

Covid 19 Risk Assessment			
Premises	Yateley Baptist Church, Cricket Hill, Yateley GU46 6BA		
Persons covered	Members and visitors		
Purpose of assessment	To evaluate and reduce the risk of Covid-19 infection for those attending corporate worship		
Assessment carried out by	Stephen Colclough	Date	10 September 2020
Approved by	Ray Smith, Chris Ward	Date	10 September 2020
Next review	1 October 2020		

What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Done
<b>Infection via airborne virus</b>	All attendees	Maximum of 24 individuals at a service based on 2m separation. More can attend if family members sit together. If 1m distancing is applied the number attending can increase further.	Deacons/Door stewards	On Sunday	Ongoing
		Potential attendees told in advance not to attend if they are vulnerable or have or may have symptoms.	Elders	Before Sunday	10 Sept 2020
		Other information and advice (see paragraph after table) communicated to potential attendees.	Elders	Before Sunday	10 Sept 2020
		Anyone displaying symptoms during service to immediately leave and go home.	All	On Sunday	Ongoing
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		<p>Maintain distance of 2 metres between people/family groups. (may change to 1m) Seating to be spaced and planned. Congregation to be seated by plan.</p> <p>Pulpit moved back as far as practical on stage. Perspex screen to be attached to pulpit to allow the pastor not to have to wear a mask while leading the service.</p> <p>Entrance and exit to be managed by stewards to maintain spacing and avoid choke points.</p> <p>Congregation to wear face masks.</p> <p>One-way system to be signposted. No use of library, kitchen or back hall.</p> <p>Warning and advice notices (including items from paragraph after table) to be displayed.</p> <p>Doors and windows to be open where practicable for ventilation.</p> <p>Singing and raised voices to be avoided at all times.</p>	<p>Deacons Door stewards</p> <p>Deacons</p> <p>Door stewards</p> <p>Door stewards</p> <p>Deacons</p> <p>Deacons</p> <p>Stewards</p> <p>All</p> <p>Door stewards &amp; deacons</p>	<p>Before Sunday On Sunday</p> <p>Before Sunday</p> <p>On Sunday</p> <p>On Sunday</p> <p>Before Sunday</p> <p>Before Sunday</p> <p>On Sunday</p> <p>On Sunday</p> <p>On Sunday and following 2 weeks</p>	<p>August 2020</p> <p>10 Sept 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>August 2020</p> <p>10 Sept 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		A record to be kept of all attendees and their phone numbers to assist with track and trace if needed.			
<b>Infection via airborne virus</b>	Especially those over 70 and those medically vulnerable	Government advice not to attend to be communicated in advance.	Elders	Before Sunday	10 Sept 2020
<b>Infection via airborne virus from children, who may be asymptomatic carriers</b>	All	Parents to be asked to supervise their children at all times.	Elders	Before Sunday	10 Sept 2020
		Children without parents or adult carers not allowed to attend. Communicated as necessary in advance and on the day	Elders	Before Sunday	10 Sept 2020
<b>Infection from hand contact</b>	All	Initial schedule of one meeting per week to reduce the risk of infection.	Elders	Before Sunday	August 2020
		Mandatory hand sanitising on entry and exit to be explained in advance.	Elders	Before Sunday	10 Sept 2020
		Provision of hand sanitiser at entry and exit.	Deacons	Before Sunday	Sept. 2020
		Hand sanitising on entry and exit enforced on Sundays. Hand sanitiser provided in foyer and back entrance area	Door stewards Deacons	On Sunday	Ongoing

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		No items to be distributed on entrance e.g. notice sheets.  Inform all attendees: No handshaking; No serving of refreshments on premises; No Lord's Supper pending further review;  Cash/cheque giving to be quarantined for at least 3 days.  Remove fabric towels, provide paper towels.	Door Stewards  Elders  Treasurer  Deacons	On Sunday  Before Sunday  On Sunday  Before Sunday	Ongoing  10 Sept 2020  Ongoing  August 2020
<b>Infection from hard surfaces</b>	All	<b>Dependent on service frequency.</b> While only Sunday morning services are being held, there will be sufficient time between services so that cleaning of touch surfaces will not be necessary. If frequency of services changes, this requirement will be reviewed.	Fabric deacon + team	Not currently necessary	N/A

Other advice to be communicated to potential attendees:

- Sit in the same seat week by week.
- Enter church by front door, leave by back door. No backtracking around-one way system.
- Vestry only for the use of the preacher on Sundays.
- Preferably toilets only to be used if absolutely necessary.

ONE WAY SYSTEM FOR SUNDAY SERVICES.

