

St John the Baptist Church, Clarendon Park Risk Assessment

Guidance notes

St John the Baptist church wants to ensure everyone undertaking activities organised in the name of St John the Baptist are kept safe.

This form is to be used where there is likelihood of potential harm or for an irregular activity.

If the activity is a repeating activity any new identified risks are to be added to the top of section 1 part C.

For example a group may carry out a walking activity. Most risks associated with walking will have been previously covered but there may be new risks / or risks unique to this occurrence i.e. a new location for the activity which also need to be listed

This form should be completed within good time of the intended activity. As the potential for harm increases so the need for the form to be submitted earlier also increases. However, it is preferable that for all activities the form is submitted at least **72** hours before hand. Once the standing committee have reviewed the form any feedback or questions will be passed on as soon as possible. In the absence of any further comments after submission activity leaders can assume their assessment is approved and the activity can continue.

If the event is a residential or requires pre booking the names of unaccompanied children should be included.

In the situation of an open event unaccompanied children must be signed in and that attendance sheet needs to be attached and kept for future records

This form is intended to be helpful for all users and so adults and children with medical conditions or allergies should also be included in section 3

The form needs to be kept for **7 years** upon completion of the activity

Please return to St John the Baptist Church Office so that it can be circulated to the Standing Committee

St John the Baptist Risk Assessment Form

This form is to be used where there is likelihood of potential harm or for an irregular activity

Section 1, 3 and 4 to be completed for all activities

Section 2 to be completed if there are unaccompanied young people or in any event

where applicable

Section 1 Part A

Activity Name: Covid 19 Risk Assessment Return to church for worship and prayer in small groups.

Address of Activity Location: Parish Centre and Church.

Date of Activity: 15 October 2020 and ongoing.

Activity Leader / s: Sami Lindsey and Chris Beaumont

Email: slindsey@sjbchurch.co.uk cbeaumont@sjbchurch.co.uk

Mobile number: Sami 07850 326991 Chris 07743407365

Section 1 Part B

Is there a need for 1st Aid provision? Yes

If so list the name and qualification of the people undertaking this role

First Aiders

Name	Qualification (s)
Sharon Leeson	Emergency First Aid at Work
Josh Young	Emergency First Aid at Work

Transport Type to Venue: People to walk/cycle/drive themselves

Has the site been previously visited? (Yes/No): Yes

Section 1 Part C

If this is a repeating activity please add details of risks specific to this occurrence to the top of the list.

Continue on a separate sheet where necessary

Risk Assessment:

Risk Level is based on likelihood of incidence – 1 = improbable, 2 = possible, 3 = likely, 4 = very likely, 5 = probable. This is multiplied by the severity of injuries likely – 1 = trivial, 2 = minor, 3 = severe, 4 = major, 5 = fatal. The resulting number quantifies the overall risk. Higher number = higher

priority.

List Significant Hazards Likelihood of incidence (1-5)	List Potential Injuries severity of injury(1-5)	Risk Level	Action Needed?
Transmission of Covid 19 when entering and leaving the Church.	5	3	<p>Anyone experiencing any of the symptoms of Covid-19 or where anyone in their household is experiencing symptoms should not attend church for work. They should stay at home and self-isolate for the government prescribed periods of time and arrange a test. Symptoms usually associated with Covid 19 are:</p> <p>loss or change to your usual sense of taste or smell a temperature of above 37.8°C a new and persistent cough</p> <p>Signs will be displayed at the entrance indicating that you should not enter the building if you or a member of your household are displaying any of the above symptoms.</p> <p>Anti-bacterial hand gel to be available at entrance and exit. Different door for entry and exit. Parish Centre door for entry by one person only who will open the main church door and fire door at the East of the church for exit. All to use anti-bacterial hand gel immediately on entry and exit, when opening-up and locking up. All temperatures to be taken.</p> <p>Record to be kept in line with Church of England advice for anyone entering the building. QR code is at the door to sign and for those who cannot download the NHS App an attendance book is near the main church door to complete.</p> <p>Queue management to be in place to ensure social distancing outside the church for those waiting to enter. Worshippers must enter and leave one household at a time. Leaving via fire exit and out of the grounds via the car park. Entry and exit times to be staggered.</p> <p>Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. Notices suitable for children to be put up to confirm safe practices.</p> <p>We have a duty of care for volunteers to ensure as far as reasonably practicable they are not exposed to risks to their health and safety.</p> <p>Ministers, worshippers, volunteers and staff to wear face coverings to offer protection to others. Children under the age of 11 and those who will suffer harm or injury to themselves or others are exempt. Face masks to be available at church for anyone who attend without a face covering. You are expected to wear a face covering before entering and must keep it on until you leave unless there is a reasonable excuse for removing</p>

			<p>Those who are leading services or events in a place of worship, and those who assist them (for instance by reading, preaching, or leading prayer) do not always need to wear a face covering, although one should be worn especially if physical distancing cannot be maintained.</p> <p>Exit from the building will be from the fire door at the east of the church and those who attend should exit in an orderly way at social distance and use hand sanitiser on the way out.</p>
Spread of Covid 19 Virus. Use of Parish Centre toilets.	5	3	<p>Leaders to open all double doors and secure them open. Outside doors to be left open where possible as there is so evidence the virus is less likely to be transmitted in well ventilated spaces.</p> <p>Toilets only to be used if urgent and those attending to be made aware of this. Only the disabled toilet to be used. All other toilets to be cordoned off by a table. Put notice up to effect.</p> <p>Hand sanitiser to be available on entry to the toilet and on exit as the toilet door handle will have been used. This is in addition to hands being washed with soap and water for 20 seconds. Social distance to be maintained for any waiting.</p> <p>Check paper towels and liquid soap are available. Ensure all bins have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. Bins to be emptied daily and at the end of sessions.</p> <p>Toilet to be cleaned on seat and flush after use by occupant using anti-bacterial wipe/Dettol spray available in the toilet. To wash hands thoroughly for 20 seconds when finished. Sign to be displayed to this effect.</p> <p>A visible cleaning schedule to be displayed as decided by the PCC.</p> <p>All to use one-way system to reach the toilet exit by fire door by stage and follow path to the parish centre enter church via main entrance again. If space allows the side aisles can be used to reach the toilets as long as social distance can be maintained.</p> <p>On exit staff team to follow hygiene regime and sanitise surfaces, light switches, door handles chairs and everything that has been touched in church and parish centre.</p>
Spread of Covid 19 Virus to others.	5	4	<p>At all times those attending to keep social distance to prevent the spread of Covid 19. Signs to indicate this and show a one</p>

		<p>way system through the church to seating, toilets and exit. Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.</p> <p>Seats to be spaced 2m apart in all directions. Set out all chairs in twos at 2m apart. Only members of a household to sit together. Seats to be filled from the front of church to the back. No sofas to be used or any fabric chairs. Those who because of age find sitting and rising difficult to use their own walking sticks/supports.</p> <p>Signs advising 2m distances between all persons to be displayed and no storage in church of bikes, prams and pushchairs.</p> <p>All giving to be done by online donations via the church website.</p> <p>The size of the congregation will depend on the size of the building, to enable a 2m distance from each other or more than 1m distance with other steps taken e.g. face masks are worn. PCC to decide on a safe number for St John's which is currently 24 single worshippers or together with members of their household. All worshippers to be seated and no touching of property belonging to others. No seating to be facing. Certain groups of people may be at risk of severe disease including those over 70 regardless of medical conditions. These should be advised to remain at home and access streamed services but all who attend are there at their own risk.</p> <p>Announcements to be made reminding of the importance of social distancing and to remind people not to attend with Covid symptoms and to notify the church if they develop Covid 19 symptoms. Those who develop symptoms to inform Revd. Chris Beaumont on cbeaumont@sjbchurch.co.uk or text on 07743407365.</p> <p>Meetings to be concluded in the shortest reasonable time and adapted to ensure the safety of those present and minimise the spread of infection. Congregation to leave the premises promptly when the service ends.</p> <p>Singing</p> <p>Avoid singing, shouting and raising voices. No playing of live music and no use of instruments that are blown into. Spoken responses to be said softly. Where essential only one person should sing and if possible stand behind a plexi-glass screen. The screen to be cleaned at the end of the service. It is preferable to play a recording.</p> <p>Children</p>
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Transmission of Covid 19 via hard surfaces.	5	4	<p>Deep clean of centre and church has taken place by authorised company Zirkon before any access to the building apart from staff team to tidy and clean their offices. (No use of offices for 72 hours so virus will not be present on hard surfaces.)</p> <p>Pre school and after school club have their own risk assessment and procedure for use of the parish centre. All using the centre and congregation using the church to empty bins contaminated waste daily.</p>
Transmission of Covid 19 to others via hard surfaces	5	4	<p>If possible church to be used by staff and congregation with 1 hour gaps to allow any virus to become ineffective. If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.</p> <p>Pre school and after school club have their own procedures, policy and risk assessment (copies held by the church) to be followed in the parish centre when they are operating.</p> <p>Cleaning to take place in the parish centre twice weekly after use by the church on a Sunday and once mid-week. All hard surfaces to be cleaned with correct cleaner and cleaner to wear gloves and apron and clean when the building will not be occupied. Disposable cloths to be used at each clean for different areas and put in the bin outside after use. All bins to be emptied and disinfected. Cleaner to empty parish centre bins twice weekly, preschool to empty daily on the days they are in. Staff team/worshippers to empty all used bins on leaving the building. Plastic bin liners to be used in all bins.</p>
Transmission of Covid 19 to others via hard surfaces	5	4	<p>Communal surfaces, door handles, toilets, kitchen and coffee bar to receive cleaning after use.</p> <p>Any refreshment required to be brought from home i.e. water bottles and to be disposed of personally. Bins should be emptied after every visit and disinfected if plastic liner not</p>

			<p>used.</p> <p>Remove from use all books (inc. hymn books and Bibles) p leaflets except single use material that will be removed by user. Personal Bibles can be brought in and taken home w the service ends.</p> <p>Cordon off any chapels/areas not to be used and children's areas. No kneelers to be used.</p>
As all above	5	4	<p>All above to be reviewed regularly that precautions remain effective and adequate.</p> <p>This assessment to be published on our website with a form note to show we have followed the guidance.</p> <p>A record should be kept of all we have done and the busine continuity plan to be reviewed.</p> <p>Staff team to be trained in procedures so all is clear for any using the building.</p> <p>PPE is provided for First Aiders comprising masks, visors, gloves and aprons together with a clean tea towel to cover nose and mouth of those receiving CPR. First Aiders to familiarise themselves with Covid 19 CPR procedures.</p>
As all above	5	4	<p>Prior to the use of the building all utilities, water systems and emergency equipment to be checked. The building to be ai Water system to Chris' room to be flushed. Heating to be ru by increasing the temperature gradually.</p> <p>Should a person with Covid 19 be found to have visited the building cleaning procedures above to be changed in line w government information via GOV.UK Coronavirus (COVID- Guidance and support, COVID-19: cleaning in non-healthca settings.</p> <p>https://www.gov.uk/government/publications/covid-19- decontamination-in-non-healthcare-settings/covid-19- decontamination-in-non-healthcare-settings</p>

Section 2 Part B

Names of Adult Leaders (Ratio for 8+yr olds is 1 adult to every 8 children. Ratio for 13+yr olds is 2 adults to every 20 young people – one of each sex plus an extra adult for every 10 young people):

N/A		

*In addition to this, please state whether the adult has a CRB check by writing '**CRB**' next to their name. If they have not, then give them a St John the Baptist Child Protection Declaration Form. Once filled in write '**DF**' next to their name. Every adult must have either **CRB** or **DF** next to their name.*

Section 3

Are you eating meals together? (Yes/No): No serving of coffee/refreshments.

Food allergies / medical conditions:

Name	Food Allergy / Medical condition	Medication Needed?
N/A		

Section 4

Date of Risk Assessment: 14 October 2020_

Signed: Sami Lindsey and Chris Beaumont

I declare that I have filled in this form honestly and to the best of my ability. I will follow up on any issues or actions that need to be dealt with on the basis of this form.