taken away are used.	Individuals to be advised to bring own bibles or shown on screen.
Singing in service	Everyone	High	Low	Medium	No singing to until advised we can do so	Individuals to be advised no singing in services. Use of iSingWorship in Sunday services.

## 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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Door handles and chairs used in Sanctuary and tables and chairs as part of Sunday school could harbour infection	Congregation that attends  Facilities & Hospitality Assistant	High	Medium	High	Keep doors open so not touched and to provide ventilation.  No Sunday School or youth groups at present being held. To be reviewed in line with the latest <a href="#">guidance</a> .  Ensure stock of materials is regularly reviewed by Facilities & Hospitality Assistant / Operations Manager.  Ensure gloves are worn to put chairs out.	Facilities & Hospitality Assistant to use disinfectant fogger in sanctuary and to clean door handles after Sunday services and groups.  Push plates and foot door openers to be used to minimise risk of infection.
Cleaning of toilets	Facilities & Hospitality Assistant	High	Low	Medium	Use gloves to clean toilets – ensure gloves are binned afterwards. Ensure stock is kept up to date for the cleaning products / gloves / etc.	Facilities & Hospitality Assistant to advise Operations Manager when stocks are running low to arrange order.
Cleaning of backs of chairs when put out / away	Facilities & Hospitality Assistant	High	Low	Medium	Use of fogger after services to disinfect chairs and areas where area has been in use. Alternatively, clean down chairs with disinfectant spray and cloth. Final solution will be to leave the area quarantined for 72 hours after use.	Facilities & Hospitality Assistant to advise Operations Manager when stocks are running low to arrange order. Facilities & Hospitality Assistant to undertake fogging / cleaning of areas used.



## 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.

<b>Hazards/Risks</b> <i>Think about the areas where</i>	<b>Persons Affected</b> <i>Think of anyone</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
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<i>contact takes place</i>	<i>who comes in contact</i>				<i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	
Use and disposal of PPE	Everybody who uses the building e.g. Sunday services, Parent & Toddler, regular users (e.g. Weight Watchers) and foodbank	Medium	Medium	Medium	Ensure sufficient stock of hand gels / sanitiser / disinfectant are kept. Ensure sufficient bins for used PPE and tissues and ensure waste receptacles are regularly emptied. Ensure signs are clear communicating binning regime and social distancing. Ensure sufficient paper towels / liquid soap / disinfectant bottles are kept in stock for the toilets.	Facilities & Hospitality Assistant to keep a check of stock and to advise Operations Manager to purchase when stock is becoming low.  Facilities & Hospitality Assistant (or Operations Manager) to check on a regular basis that all areas are kept well stocked and bins are emptied.

## 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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Risks of using the whole building	Regular users (e.g. service users, regular weekly coffee meetings, children's and youth groups etc)	High	Medium	High	Adhere to the clear guidance from the Baptist Union and the government's guidance on when groups can return  Sight of regular users' risk assessment (e.g. Weight Watchers, Starshine)  Clear guidance to church congregation return to church:	Regularly check information online and to the Operations Manager to liaise with regular users of the building.  Regular external users to complete Covid-19 feedback form before using premises

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During services etc. contracting or passing on of virus	Ministers / leaders of services	Low	Medium	Low	<ul style="list-style-type: none"> <li>- Who can come</li> <li>- PPE to be used / hand sanitiser to be used</li> <li>- Who will need to shield still</li> </ul>	Ministers / those leading services will not need to wear masks. See other information relating to all church users in section titled "Social Distancing"
Contracting virus at funerals	Ministers / leaders of services	Medium	Medium	Medium	<p>Current advice (dated 3/8/2020) advises to wear face masks in services by all users. However, ministers are approximately 4 metres apart from the congregation, need to be able to communicate well and clearly with those in the service / watching online / special requirements, and are also staff members.</p> <p>Current advice as part of <a href="#">The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020</a> allow for those who have tested positive for Covid-19 who has been in close contact with somebody who has tested positive and should be self-isolating, to leave self-isolation to attend the funeral of a close family member. The Regulations apply equally to those that are symptomatic or asymptomatic, whereas previous guidance stated that those showing symptoms should not attend a funeral.</p> <p>In light of this Havering council have reviewed their risk assessments. The chapel waiting rooms will remain closed to all visitors and the doors to the Chaplains' rooms will now remain closed at all times with no admittance for funeral professionals. Funeral professionals will be required to wear masks when entering the crematory and to provide their own pens for signing the Release Book.</p>	Ministers / those leading services should wear masks / visors.

**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. Purchase of gels / hand sanitiser / disinfectants / gloves / hand sanitiser pumps for stations with storage wells and not pouches	Ruth / Steve	ASAP	Completed July 2020
2. Communication to regular users of building	Ian / Steve	Ongoing	Ongoing
3. Continue to share information and update regular users of building	Ian / Steve	Ongoing	Ongoing
4. Purchase of extra bins / bin bags / bin liners	Ruth	ASAP	Completed July 2020
5. Purchase of tissues for use by congregations	Ruth	ASAP	Completed July 2020
6. Purchase of extra jay cloths for cleaning and paper towels for toilets	Ruth / Steve	ASAP	Completed July 2020
7. Communication on how to do cleaning after each service / meetings / group	Ian / Steve	ASAP when we know teams are returning	Ongoing
8. Review of regular users (e.g. Weight Watchers)	Ian / Steve	Ongoing	Ongoing
9. Purchase of yellow & Black tape re social distancing coming into church	Ruth / Steve	ASAP	Completed July 2020
10. Purchase of disposable gloves	Steve	ASAP	Completed July 2020
11. Map flow of building for a Sunday	Ian / Steve	ASAP	Completed June 2020
12. Set-up of chairs for a Sunday service	Ian / Steve / Working party	ASAP	Completed July 2020
13. Recording of songs	Worship Group	Ongoing	Ongoing
14. Storing away of church bibles	Ruth / Steve	ASAP	Completed June 2020

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15. Boxes for offerings	John Springer	June	Completed June 2020
16. Communication to leadership about process for welcoming on a Sunday	Hayley	ASAP	Completed July 2020
17. Decision on when to reopen	Ian / leadership	In line with govt advice	Completed July 2020
18. Review of Sunday clubs / Youth clubs / midweek groups returning	Ian / Hannah	Ongoing	Ongoing
19. Communication to parents about reopening	Ian / Hannah	Ongoing	Ongoing
20. Cleaning regime required	Ruth / Steve	June	Completed June 2020
21. Purchase of mops and buckets if required	Ruth / Steve	ASAP	Completed June 2020
22. Organising deep clean before reopening	Steve	June	No action required
23. Organisation of cleaning	Steve / Matt	July / August	Completed September 2020
24. Online booking / rota system of attending for Sunday services	Ian / Steve	June / July	Completed July 2020
25. Make own signage around the building	Ruth / Steve	ASAP	Completed July 2020
26. Purchase of hand sanitiser pumps	Steve	ASAP	Completed June 2020
27. Continue with Zoom / online materials for youth / children	Ian / Hannah	Ongoing	Ongoing
28. Continued online services	Ian / Vikki	Ongoing	Ongoing
29. Purchase of and fitting of door plates to prevent using handles on doors	Steve	ASAP	Completed June 2020
30. Purchase of red / white tape	Ruth	ASAP	Completed June 2020
31. Organise DM Music to come and advise on set-up and provide recommendations to leadership	Steve	ASAP	Completed June 2020

32. Purchase or walkie-talkies and testing of them for use by stewards	Ruth	ASAP	Completed June 2020
33. Ensure sufficient stock of gels / wipes / bin bags / gloves / hand sanitiser	Matt / Steve / Ruth	Ongoing	Ongoing
34. Communication of in-church serving of communion	Ian to advise John Stewart Ken to update information for attendees	ASAP	Completed April 2021

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/](http://www.hse.gov.uk/involvement/)

General government guidance on keeping workplace settings safe open [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://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/](http://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](http://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](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)

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