

FOREST FOLD BAPTIST CHURCH		RISK ASSESSMENT		ADOPTED BY ELDERS AND DEACONS ON 10 TH JULY 2020					
COVID RISK PREVENTION									
RISKS	AIRBOURNE SPREAD OF VIRUS SURFACE CONTAMINATION / SPREAD					MITIGATION MEASURES TO BE ADOPTED FOR REDUCING 2.0 M DISTANCING			
MAIN PROCEDURES TO MINIMISE RISK	MAINTAIN SOCIAL DISTANCING OF 2.0 METRES OR 1.0 METRE PLUS IF MITIGATION MEASURES IN PLACE. (SEE MEASURES TO BE ADOPTED OPPOSITE) KEEP RECORD OF THOSE ATTENDING EVENT IN CASE OF NEED TO NOTIFY					<ul style="list-style-type: none"> Limit the number of people or households that have contact Sit / stand side by side or behind other people, rather than facing them Meet people outdoors, rather than indoors Keep interactions brief Increase ventilation Avoid loud talking or singing with others Wear a face covering in indoor environments (optional for those attending) 			
MAIN METHODS	PHYSICAL CHANGES AND PROCEDURES INITIAL AND REGULAR NOTIFICATION OF CONGREGATION OF PERSONAL RESPONSIBILITIES USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) WHERE NECESSARY								
EVENT	REGULAR WORSHIP SERVICES								
	POTENTIAL COVID TRANSMISSION FROM ANYONE TO ANYONE	DEGREE OF RISK	PREVENTATIVE ACTION	WHO NEEDS TO CARRY OUT ACTION	WHEN IS ACTION NEEDED BY	CHECKED BY	DONE	SUBSEQUENT REVIEW	
LOCATION									
PRE ARRIVAL	AN INDIVIDUAL HAS COVID SYMPTOMS	VERY HIGH RISK TO EVERYONE	STAY AT HOME AT LEAST 14 DAYS / NOTIFY RECENT CONTACTS + DEACONS NO LIFTS TO BE GIVEN UNLESS IN FAMILIES OR SOCIAL BUBBLES	INDIVIDUALS	PRIOR NOTICE BY ELDERS & DEACONS TO REGULAR WORSHIPPERS TO STAY AT HOME / INFORMATION BY DIRECT EMAIL & ON WEBSITE				
LIFTS TO SERVICES		MEDIUM MAINLY THOSE INVOLVED & EVERYONE		INDIVIDUALS					
ARRIVAL & DEPARTURE	CAR PARK & GROUNDS	LOW RISK AS OUTDOORS	ADEQUATE SPACING OF CARS/ STAGGER EXITS FROM ADJACENT CARS . KEEP 1.0 M PLUS FROM OTHERS .AVOID HANDING OVER ANYTHING TO OTHERS	INDIVIDUALS					
ENTRY TO BUILDING		MEDIUM RISK AS OUTDOORS	KEEP 1.5 + M GAPS . ALLOW OLDER/ VULNERABLE IN FIRST/ ONE DOOR ONLY ENTRANCE & KEEP OPEN TO AVOID DOOR HANDLE CONTAMINATION. AVOID USING OUTSIDE HAND RAILS & ARRANGE FOR THEIR CLEANING	STEWARDS TO SUPERVISE					
FOYER		HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES	HAND CLEANSING . COATS & BAGS TO BE KEPT BY OWNERS. IMMEDIATE ENTRY TO WORSHIP AREA . NO HANDSHAKING	STEWARDS TO SUPERVISE					
MAIN WORSHIP AREA AND GALLERY		MEDIUM RISK	STEWARDS TO DIRECT PEOPLE TO ROWS AND SEATS .NO "REGULAR" SEATS PERMITTED . 1.0 M + BETWEEN INDIVIDUALS OR FAMILY GROUPS WITH WINDOWS OPEN AND MITIGATION IN PLACE. IN COLD WEATHER WITH LESS VENTILATION INCREASE TO 2.0 M DISTANCING . CHILDREN TO STAY WITH PARENTS. NO COMMUNAL BIBLES / PRINTED HYMNS OR SINGING .ROWS TO LEAVE IN ORDER AS DIRECTED BY STEWARDS.LEAVE BUILDING IMMEDIATELY. NO GATHERING IN FOYER.	STEWARDS TO SUPERVISE					
SUNDAY SCHOOL HALL		MEDIUM RISK	START USING ONLY WHEN WORSHIP AREA IS AT CAPACITY. SAME MEASURES AS MAIN WORSHIP AREA . NO SUNDAY SCHOOL OR OTHER GROUP USE.	STEWARDS TO SUPERVISE					
W/CS		HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES	USE BY MAXIMUM OF 2 PEOPLE AT A TIME. 1.5M DISTANCING INSIDE AND QUEUING . AVOID PASSING IN CORRIDORS IF POSSIBLE. SOAP / SANITISER/ PAPER TOWELS.	STEWARDS TO SUPERVISE					
CLOAKROOM ALCOVE		HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES	OUT OF USE. NO COATS/BAGS TO BE LEFT.	STEWARDS TO SUPERVISE					
KITCHEN		HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES	OUT OF USE BY ALL EXCEPT FOR ESSENTIAL NEEDS	STEWARDS TO SUPERVISE					
CIRCULATION SPACES WITHIN BUILDING		HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES	RESTRICT USE AS FAR AS POSSIBLE. LEAVE FOYER /CORRIDOR DOOR OPEN	STEWARDS TO SUPERVISE					
REST ROOM		MEDIUM RISK	OUT OF USE EXCEPT FOR THOSE NEEDING TO LEAVE WORSHIP SERVICE. 1.0M + SPACING	STEWARDS TO SUPERVISE					
CRECHE		HIGH RISK	NO CRECHE TO OPERATE	STEWARDS TO SUPERVISE					

LIBRARY		LOW RISK	OUT OF USE EXCEPT FOR PASTOR / ELDERS BEFORE SERVICES	STEWARDS TO SUPERVISE				
YP ROOMS		LOW RISK	OUT OF USE	STEWARDS TO SUPERVISE				
FIRST FLOOR OFFICE		LOW RISK	USE RESTRICTED TO ESSENTIAL PURPOSES BY ONE PERSON AT A TIME	STEWARDS TO SUPERVISE				
LOWER CLASSROOM		LOW RISK	OUT OF USE	STEWARDS TO SUPERVISE				
DOORS		VERY HIGH RISK TO EVERYONE	LEAVE ALL DOORS OPEN EXCEPT W/C CUBICLES. LOCK DOORS OF ROOMS OUT OF USE WHERE POSSIBLE. FIRE DOORS TO BE CLOSED BY STEWARDS IN EVENT OF FIRE DURING MEETINGS & CLOSED WHEN BUILDING IS VACANT.					
AUDIO/ VISUAL OPERATORS		HIGH RISK	LOCATE AT 1.0+ M DISTANCE FROM WORSHIPPERS.	STEWARDS TO SUPERVISE				
SIGNAGE			POSITION APPROPRIATE DISTANCING . DIRECTION HAND SANITISING SIGNS .					
OTHER ARRANGEMENTS AND PROCEDURES								
PREPARATION FOR NEXT USE OF BUILDING FOR SERVICES			SANITISE SPRAY IN ALL AREAS BETWEEN SERVICES . WIPE DOWN HANDLES/ CLEAR SEATS / FLOORS ETC / REPLACE /TOP UP SANITISER , TOWELS ETC	DESIGNATED INDIVIDUALS WITH APPROPRIATE PERSONAL SAFETY EQUIPMENT				
ATTENDANCE RECORDS			LIST OF ATTENDEES OR PHOTO OF CONGREGATION OR OTHER RECORD TO BE KEPT FOR 21 DAYS MINIMUM . ANY VISITORS NAMES & PHONE NUMBERS TO BE TAKEN. CENTRAL LIST OF ALL REGULAR WORSHIPPERS TO BE MAINTAINED INCLUDING PHONE NUMBERS.	ANYONE TESTING POSITIVE FOR COVID TO NOTIFY NHS AND DEACONS. CHURCH TO PROVIDE NHS WITH LIST OF POTENTIAL CONTACTS				
CASH DONATIONS		LOW RISK	CASH DONATIONS ARE VERY STRONGLY DISCOURAGED . COLLECTION BOXES TO BE CHECKED OCCASIONALLY . ANY CONTENTS TO BE EMPTIED, BAGGED AND COUNTED AFTER ANY RECOMMENDED TIME DELAY AND USE OF APPROPRIATE PPE.	TREASURER	APPROPRIATE NOTICES AND REMINDERS TO BE GIVEN TO WORSHIPPERS .			
SINGING		VERY HIGH RISK	NO SINGING DURING SERVICES. ONLY PIANO/ELECTRIC ORGAN AND RECORDED SONGS.					
VENTILATION			KEEP OCCUPIED ROOMS WELL VENTILATED.	STEWARDS TO ACTION				
CHURCH WORKERS/ ELDERS/ DEACONS/ KEY HOLDERS/ CLEANERS/ WORKMEN		HIGH RISK	ALL TO BE AWARE OF REQUIREMENTS. ENSURE USE OF APPROPRIATE PPE. MAINTAIN SOCIAL DISTANCING. REMIND WORSHIPPERS OF REQUIREMENTS WHEN NECESSARY	ELDERS/ DEACONS TO DISCUSS/ EMAIL	BEFORE FIRST OF RESUMED SERVICES.			
WELCOMERS/STEWARDS			BE PRO ACTIVE IN DIRECTING , REMINDING AND SUPERVISING SAFETY PRECAUTIONS INSIDE AND OUT OF BUILDINGS AND FEEDING BACK ANY CONCERNS FOR AMENDMENT / REVISION OF PROCEDURES . ANY GENERAL REMINDERS / CHANGES TO BE SENT OUT BY EMAIL AND PUT ON WEBSITE.					
LATE ARRIVALS			TO USE SUNDAY SCHOOL . NO JOINING FAMILIES /OTHERS IN FILLED ROWS. STEWARDS TO SUPERVISE.					
EMERGENCIES			WORSHIPPERS TO REMAIN IN SEATS SO FAR AS POSSIBLE UNTIL INSTRUCTED . STEWARDS TO SUPERVISE. ANYONE PROVIDING FIRST AID TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT	STEWARDS				
CLINICALLY VULNERABLE / SHEILDING		VERY HIGH RISK	GOVERNMENT ADVICE IS TO STAY AT HOME	INDIVIDUALS TO DECIDE	BEFORE FIRST OF RESUMED SERVICES.			
OVER 70'S		HIGH RISK	GOVERNMENT ADVICE IS TO STAY AT HOME AS MUCH AS POSSIBLE.	INDIVIDUALS TO DECIDE	BEFORE FIRST OF RESUMED SERVICES.			
GENERAL			NOTIFICATION OF PLANS & PROCEDURES. UPDATE PROCEDURES AND NOTIFICATIONS AS NECESSARY.	PASTOR/ ELDERS TO EMAIL CHURCH MEMBERS AND OTHERS ABOUT RE OPENING ARRANGEMENTS. DETAILS TO GO ON WEBSITE.	BEFORE FIRST OF RESUMED SERVICES.			

LATER RISK ASSESSMENT UPDATES NEEDED BEFORE MEETINGS								
	COMMUNION SERVICES							
	SUNDAY SCHOOL							
	YPS							
	FIRST TUESDAY							
	FIRST STEPS							
	MEETINGS							
	BAPTISM SERVICES							
	WEDDINGS							
	REFRESHMENTS BEFORE / AFTER SERVICES							