

Gunnersbury Baptist Church (GBC) - Covid-19 Risk assessment

Updated 22/08/20

- **It is now law that you must wear a face-covering unless you are exempt**
- You will need to bring your own Bible
- You will not be able to sing aloud
- You will need to observe strict 2m social-distancing where possible
- You will need to leave the premises as directed after the service
- You will only be allowed entry if you have registered in advance with the church office
- By registering you are agreeing to us retaining your personal details for 21 days in order to comply with government "track and trace" guidelines
- The attached Risk Assessment is currently under review following some relaxation in the Government guidelines on the use of Places of Worship

Date updated: 16/07/20

Version 1

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A - Returning to Gunnersbury Baptist Church (GBC)

The UK Government published guidance for places for worship (in England) on Monday 29 June.

Government guidelines suggest:

- Stay alert
- Social distancing of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) between households are acceptable (support bubbles are counted as one household)
- There is no limit for public worship, but there is a limit of 30 for weddings, funerals & other 'life cycle ceremonies' outside of routine communal worship. All parties 'should adhere to strict social distancing'
- If premises are used by other user groups, then it must only be for activities otherwise permitted by law (e.g. no indoor fitness/soft play);
- A 'place of worship' includes surrounding grounds, car parks, courtyards, gardens, so it could be used for outdoor worship gatherings subject to all the other guidance applying to worship gatherings;

- Other outdoor meetings outside church premises have to comply with Government guidance (i.e. currently only six individuals from multiple households or up to 30 maximum from two households).
- Places of worship are also workplaces so have to comply with COVID secure guidance for workplaces for safety of their employees;
- It is advised that services be "conducted in the shortest reasonable time". Once completed, participants should be encouraged to move on promptly, to minimise the risk of contact and spread of infection: this clearly limits social interaction and coffee etc. after the service in the place of worship;
- Avoid using shared items: no touching or kissing objects handled communally;
- If worshippers cannot bring their own books (e.g. Bibles or hymn books), shared books should be quarantined for 48 hours;
- Use of food essential for an act of worship is permitted but you should avoid the use of communal vessels. Those handling food for use in a faith practice should wash their hands or wear gloves and the person distributing should release into the hand in a way that avoids contact. No singing/chanting/ speaking across uncovered consumables. No food and drink as part of weddings or other life-cycle events;
- People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting;
- Where essential to an act of worship, one person may sing/chant – the use of plexiglass screens should be considered to protect worshippers. Organs can be used (if cleaned afterwards) but not wind instruments;
- 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;
- Cash giving is discouraged. If necessary, a single receptacle handled by one individual should be used and gloves worn;
- Shared facilities for children - such as play corners, soft furnishings, or soft toys - should be removed and/or put out of use;
- Formal childcare/education settings need to comply with Department of Education guidance;
- Churches should keep an accurate temporary record of visitors for 21 days to assist NHS Test and Trace;
- Numbers or people permitted must be limited so that a safe distance of 2m (or 1m with other mitigation) can be maintained between households. Additional mitigating might include avoiding face-to-face seating, reducing number in enclosed spaces, improving ventilation, use of masks or screens, closing non-essential social space, one-way flow, multiple entry points, staggering arrival/departure times, a booking system to manage numbers, advertising set days when open solely for people particularly vulnerable to COVID-19 or over 70. There should be extra cleaning if social distancing cannot be maintained;
- Guidance on social distancing also applies when travelling to and from a place of worship;
- Everyone entering a place of worship should wash their hands for 20 seconds or use hand sanitiser if hand washing facilities are not available. Provide posters of good hand washing techniques.
- Use toilets safely by social distance marking in areas where queues form and set clear use and cleaning guidance;
- Clean all surfaces - especially frequently touched surfaces such as door handles and rails – and give sufficient time for cleaning;
- Pay particular attention to protecting the clinically vulnerable: those with symptoms should stay at home, individuals shielding should continue to observe Government guidance, over 70s are advised to stay at home as much as possible. From 6 July shielding individuals can gather in groups of up to 6 outdoors and form a support bubble with one other household. They are advised not to attend places of worship
- All places of worship are 'strong advised' to implement the guidance: there is a need to complete risk assessments for the venue. Failure to complete a risk assessment would be a breach of Health and Safety to legislation. Local authorities will enforce guidance, and potential action includes giving specific advice to enable churches to achieve the required standard through to enforcement notices to secure improvements. Serious breaches and failure to comply with enforcement will constitute a crime with a serious fine and imprisonment of up to two years. Inspectors will be carrying out compliance checks nationwide.

B - Statement

The below Risk Assessments aim to:

1 - protect all GBC staff/employees, elders, trustees, members, visitors, building users from infection of Coronavirus/Covid-19

2 - protect GBC from any reputational damage with the gospel coming into disrepute (e.g. if GBC causes an outbreak of Coronavirus/Covid-19)

Trustees are 'Venue Managers' and are responsible for the assessment of compliance with the Government guidelines i.e. carrying out risk assessments and ensuring they are adhered to. GBC will be adhering to all the Governments guidelines including all the 'must' (requirement by law) and wherever possible the 'should' (strongly advised).

Review Date: This is a live document and will be updated and reviewed as guidance changes or government restrictions are lifted or increased.

C - Risk Assessments

This risk assessment outlines GBC's approach in relation to this guidance.

1. Gunnorsbury Baptist Church Return to the Workplace - Risk assessment					
	Identified Hazard	Risk evaluation	Who might be at risk?	Control measures to reduce the risk/Precautions in place	Additional Control measures/actions required
1.1	Exposure to Covid-19: Employee carrying Covid-19 and passing it on to other building users/employees. (Person enters with or without symptoms but could be carrying the virus).	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/employees/trustees/elders have a heightened risk of exposure.</p> <p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Washing hands upon arriving at work and frequently throughout the day. • Limiting physical interaction wherever possible, and where not possible ensuring social distancing. • Office doors and windows to remain open wherever possible to maximise ventilation and minimise touch points wherever possible. • Extra cleaning frequency/wiping of desk, PC and high touch points of daily work spaces/office • Restrict physical meetings with visitors, wherever possible using Web meetings 	<ul style="list-style-type: none"> • Signage at the entrance (and an email sent to employees) stating: <ol style="list-style-type: none"> 1 - Any employee or member of their household having symptoms should follow government guidance and self-isolate for 7 days if living alone or 14 days if living with others. The individual should be sent home immediately to self-isolate, and not return to work until after the self-isolation period. 2 - Vulnerable people and extremely vulnerable people are to be discouraged from attending the workplace 3 - Any employee shielding (having received notification from the government) should not attend the work place

					<ul style="list-style-type: none"> • Maintain a 2-meter distancing wherever possible. Where it is not possible to stay two metres apart, a social distance of 'one metre plus' (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduces the risk of transmission) will be maintained.
1.2	Employee experiences symptoms of Coronavirus / Covid 19	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/employees/trustees/elders have a heightened risk of exposure.</p> <p>All building users could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • The employee should be sent home immediately to self-isolate, and not return to work until after the self isolation period. • The employee should seek medical advice by the recommended means (government / NHS England's advice): <ol style="list-style-type: none"> 1- Stay at home and self-isolate for at least 7 days 2- Inform your employer of your symptoms 	
1.3	Entrances and Exits	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/employees/trustees/elders have a heightened risk of exposure.</p> <p>All building users could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Hand sanitiser to be provided at all entrances and exits 	<ul style="list-style-type: none"> • Signage at entrances stating: <ol style="list-style-type: none"> 1- Do not enter if you are feeling unwell. 2- Reminder to wash your hands upon arrival and frequently throughout the day. If you cannot wash your hands, then suitable hand sanitiser must be used. 3- Reminder to maintain a 2-meter distance from one another wherever possible. Where it is not possible to stay two metres apart, a social distance of 'one metre plus' (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduce the risk of transmission) will need to be maintained.
1.4	Door handles, light switches, staircase handrails and	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of	Staff/employees/trustees/elders have a heightened risk of exposure.	<ul style="list-style-type: none"> • Hand sanitiser to be provided in all offices/on desks • Doors to remain open to minimise touch points wherever possible 	<ul style="list-style-type: none"> • Increased cleaning using a virucidal cleaner/sanitising wipes of high touch areas including desks, PCs, light switches, door handles etc.

	other high touch points	symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All building users could potentially be harmed by an outbreak of Covid-19.	<ul style="list-style-type: none"> • Paper towel available at all doors for use on high touch surfaces or where doors cannot remain open 	<ul style="list-style-type: none"> • Employees to sanitise surfaces and high touch points throughout the day • Cleaner to be briefed to make sure door handles, light switches, hand rails, locks and all high touch areas are cleaned more regularly
1.5	Offices, desks and chairs	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/employees/trustees/elders have a heightened risk of exposure.</p> <p>All building users could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Limiting number of people per office to 2 to ensure social distancing is maintained • Hand sanitiser to be provided in all offices/on desks • Office doors to remain open to maximise ventilation and minimise touch points wherever possible • Restrict physical meetings with visitors, wherever possible using Web meetings 	<ul style="list-style-type: none"> • Increased cleaning using a virucidal cleaner/sanitising wipes of high touch areas including desks, PCs, light switches, door handles etc. • Employees to sanitise surfaces and high touch points throughout the day • Cleaner to be briefed to make sure door handles, light switches, hand rails, locks and all high touch areas are cleaned more regularly
1.6	Toilets	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/employees/trustees/elders have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Where possible, separate WC facilities should be used to avoid contamination. • Ensure that there is sufficient soap, hot water and paper towels in the toilets • Provide suitable and sufficient rubbish bins for hand towels with removal and disposal daily 	<ul style="list-style-type: none"> • Signage indicating 1 user per facility and reminding people to wash their hands according to Government guidelines • Enhanced cleaning routine using a virucidal cleaner daily • Disinfectant wipes/virucidal cleaner spray to be available for wiping of taps and door handles • Removal of all re-usable hand towels • Cleaner to be briefed to make sure door handles, locks, taps, flushes and all high touch areas are cleaned more regularly
1.7	Welfare facilities	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat,	Staff/employees/trustees/elders have a heightened risk of exposure. All building users/visitors could potentially be harmed by an outbreak of Covid-19.	<ul style="list-style-type: none"> • Where possible, separate welfare facilities should be used to avoid contamination. • Employees/staff to bring their own beverage, food, cutlery and crockery. Where this is not possible use of 'one-use' disposable products to be used. • Ensure that there is sufficient soap, hot water and paper towels in the 	<ul style="list-style-type: none"> • Signage indicating 1 user per facility and reminding people to wash their hands before and after touching anything. • Disinfectant wipes/virucidal cleaner spray to be available for wiping of taps (used for water) • Removal of all re-usable hand towels • Signage on all cupboards advising that cutlery and

		high fever, shortness of breath, pneumonia, fatality.		toilets• Provide suitable and sufficient rubbish bins for hand towels with removal and disposal after every service.	crockery may not be used. • Cleaner to be briefed to make sure door handles, locks, taps, flushes and all high touch areas are cleaned more regularly. • Enhanced cleaning routine using a virucidal cleaner daily.
1.8	Travel	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Staff/employees/trustees/elders have a heightened risk of exposure. All building users/visitors could potentially be harmed by an outbreak of Covid-19.	<ul style="list-style-type: none"> • If at all possible, staff/employees should work from home but if this is not possible then: <ol style="list-style-type: none"> 1- Staff must drive to work or use a taxi. 2- Public transport should be avoided where ever possible, if this is not possible, Government guidelines should be followed and a mask* should be worn when travelling on public transport. 3- Use alcohol-based hand rub during and after commuting, upon entering the GBC property. (Hand sanitiser to be positioned at all entrances.) • If returning from abroad, the self quarantine period should be adhered to prior to returning to the workplace 	
1.9	Suspected or confirmed case whilst in the building	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Staff/employees/trustees/elders have a heightened risk of exposure. All building users/visitors could potentially be harmed by an outbreak of Covid-19.	<ul style="list-style-type: none"> • Any employee suspected of having symptoms should be sent home immediately to self-isolate 	<ul style="list-style-type: none"> • Depending on the exposure of a suspected case to other building users/visitors, an Outbreak control clean may be required, including: <ol style="list-style-type: none"> 1 - Deep sanitising cleans of the immediate area, shared areas (such as toilets and welfare points) and high touch points where the confirmed or suspected case has been. 2 - Ensuring everything in the areas (such as chair, desk etc. that normally aren't cleaned regularly) are sanitised. 3 - Due to the higher likelihood of harm to the cleaning operative, they must be fully trained and in PPE that covers their entire body.

1.10	Meetings	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/employees/trustees/elders and person(s) attending the meeting have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • The use of virtual meetings should be the preferred method and should be used where possible. • Where physical meetings are deemed necessary the numbers involved should be kept to a minimum (2 people or 2 households.) • The 2 metre social distance should be maintained at all times so the location of the meeting should have sufficient space to accommodate the number of persons whilst keeping to the required distancing guidance. • Staff/employees to avoid physical contact such as shaking hands, hugs etc. • Staff/employees not to share any stationery/paper . • No shared confectionary/refreshments provided. • Wash your hands for at least 20 seconds after any physical meeting. 	<ul style="list-style-type: none"> • Enhanced cleaning routine using a virucidal cleaner to all desks and chairs in meeting room/space/offices • Cleaning wipes should be available for use to clean the surfaces as necessary. Especially prior to use.
1.11	Working in close proximity to others	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/employees/trustees/elders have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<p>Certain tasks require staff/employees to work in close proximity to one another</p> <ul style="list-style-type: none"> • Limiting the amount of time working in close proximity • Use of appropriate PPE(gloves/masks) to mitigate risk • Wash hands on prior to touching any shared equipment and upon completion of the task and before touching anything else 	
1.12	Office equipment incl. PC's, printers, stationery etc.	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/employees/trustees/elders have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Staff/employees not to share PCs/laptops/IPads wherever possible. Where this is not possible, the PC/laptop/IPad should be thoroughly cleaned with a suitable sanitising product before use by another employee. • Staff/employees not to share any stationery or paper. 	<ul style="list-style-type: none"> • Enhanced cleaning routine using a virucidal cleaner/sanitising wipes on printer(s) and shared office equipment

				<ul style="list-style-type: none"> • Staff/employees to handle paper documents as little as possible. • Where possible try to maintain a paperless environment by sharing information electronically. • Staff should wash their hands for at least 20 seconds before and after handling any documents. 	
1.13	Shared Paper Documents	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff/employees/trustees/elders have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Try to handle paper documents as little as possible • Where possible try to maintain a paperless environment by sharing information electronically. • Any paper documents required are to be printed by the person required for their use only. • Staff should wash their hands for at least 20 seconds before and after handling the documents. 	
1.14	Maintenance Tasks	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Staff/employees/trustees/elders and contractor or person carrying out the maintenance have a heightened risk of exposure. All building users/visitors could potentially be harmed by an outbreak of Covid-19.	<ul style="list-style-type: none"> • Remain two metres apart at all times. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduces the risk of transmission) will be maintained. • Wash hands for at least 20 seconds or if unable to use a suitable sanitiser if at any time you are unsure of contact. • Wash hands on completion of the task and before touching anything else. • Tasks that may need to be carried out by 2 people - ensure the social distancing measures are adhered to. 	<ul style="list-style-type: none"> • Contractors - ensure specific RAMS cover the risks of Covid 19 and these are referred to. • Wash hands on entry to the building for at least 20 seconds • Wipe down any tools used with a suitable sanitising substance • Ensure any surfaces/touch points being used are wiped down such as: E.g. Door handles, hard surfaces in rooms you may be in contact with i.e. tables etc. • PPE to be used such as gloves, overalls that are suitable for the task. • Work area to be left tidy to prevent any person having to clear up or touch items unnecessarily after you have finished the task.
1.15	Running out of virucidal cleaner / hand sanitizer	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever,	All building users could be harmed by a potential outbreak of Covid-20	<ul style="list-style-type: none"> • Stocks of hand sanitizer and virucidal cleaner are topped up weekly or when appearing low • A minimum one months’ supply on site at all times. 	

		shortness of breath, pneumonia, fatality.			
1.16	Delivering First Aid	Risk of infection of Coronavirus / Covid19 from transmission from direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	First aiders have a heightened risk of exposure. All building users/visitors could potentially be harmed by an outbreak of Covid-19.		<ul style="list-style-type: none"> • First aiders to be provided with PPE (e.g. gloves, masks) • First Aid kits to include hand sanitiser • First aiders to be given current guidance from St Johns Ambulance on how to deliver first aid during Covid-19. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/
1.17	Emergency evacuation causing people to move into confined fire escapes and/or not maintain social distancing	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Staff/employees/trustees/elders have a heightened risk of exposure. All building users/visitors could potentially be harmed by an outbreak of Covid-19.		<ul style="list-style-type: none"> • Staff/employees/trustees/elders to be advised that emergency evacuation would take precedence over physical distancing, however due to small occupancy numbers some degree of physical distancing should be achievable.
1.18	Cleaning of the Church property (incl.offices)	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Staff/employees/trustees/elders have a heightened risk of exposure. All building users/visitors could potentially be harmed by an outbreak of Covid-19.		<ul style="list-style-type: none"> • PPE to be used such as gloves, overalls that are suitable for the task. • After use wipe down any cleaning equipment e.g. broom, vacuum cleaner, duster, mop etc. with a suitable sanitising substance. • Ensure all clothes and sponges are cleaned thoroughly using a suitable sanitising substance.
1.19	Pastoral home visits	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Staff/employees and those being visited have a heightened risk of exposure.	<ul style="list-style-type: none"> • Maintain a 2-meter distancing wherever possible. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations e.g. masks etc. which reduces the risk of transmission) will be maintained. • Ensure hand sanitiser is taken to all visits and used before entering 	

				<p>someone's home, during the visit as required, and once leaving the house.</p> <ul style="list-style-type: none"> • Ensure a mask is taken to all visits and used where: A) 2m cannot be maintained, B) when visiting someone that is vulnerable or extremely vulnerable, C) if the person being visited would be more comfortable if a mask was worn (every person visited to be asked upon arrival) • No singing or shouting • No physical contact • No sharing of paperwork or books incl. Bible • Limiting contact with objects or surfaces where possible • Take own beverage where necessary • Ensure Government Guidelines are adhered to where if multiple households are present i.e. 1) if someone from another household is in the house , either wait for the other household to leave before entering or re-arrange the visit for another suitable time; 2) if another household arrives during a visit, end the visit early; If neither of the above are suitable, ensure the visit takes place outside. • Ensure own private transport is used wherever possible, avoiding public transport. 	
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2. Gunnelsbury Baptist Church Online Production Team - Risk assessment

	Identified Hazard	Risk evaluation	Who might be at risk?	Control measures to reduce the risk/Precautions in place	Additional Control measures/actions required
2.1	Exposure to Covid-19: people entering GBC carrying Covid-19 and passing it on to other building users/visitors. (Person enters with or without symptoms but could be carrying the virus).	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Maintain a 2-meter distancing wherever possible. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduces the risk of transmission) will be maintained. • Hand sanitiser to be provided at all entrances and exits • Doors to remain open wherever possible to maximise ventilation and minimise touch points wherever possible. 	<ul style="list-style-type: none"> • Signage at the entrance (and an email sent to all person in advance of a service) stating: <ol style="list-style-type: none"> 1 - Any person or a member of their household having symptoms should follow government guidance and self-isolate for 7 days if living alone or 14 days if living with others. The individual and all members of their household should be sent home immediately to self-isolate, and not enter the church or attend a corporate worship services. 2 - Vulnerable people and extremely vulnerable people are to be discouraged from entering the church or attending a corporate worship services 3 - Any people shielding (having received notification from the government) should not attend a corporate worship services • Extra cleaning frequency high touch areas post each service
2.2	Entrances and Exits	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Maintain a 2-meter distancing wherever possible. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduces the risk of transmission) will be maintained. 	<p>Signage at entrances and exits stating:</p> <ul style="list-style-type: none"> • Do not enter if you are feeling unwell. • On entry to a building, wash your hands immediately for a minimum of 20 seconds. If you cannot wash your hands upon entering the building,

		throat, high fever, shortness of breath, pneumonia, fatality.		<ul style="list-style-type: none"> • Hand sanitiser to be provided at all entrances and exits. • Doors to remain open wherever possible to minimise touch points wherever possible. • Paper towel available at all doors for use on high touch surfaces or where doors cannot remain open 	<p>then suitable hand sanitiser must be used.</p> <ul style="list-style-type: none"> • People should try and maintain a 2-meter distance from one another wherever possible. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduce the risk of transmission) will need to be maintained. • Follow the route demarcating's • Avoid touching eyes, nose and mouth
2.3	Door handles, light switches, staircase handrails and other high touch points	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Hand sanitiser to be provided at all entrances and exits • Doors to remain open to minimise touch points wherever possible • Paper towel available at all doors for use on high touch surfaces or where doors cannot remain open 	<ul style="list-style-type: none"> • Cleaner to be briefed to make sure door handles, light switches, hand rails, locks, taps, flushes and all high touch areas are cleaned more regularly • Increased cleaning using a virucidal cleaner
2.4	Chairs/benches/lecterns/tables	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Hand sanitiser to be provided at all entrances and exits • No reuse within 72hour period 	<ul style="list-style-type: none"> • Increased cleaning using a virucidal cleaner after ever service including wiping of chairs with antibacterial products • Sign on the lectern to advise that it was used (Sunday morning Service only) and that it is recommended that it not be used with a 72hours period

2.5	Inside the Church	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Maintaining 2m social distancing at all times. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduce the risk of transmission) will need to be maintained. • Hand sanitiser to be provided at all entrances and exits • Doors and windows to remain open wherever possible to maximise ventilation and minimise touch points wherever possible 	
2.6	<p>Internal semi-enclosed, fully enclosed & confined spaces such as: hall/crèche/staircases/offices/mother's room</p> <p>(Toilets/kitchens addressed below)</p>	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Doors and windows to remain open wherever possible to maximise ventilation and reduce touch points • *Masks to be worn when moving within the building (as 2m social distancing may not be possible along all walk routes). 	<ul style="list-style-type: none"> • Signage on entrances of all semi-enclosed, fully enclosed and confined spaces advising of occupancy limits to ensure physical distancing • Spaces to have restricted access and taken out of use wherever possible - queuing system in place wherever this is not feasible • Mothers room - closed • Crèche - Closed • Hall - Closed
2.7	Toilets	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Signage indicating 1 user per facility and reminding people to wash their hands according to Government guidelines • Queuing system in place. • Ensure that there is sufficient soap, hot water and paper towels in the toilets. 	<ul style="list-style-type: none"> • Removal of all re-usable hand towels • Cleaner to be briefed to make sure door handles, locks, taps, flushes and all high touch areas are cleaned more regularly • Enhanced cleaning routine using a virucidal cleaner.

		throat, high fever, shortness of breath, pneumonia, fatality.		<ul style="list-style-type: none"> • Provide suitable and sufficient rubbish bins for hand towels with removal and disposal after every service. 	<ul style="list-style-type: none"> • Disinfectant wipes/virucidal cleaner spray to be available for wiping of taps and door handles.
2.8	Welfare facilities	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Signage indicating 1 user per facility and reminding people to wash their hands before and after touching anything. • Queuing system in place. • Encourage people to bring their own cold drinks (water) for consumption during the services; where this is not possible use of 'one-use' disposable cups to be used for cold water drink if necessary. • Ensure that there is sufficient soap, hot water and paper towels in the toilets • Provide suitable and sufficient rubbish bins for hand towels with removal and disposal after every service. 	<ul style="list-style-type: none"> • Removal of all re-usable hand towels • Signage on all cupboards advising that cutlery and crockery may not be used. • Cleaner to be briefed to make sure door handles, locks, taps, flushes and all high touch areas are cleaned more regularly. • Disinfectant wipes/virucidal cleaner spray to be available for wiping of taps (used for water) • Enhanced cleaning routine using a virucidal cleaner is to be introduced after each service.
2.9	Emergency evacuation causing people to move into confined fire escapes and/or not maintain social distancing	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Building users/visitors to be advised that emergency evacuation would take precedence over physical distancing, however building occupancy is greatly reduced and therefore fire escapes should allow for some degree of physical distancing. • Building users/visitors would be advised to disperse in an evacuation. • Fire wardens informed of above 	

2.10	Delivering First Aid	Risk of infection of Coronavirus / Covid19 from transmission from direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>First aiders have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Suitable PPE (e.g. gloves, masks) to be made available at each first aid point • First Aid kits to include hand sanitiser • First aiders to be given current guidance from St Johns Ambulance on how to deliver first aid during Covid-19. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 	
2.11	Travel	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Public transport should be avoided where ever possible, if this is not possible, Government guidelines should be followed and a mask* should be worn when travelling on public transport. • Wherever possible people should travel using their own transport • Use alcohol-based hand rub during and after commuting, upon entering the GBC property. (Hand sanitiser to be positioned at all entrances.) • If returning from abroad, the self quarantine period should be adhered to prior to attending a corporate worship service 	
2.12	Running out of virucidal cleaner / hand sanitizer	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Stocks of hand sanitizer and virucidal cleaner are topped up prior to each service or when seen to be low • A minimum one months' supply on site at all times. 	

		fever, shortness of breath, pneumonia, fatality.			
2.13	Suspected or confirmed case whilst in the building	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Preacher, pianist/singers and videographer have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Any person suspected of having symptoms (and members of their household) should be sent home immediately to self-isolate • Depending on the exposure of a suspected case to other building users/visitors, an Outbreak control clean may be required, including: <ol style="list-style-type: none"> 1 - Deep sanitising cleans of the immediate area, shared areas (such as toilets and welfare points) and high touch points where the confirmed or suspected case has been. 2 - Ensuring everything in the areas (such as chairs that normally aren't cleaned regularly) are sanitised. 3 - Due to the higher likelihood of harm to the cleaning operative, they must be fully trained and in PPE that covers their entire body. • Process for NHS Test and Trace to be followed: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ 	

2.14	Transmission of infection from preacher	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • 2m social distance to be maintained at all times • No shouting (microphones to be used) • Sanitisation of microphones and surfaces post each service • Sign on the lectern to advise that it was used (Sunday morning Service only) and that it is recommended that it not be used with a 72hours period 	
2.15	Transmission of infection from pianist/singer(s)	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • 2m social distance to be maintained at all times • No shouting (microphones to be used) • One pianist/singer - 2m social distancing at all time and no one directly in front of piano/singer • No wind instruments to be played • No instruments to be shared within a 72hour period • Sanitisation with appropriate cleaning products of instruments, microphones and surfaces post each service • Sign on the piano to advise: <ol style="list-style-type: none"> 1) that it was used (Sunday morning Service only) and that it is recommended that it not be used with a 72hours period 	

				2) remind people to wash their hands before and after use	
2.16	Equipment used for preaching, filming, sound equipment and music instruments (i.e. piano).	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Preacher, pianist/singers and videographer have a heightened risk of exposure. All building users could be harmed by a potential outbreak of Covid-19.	<ul style="list-style-type: none"> • Equipment (namely but not limited to microphones) and instruments to not be shared within a 72 hours period wherever possible. Where this is not possible, items/equipment should be thoroughly cleaned using suitable sanitising products before use by another person. • Wash hands thoroughly prior to touching any shared equipment and upon completion 	<ul style="list-style-type: none"> • Enhanced cleaning routine using a virucidal cleaner/sanitising wipes/suitable products
2.17	Working in close proximity to others	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	Preacher, pianist/singers and videographer have a heightened risk of exposure. All building users could be harmed by a potential outbreak of Covid-19.	<p>Certain tasks require work in close proximity to one another, for example when XXXXXXXXX</p> <ul style="list-style-type: none"> • Limiting the amount of time working in close proximity • Wash hands prior to touching any shared equipment and upon completion of the task and before touching anything else 	<ul style="list-style-type: none"> • Use of appropriate PPE(gloves/masks) to mitigate risk
2.18	Shared Paper Documents (Service leaflets/bulletins /Order of Service)	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness	All building users could be harmed by a potential outbreak of Covid-20	<ul style="list-style-type: none"> • No paper documents to be issued, all service notices and bulletins to be sent via soft copy/electronically • Any paper documents required are to be printed by the person required for their use only 	

		of breath, pneumonia, fatality.			
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3. Gunnorsbury Baptist Church Corporate Worship Service - Risk assessment

	Identified Hazard	Risk evaluation	Who might be at risk?	Control measures to reduce the risk/Precautions in place	Additional Control measures/ actions required
3.1	Exposure to Covid-19: people entering GBC carrying Covid-19 and passing it on to other building users/visitors. (Person enters with or without symptoms but could be carrying the virus).	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Signage at the entrance (and an email sent to all attendees in advance of a service) stating: <ol style="list-style-type: none"> 1 - Any attendee or a member of their household having symptoms should follow government guidance and self-isolate for 7 days if living alone or 14 days if living with others. The individual and all members of their household should be sent home immediately to self-isolate, and not enter the church or attend a corporate worship services. 2 - Vulnerable people and extremely vulnerable people are to be discouraged from entering the church or attending a corporate worship services 3 - Any people shielding (having received notification from the government) should not attend a corporate worship services • Maintain a 2-meter distancing wherever possible. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduces the risk of transmission) will be maintained. • Allocation to seating for a service to be requested in advance and only authorised if: <ol style="list-style-type: none"> 1 - Confirmation that none of the attendees have any 	

				<p>know symptoms</p> <p>2- Acknowledgement that GBC recommend that none of the attendees are vulnerable or extremely vulnerable**, are older than 70 or have a pre-existing health condition</p> <ul style="list-style-type: none"> • Hand sanitiser to be provided at all entrances and exits • Queuing lanes, signage and markings to be put down in areas where people are required follow a specific route or queues could form such as toilets, stair cases, lobbies and exit. • Doors and windows to remain open wherever possible to maximise ventilation and minimise touch points wherever possible. • Extra cleaning frequency high touch areas post each service • Pre-authorised seating allocation to ensure social distancing can be maintained. 	
3.2	Travel	<p>Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person on public transport resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.</p>	<p>Staff and visitors using public transport have a heightened risk of exposure.</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Public transport should be avoided where ever possible, if this is not possible, Government guidelines should be followed and a mask* should be worn when travelling on public transport. • Wherever possible attendees/visitors should travel with their household (or bubble) using their own transport • Use alcohol-based hand rub during and after commuting, upon entering the GBC property. (Hand sanitiser to be positioned at all entrances.) • If returning from abroad, the self-quarantine period should be adhered to prior to attending a corporate worship service <p>Email reminding attendees/visitors of the above sent prior to attending a service.</p> <ul style="list-style-type: none"> • There will be no lift/transport services arranged by the church in accordance with Government guidelines 	

3.3	Entrances and Exits	<p>Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.</p>	<p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Restricting the number of attendees to maintain 2m social distancing wherever possible. • Managing and directing the flow of people into and through the space to avoid close contact including on-way systems • Queuing lanes, signage and markings to be put down in areas where queues could form such as building entrance, lobbies and exit. • Hand sanitiser to be provided at all entrances and exits • Doors to remain open wherever possible to minimise touch points wherever possible • The forecourt to be for drop-off use only (no parking) to ensure sufficient queuing lanes • Visitors encouraged not to linger prior or post the service <p>Signage at entrances and exits stating:</p> <ul style="list-style-type: none"> • Do not enter if you are feeling unwell. • On entry to a building, wash your hands immediately for a minimum of 20 seconds. If you cannot wash your hands upon entering the building, then suitable hand sanitiser must be used. • People should try and maintain a 2-meter distance from one another wherever possible. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduce the risk of transmission) will need to be maintained. • Follow the route demarcating's • Avoid touching eyes, nose and mouth • Visitors/attendees to be advised in advance via email of the forecourt being available for drop-off only 	
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3.4	Inside the Church (incl. the service)	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All building users/visitors could potentially be harmed by an outbreak of Covid-19.	<ul style="list-style-type: none"> • Restricting the number of people to maintain 2m social distancing wherever possible. • Managing and directing the flow of people into and through the space to avoid close contact including on-way systems • Queuing lanes, signage and markings to be put down in areas where people are required follow a specific route or queues could form such as toilets, stair cases, forecourt, lobbies and exit. • Hand sanitiser to be provided at all entrances and exits • Doors to remain open wherever possible to maximise ventilation and minimise touch points wherever possible • One-way system wherever possible and where the one-way system is not possible, a ‘keep left’ policy to be adhered to. • *Masks to be worn when moving within the building (as 2m social distancing may not be possible along all walk routes) • Chairs to be laid out in groups or signage on bench seats indicating household seating allocation to maintain a 2 metre social distance between households/groups of chairs • 1 service per week (Sunday morning) • Reduced length of service with no corporate singing • Visitors encouraged not to linger prior or post the service • People should try and maintain a 2-meter distance from one another wherever possible. Where it is not possible to stay two metres apart, a social distance of ‘one metre plus’ (meaning staying one metre apart, plus mitigations e.g. masks, gloves, screens etc. which reduce the risk of transmission) will need to be maintained.
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3.5	Door handles, light switches, staircase handrails and other high touch points	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All building users/visitors could potentially be harmed by an outbreak of Covid-19.	<ul style="list-style-type: none"> • Hand sanitiser to be provided at all entrances and exits • Doors to remain open to minimise touch points wherever possible • Paper towel available at all doors for use on high touch surfaces or where doors cannot remain open • Increased cleaning using a virucidal cleaner after ever service of high touch areas including all door handles • Cleaner to be briefed to make sure door handles, light switches, hand rails, locks, taps, flushes and all high touch areas are cleaned more regularly 	
3.6	Chairs/benches	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All building users/visitors could potentially be harmed by an outbreak of Covid-19.	<ul style="list-style-type: none"> • Hand sanitiser to be provided at all entrances and exits • No reuse within 72hour period • Increased cleaning using a virucidal cleaner after ever service including wiping of chairs with antibacterial products 	
3.7	Internal semi-enclosed, fully enclosed & confined spaces such as: hall/crèche/stair cases/offices/mother's room (Toilets/kitchens addressed below)	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff and visitors using these spaces/ facilities have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Signage on entrances of all semi-enclosed, fully enclosed and confined spaces advising of occupancy limits to ensure physical distancing • Spaces to have restricted access and taken out of use wherever possible - queuing system in place wherever this is not feasible. • Doors to remain open wherever possible to maximise ventilation and reduce touch points • Staircases dedicated to one directional flow (i.e. either upwards or downwards) • *Masks to be worn when moving within the building (as 2m social distancing may not be possible along all walk routes). • Where one-way system is not possible, a 'keep left' policy to be adhered to <p>Offices - 2 people per office maintaining 2m social distancing. Limited visitors/meetings.</p>	

				<ul style="list-style-type: none"> • Mothers room - closed • Crèche - Closed • Hall - Closed 	
3.8	Toilets	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff and visitors using these spaces/ facilities have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Signage indicating 1 user per facility and reminding people to wash their hands according to Government guidelines • Queuing system in place. • Enhanced cleaning routine using a virucidal cleaner is to be introduced after each service. • Disinfectant wipes/virucidal cleaner spray to be available for wiping of taps and door handles. • Ensure that there is sufficient soap, hot water and paper towels in the toilets. • Provide suitable and sufficient rubbish bins for hand towels with removal and disposal after every service. • Removal of all re-usable hand towels • Cleaner to be briefed to make sure door handles, locks, taps, flushes and all high touch areas are cleaned more regularly 	
3.9	Welfare facilities	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff and visitors using these spaces/ facilities have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Signage indicating 1 user per facility and reminding people to wash their hands before and after touching anything. • Disinfectant wipes/virucidal cleaner spray to be available for wiping of taps (used for water) • Queuing system in place. • Encourage attendees/visitors to bring their own cold drinks (water) for consumption during the services; where this is not possible use of 'one-use' disposable cups to be used for cold water drink if necessary. • Enhanced cleaning routine using a virucidal cleaner is to be introduced after each service. • No hot drinks to be served or consumed during the corporate services. • Ensure that there is sufficient soap, hot water and paper towels in the toilets • Provide suitable and sufficient rubbish bins for hand 	

				<p>towels with removal and disposal after every service.</p> <ul style="list-style-type: none"> • Removal of all re-usable hand towels • Signage on all cupboards advising that cutlery and crockery may not be used. • Cleaner to be briefed to make sure door handles, locks, taps, flushes and all high touch areas are cleaned more regularly. 	
3.10	Communion	<p>Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.</p>	<p>Staff and visitors distributing or taking communion have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<p>No communion to be served</p>	
3.11	Emergency evacuation causing people to move into confined fire escapes and/or not maintain social distancing	<p>Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.</p>	<p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Building users/visitors to be advised that emergency evacuation would take precedence over physical distancing, however building occupancy is greatly reduced and therefore fire escapes should allow for some degree of physical distancing. • Building users/visitors would be advised to disperse in an evacuation. • Fire wardens informed of above 	
3.12	People not following physical distancing and other procedures to prevent the	<p>Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms –</p>	<p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<p>Signage at all entrances (and an email sent to all attendees/visitors in advance of a service) stating:</p> <ul style="list-style-type: none"> • the rules of entry and physical distancing within GBC property • not adhering to the rules will result in the guilty party being asked to leave the property immediately and future restrictions to re-entry may apply 	

	spread of Covid-19	continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.			
3.13	Delivering First Aid	Risk of infection of Coronavirus / Covid19 from transmission from direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>First aiders have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Suitable PPE (e.g. gloves, masks) to be made available at each first aid point • First Aid kits to include hand sanitiser • First aiders to be given current guidance from St Johns Ambulance on how to deliver first aid during Covid-19. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 	
3.14	Shared Paper Documents (Service leaflets/bulletins/Order of Service)	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All building users could be harmed by a potential outbreak of Covid-20	<ul style="list-style-type: none"> • No paper documents to be issued, all service notices and bulletins to be sent via soft copy/electronically • Any paper documents required are to be printed by the person required for their use only 	
3.15	Shared Bibles	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Staff and visitors using the Bibles have a heightened risk of exposure.</p> <p>All building users/visitors could potentially be harmed by an outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Church provided Bibles area to be packed away and attendees/visitors are encouraged to bring their own <p>Email reminding attendees/visitors of the above sent prior to attending a service.</p>	

3.16	Running out of virucidal cleaner / hand sanitizer	Risk of infection of Coronavirus / Covid19 from transmission from contaminated surfaces resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	All building users could be harmed by a potential outbreak of Covid-20	<ul style="list-style-type: none"> • Stocks of hand sanitizer and virucidal cleaner are topped up prior to each service • A minimum one months' supply on site at all times. 	
3.17	Suspected or confirmed case whilst in the building	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Any attendee suspected of having symptoms (and members of their household) should be sent home immediately to self-isolate • Depending on the exposure of a suspected case to other building users/visitors, an Outbreak control clean may be required, including: <ol style="list-style-type: none"> 1 - Deep sanitising cleans of the immediate area, shared areas (such as toilets and welfare points) and high touch points where the confirmed or suspected case has been. 2 - Ensuring everything in the areas (such as chairs, that normally aren't cleaned regularly) are sanitised. 3 - Due to the higher likelihood of harm to the cleaning operative, they must be fully trained and in PPE that covers their entire body. • Process for NHS Test and Trace to be followed: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ 	

3.18	Transmission of infection from preacher	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • 2m social distance to be maintained at all times • No shouting (microphones to be used) • Reduced length of service with no corporate singing • Sanitisation of microphones and surfaces post each service • Sign on the lectern to advise that it was used (Sunday morning Service only) and that it is recommended that it not be used with a 72hours period 	
3.19	Transmission of infection from pianist/singer(s)	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • 2m social distance to be maintained at all times • No shouting (microphones to be used) • One pianist/singer - 2m social distancing at all time and no one directly in front of piano/singer • No wind instruments to be played • No instruments to be shared within a 72hour period • Sanitisation with appropriate cleaning products of instruments, microphones and surfaces post each service • Sign on the piano to advise: <ol style="list-style-type: none"> 1) that it was used (Sunday morning Service only) and that it is recommended that it not be used with a 72hours period 2) remind people to wash their hands before and after use 	

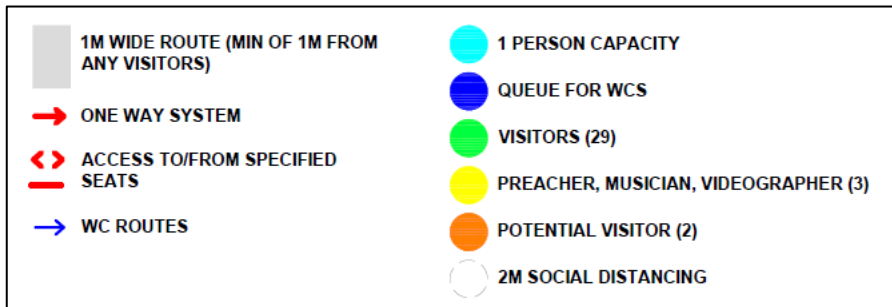
3.20	Collection/tithe (financial giving)	Risk of infection of Coronavirus / Covid19 from transmission either from contaminated surfaces or direct contact with an infected person resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality.	<p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>All building users could be harmed by a potential outbreak of Covid-19.</p>	<ul style="list-style-type: none"> • Financial giving/collection/tithe to be via electronic means where ever possible. • Where this is not possible, cash or cheque to be placed in an envelope and dropped into a special collection box at the existing door to the auditorium. • The box will be put into the safe for 72hours before money is counted. • Gloves to be used by the person moving/touching the collection box. 	
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* Masks - To be discussed with a doctor if the attendee has a respiratory condition such as asthma.

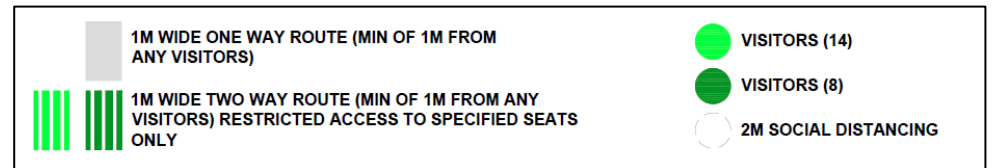
** Vulnerable, or extremely vulnerable as defined by Public Health England

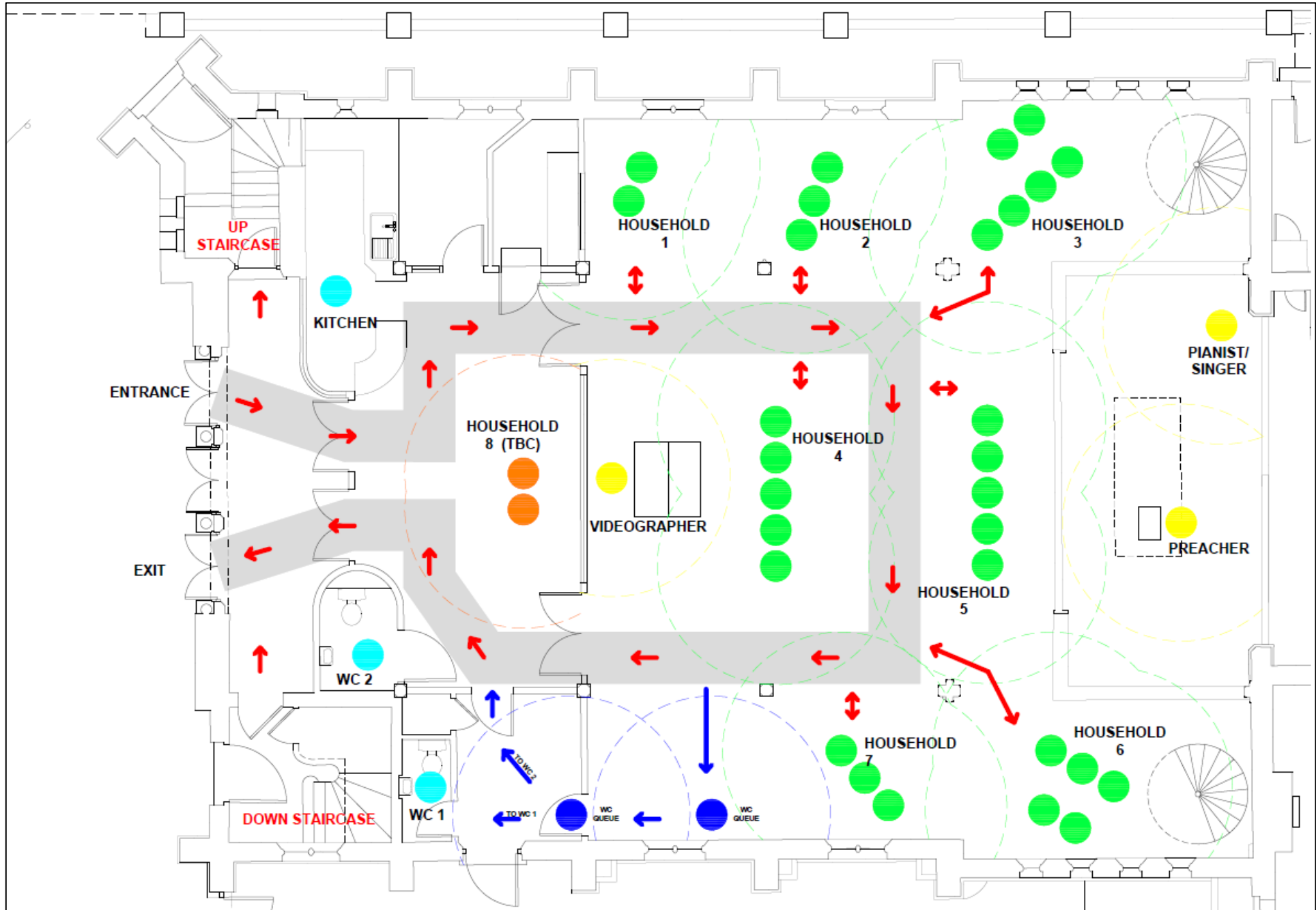
D - Floor Plans

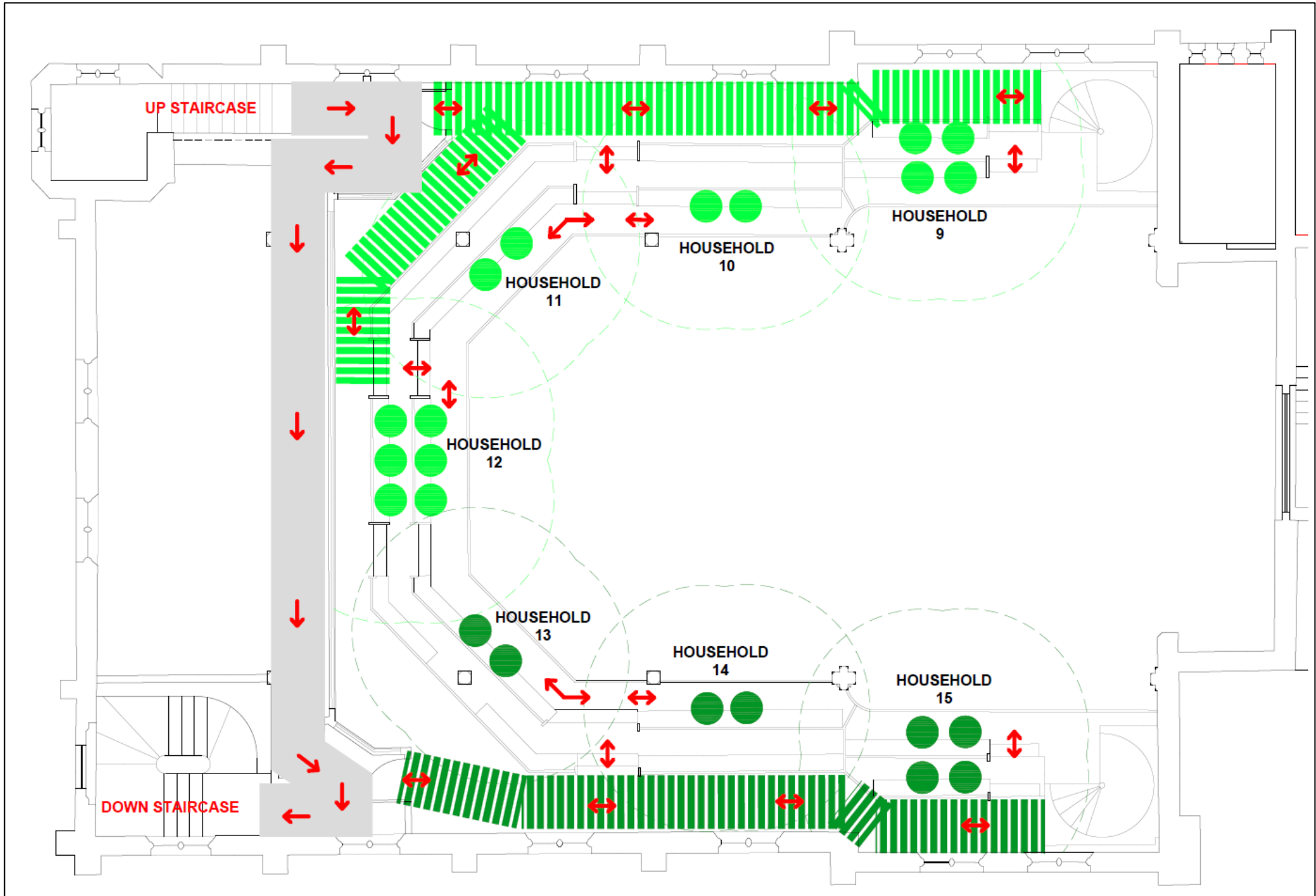
Ground Floor Plan Legend:



Gallery Floor Plan Legend:







E- Guidance consulted

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

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

<https://www.gov.uk/government/publications/staying-safe-outside-your-home>

<https://fiec.org.uk/resources/the-journey-ou-of-lockdown-webinar>

<https://fiec.org.uk/resources/how-to-prepare-for-a-covid-secure-church>

<https://fiec.org.uk/resources/relaxation-of-lockdown-for-church-buildings>