

## Covid-19 Risk assessment template

**Building name: Bethel Chapel, Luton**

**Covid-19 transmission Risk Assessment carried out by: Tim Ramsbottom**

**Date of next review: 10/11/20**

**Date assessment was carried out: 17/06/2020 – 2/07/20**

**Reviewed and updated: 29/08/20** – changes to A 3.3: face coverings now mandatory, F: Sunday School reopening with altered procedures from 7.9.20, H : names of fire co-ordinators

**Reviewed and updated: 08/10/20** – A 3.2 amended to 1m + mask distancing. A 4.3 amended to groups of 6. D amended to 48 h quarantine before deep clean. I. added re complying with track and trace.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>A . Risk of Covid 19 transmission to worshippers : (by touch or airborne )</b>	Worshipper	Chapel has remained closed to all except the venue managers (Deacons)	Live-streaming of the service via our website will continue when the chapel reopens so that those who are clinically vulnerable, shielding, or nervous can still	Kyle Barker and John Kingham	12/7/20	Yes

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			participate without being exposed to this risk.			
<p><b>1. A worshipper attending the chapel when unwell</b></p>			<ol style="list-style-type: none"> <li>1. Congregation to be urged to stay at home with their household if any symptoms of cough, fever or loss of smell/taste.</li> <li>2. Doorsman to enquire about the health status of with any visitor before admission. To only admit if there is a spare seat at 2m distancing, and visitor is compliant to Covid security measures</li> </ol>	Guidance notes to be distributed to congregation by church secretary.	12/7/20	Yes

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			3. Any one becoming unwell during a service should go straight home, with their household. Anyone attending them should wash their hands but doesn't need to leave.			
<b>2 On arrival, queuing to get to seat</b>			1. Encourage social distancing when queuing to enter and exit the chapel, by 2m tape markings on forecourt and external side aisles , and also down the internal chapel aisles	1. Guidance notes circulated 2. Signage and tape markings Kyle Barker 3. David Christian to purchase and distribute hand gel	12/7/20	Yes

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			<ul style="list-style-type: none"> <li>2. Alcohol hand gel (70%+) at all entry exit points, requesting that all use on entry and exit. Doorman on forecourt to support.</li> <li>3. A well signed one way system</li> </ul>			
<p><b>3 During the service</b></p>			<ul style="list-style-type: none"> <li>1. Congregation to bring own hymn books (to read) and bibles. Communal ones to be packed away.</li> <li>2. A seating system to keep a 1 m social distancing between households, spread throughout chapel, gallery.</li> </ul>	<ul style="list-style-type: none"> <li>1. Informed by guidance notes as above</li> <li>2. Deacons to devise seating system</li> <li>3. Deacons and doormen</li> </ul>	<p>12/7/20</p>	<p>Yes</p>

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			<ul style="list-style-type: none"> <li>3. If a household are more anxious or vulnerable they will be accommodated at 2m distancing on request</li> <li>4. Use of face coverings is mandatory, unless speaking publicly or the wearer has a gov.uk listed cause for exemption.</li> <li>5. To achieve this we have split into 2 congregations – one to attend the whole of one Lord’s Day, and the other the next.</li> <li>6. Limiting the congregation size Splitting into 2</li> </ul>			

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			<p>congregations also achieves the government guidance of limiting the congregation size according to a risk assessment of the building. Ours will be no more than 75 worshippers.</p> <p>7. No singing</p> <p>8. Keep windows open as much as possible both in the service and between Sunday services. Keep the extractor fan on a low setting throughout the service.</p>			

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<p><b>4 Queuing when leaving the service</b></p>			<ol style="list-style-type: none"> <li>1. An orderly, socially distanced exit, aided by one way system and 2m floor markings</li> <li>2. Alcohol hand gel (70%+) at all entry exit points, requesting that all use on entry and exits.</li> <li>3. Congregation to keep to groups of 6 people or less, with 2m social distancing and not obstructing the pavement after service.</li> <li>4. Collections taken remotely</li> <li>5. Once worshipers have gone all door handles wiped down with clinical grade alcohol wipes</li> </ol>	<p>Either deacons or doormen to marshal</p> <p>Guidance notes sent out to congregation in advance</p> <p>Reminded by email and pulpit notice</p> <p>Tim and Diane Ramsbottom, Myrtle Chrisitan</p>	<p>12/7/20</p>	<p>Yes</p>





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			<p><i>Chapel by prior booking at <a href="http://www.bethelluton.org.uk">www.bethelluton.org.uk</a>, or by livestreaming on this website.”</i></p> <p>3. For any visitors arriving unannounced, doorsmen at liberty to show them to any spare seats, providing they have no Covid symptoms and are likely to be compliant with our Covid security measures.</p>	<p>Tim Ramsbottom to go through with doorsmen</p>		

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<p><b>6 On using toilet facilities</b></p>			<ol style="list-style-type: none"> <li>1. Toilets: toilet lids to be closed when flushed</li> <li>2. Provide alcohol wipes and ask users to wipe down all surfaces with these after use.</li> <li>3. Paper towels only</li> <li>4. Thorough clean of toilets after each service</li> </ol>	<p>Provision and organisation by David Christian</p> <p>Diane Ramsbottom and Mrytle Chrisitan</p>	<p>12/7/20</p>	<p>yes</p>
<p><b>B Risk of Covid 19 transmission to Pastor or minister : (by touch or airborne )</b></p>	<p>Minister by contracting Covid-19 from touching contaminated surface, or</p>	<p>Chapel has remained closed to all except the venue managers, the Minister conducting services remotely</p>	<ol style="list-style-type: none"> <li>1. Pastor offered to preach remotely from home. He chooses this for the week evenings at present, but will come in</li> </ol>	<p>Church secretary to communicate this to Pastor and worshippers by guidance notes.</p>	<p>12/7/20</p>	<p>yes</p>

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	airborne from a worshipper	via internet streaming	<p>to preach from the pulpit on Sundays</p> <p>2. On reopening, for Minister (and his household), to have sole use of the vestry and ensuite toilet facility – arriving before most of the worshippers and leaving first. Thus he will never come into any contact with worshippers, the pulpit steps being directly next to the vestry door. Touch risk thus eliminated, and as pulpit at a distance of more than 2m from nearest worshipper - in an elevated position above worshippers – and the</p>			

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			<p>chapel will be well ventilated – airborne risk is very low.</p> <ol style="list-style-type: none"> <li>Organ to be re-sited to front left side pew</li> <li>disabled bay to increase distancing of organist from the minister</li> </ol>	Trevor Scott		
<p><b>C Risk of Covid 19 transmission to doorsman : (by touch or airborne)</b></p>	<p>Doorsman contracting Covid-19 from touching contaminated surface, or airborne from a worshipper</p>	<p>Chapel has remained closed to all except the venue managers, the Minister conducting services remotely via internet streaming</p>	<ol style="list-style-type: none"> <li>All usual doormen greetings suspended.</li> <li>The new role will be to be near the front door to explain and support our procedures, to intercept any visitors, answer any questions from usual worshippers, supervise the one way system.</li> <li>The doors should be hooked open before the</li> </ol>	Tim Ramsbottom to train doormen	12/7/20	yes

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			<p>service starts to minimise touch, and closed once the service is starting.</p>			
<p><b>D . Risk of Covid 19 transmission to cleaners : (by touch or airborne)</b></p>	<p>Cleaner contracting Covid-19 from touching contaminated surface,</p>	<p>No worshippers entering the chapel .</p>	<ol style="list-style-type: none"> <li>1. Individual risk assessment of the cleaners.</li> <li>2. Cleaner to wear disposable gloves, disposable apron and a mask for cleaning</li> <li>3. Cleaning protocol according to government guidance discussed</li> </ol>	<p>Tim Ramsbottom has liaised with David and Myrtle Christian. Agreed that the risk of general deep clean mid week, more than 48 h after the last service, is of acceptable low risk for them, and they are willing to undertake this.</p> <p>To be finalised by David Christian</p>	<p>Completed 2/7/20</p>	<p>yes</p>

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<b>E. Risk of Covid 19 transmission to venue managers : (by touch or airborne)</b>	Venue manager contracts Covid 19	Venue managers entering the chapel take all covid secure precautions as advised by the government and NHS	No further actions			yes
<b>F. Risk of Covid 19 transmission to Sunday School Teachers and children : (by touch or airborne)</b>	Sunday School Teacher or child contracts Covid 19	Sunday School closed until 7.9.20	Sunday School will reopen on September 7 2020, with 2 classes attending in week one and the other 2 classes in week 2. This will enable both classes to be accommodated within the Sunday School Room in a socially distanced way.	David Christian		yes

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<p><b>G. Risk of Covid 19 transmission to contractors : (by touch or airborne)</b></p>	<p>Contractor contracts Covid 19</p>	<p>Contractors only attend when no worshippers are present, and venue manager is there to supervise. Social distancing maintained between venue manager and contractor</p>	<p>No change in action</p>			
<p><b>H. Risk of Covid19 transmission during Emergency evacuation, in case of fire or emergency. Rapid evacuation could be hampered by these Covid distancing and one way guidelines</b></p>	<p>Worshippers, minister, doormen and venue managers - due to confusion</p>	<p>Chapel has remained closed to all except the venue managers</p>	<p>Advice fire marshals and worshippers that in case of emergency, to disregard the Covid restrictions and use the nearest exit, and follow normal emergency evacuation procedures</p>	<p>Kyle Barker and Trevor Scott</p>	<p>12/7/20</p>	<p>yes</p>

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<p><b>I. Congregant attending subsequently found to have Covid 19</b></p>	<p>Other members of the congregation</p>	<p>Complying with NHS track and trace, by maintaining a record of who has attended each service for 3 weeks</p>		<p>David Christian</p>		<p>yes</p>

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)