



# Risk Assessment

**Date assessment carried out:** 11 August 2020

**Activity assessed:** Re-opening BCF Church premises

**Date review of assessment required:** Following publication of revised Government rules & requirements.

**Area(s) assessed:** All internal spaces

**Assessment carried out by:** Robin Davies, David Shannon & Alison Burn  
*(please print)*

**Who might be harmed:** Congregation & others\*

**Signed:**

\* The term "others" includes BCFC employees, volunteers, contractors and anyone attending the premises on legitimate business.

### How to carry out the risk assessment

1. Check if anyone can remember concerns/accidents in the past.
2. Walk around the area(s) to be assessed and note anything that might cause harm along with precautions in place or required. If appropriate, risk assess each area separately.
3. Consider hazards presented by other activities
4. Consider any safeguarding issues presented to, or by, other activities.
5. Record findings using template(s) provided.
6. Communicate findings to team / volunteers / person with day to day responsibility for health and safety at church / venue as necessary.
7. Put risk assessment into practice and note when each identified action is completed.
8. Review / update the risk assessment when you suspect it is no longer valid (following an accident or incident or if there are any significant changes to hazards and at least annually.
9. Number the pages of the risk assessment, sign and date it.
10. Once completed, forward the risk assessment to the Church Administrator for filing.

### Introduction

Scotland is subject to Phase 3 of the Government's "COVID-19 Framework for Decision Making: Scotland's route map through and out of the crisis." Current rules and requirements are likely to remain in place for an extended period and form the basis of this risk assessment (including social distancing, hygiene/cleaning requirements, supporting the test and protect programme, no singing, maximum numbers permitted etc.).

| What could cause harm? (i.e. the hazard) | Potential Risk   | Existing precautions in place | Additional precautions required  | Who needs to take action? | Action to be completed by? (Date) | Completion Date |
|--|--|-------------------------------|--|---------------------------|-----------------------------------|-----------------|
| Coronavirus entering the building.       | Infection of congregation and others resulting in illness and potentially death. Spreading infection in wider community. |                               | <p>Thorough cleaning of church premises prior to re-opening.</p> <p>Hand sanitiser to be made available in atrium (for use by congregation and others on entry and exit).</p> <p>Congregation and others to be advised prior to attending church that the following people should stay at home:</p> <ul style="list-style-type: none"> <li>anyone displaying symptoms of Covid-19</li> <li>anyone who is self-isolating because they are living with someone who is displaying symptoms</li> <li>anyone who is self-isolating as a result of contact tracing</li> </ul> <p>Anyone becoming unwell with symptoms of Covid-19 in the church building to be sent home immediately and encouraged to follow <u>NHS guidance</u>.</p> <p>Posters to be displayed in the church building stating the above measures.</p> <p>Congregation to be reminded to follow current advice on "How to Travel Safely".</p> <p>Implement arrangements to support the Scottish Government's Test and Protect strategy, to include:</p> <ul style="list-style-type: none"> <li>Wherever possible congregation to pre-book their seat for gatherings online;</li> <li>Sign in and sign out register for other building users;</li> <li>Inform congregation and others of data collection requirements;</li> <li>Update BCFC privacy policy; and</li> <li>Update BCFC GDPR Data Controller records.</li> </ul> | DS<br>AB<br>DS            | 28/08/2020<br>17/08/2020          |                 |
|  |  |                               |  | AB                        | 19/08/2020                        |                 |
|  |  |                               |  | DS                        | 19/08/2020                        |                 |
|  |  |                               |  | AB                        | 21/08/2020                        |                 |
|  |  |                               |  | AB                        | 19/08/2020                        |                 |
|  |  |                               |  | AB                        | 31/08/2020                        |                 |



| What could cause harm? (i.e. the hazard)                             | Potential Risk  | Existing precautions in place  | Additional precautions required  | Who needs to take action? | Action to be completed by? (Date) | Completion Date |
|--|---|--|--|---------------------------|-----------------------------------|-----------------|
| Transmission of Coronavirus to an individual from an infected person | Infection of congregation and others, resulting in illness and potentially death. Spreading infection in wider community. Church becoming a super-spreader of the virus. Closure of premises. |  | <p>If anyone who has attended the church building has a <i>possible</i> or <i>confirmed</i> case of Covid-19 infection, the building is to be closed and thoroughly cleaned, following section 2.5 of Health Protection Scotland Covid-19: guidance for non-healthcare settings and/or NOT used for a minimum of 72 hours.</p> <ul style="list-style-type: none"> <li>Copies of relevant environmental decontamination guidance to be made available (Deacons &amp; domestic store);</li> <li>'Spill kit' to be available (stored in domestic cupboard) &amp; nominated persons trained in its use</li> <li>Completion of <i>First Aid / Accident Record</i> to include details of areas to be decontaminated; and inform Robin Davies (HSE Trustee) within 24 hours of the incident.</li> <li>All key-holders informed of building closure / date and time of re-opening.</li> </ul>  | AB                        | 21/08/2020                        |                 |
|  |   | <p>Key-holders to sanitise hands immediately after arming or disarming the intruder alarm upon entry/exit.</p> <p>Use of the premises for personal or corporate use to be suspended and only permitted on an exceptional basis subject to a risk assessment.</p> |  |                           |                                   |                 |
|  |   |  | Church 'staff' only beyond atrium/cloak hanging area. Poster required.   | AB                        | 28/08/2020                        |                 |
|  |   |  | To ensure everyone maintains a 2 metre physical distance from those outside their household group: <ul style="list-style-type: none"> <li>Seating to be set out/occupied with 2 metres distance between households.</li> <li>Congregation to be directed to seats and exit route.</li> <li>Floor markings in place to control crowding at pinch points and to ensure a one-way system where required. Purchase tape &amp; floor signs.</li> <li>Welcome team/stewards to be trained to ensure people abide by physical distancing requirements.</li> <li>Clear signage to be displayed emphasising the need to remain 2 metres apart.</li> <li>Congregation to be informed of arrangements on arrival/departure i.e. entry and exit procedures.</li> <li>No personal contact outside households.</li> </ul>  | RD, DS & AB               | 28/08/2020                        |                 |
|  |   |  | The maximum number of attendees at a church event is 50 (this may be reduced dependent upon the number of people/household attending and the area to be used). Safe maximum numbers to be identified for each event unless specified in this risk assessment. ( <i>Limit for weddings &amp; funerals is 20</i> )   |                           |                                   |                 |
|  |   |  | Accessibility to different areas: <ul style="list-style-type: none"> <li>Classrooms and crèche to remain closed and locked and are not to be used at this time.</li> <li>Kitchen to remain closed for use by anyone, but unlocked for access to first aid kit.</li> <li>Cloaks hanging area is not to be used and no items are to be left in this area.</li> <li>Max. 2 people in each office (Pastor, Counselling &amp; Admin) at any one time. Only specified people to access the admin office.</li> <li>Lounge closed excepting for use by the Pastor &amp; Biblical Counsellor.</li> <li>Disabled WCs remain open with additional sanitising provision.</li> <li>Ladies and Gents WC facilities to be used by one person/household group at a time. Notices and additional sanitising provision to be made available. Number of available WC stalls/sinks to be reduced.</li> <li>Loft access – to be avoided and accessed only by specified people.</li> </ul> | AB - posters              | 28/08/2020                        |                 |
|  |   |  | Face coverings <ul style="list-style-type: none"> <li>Congregation must wear a face covering whilst inside the building.</li> <li>Others must also wear a face covering if they are unable to maintain 2 metres distance from everyone else whilst in the building.</li> <li>Disposable face coverings to be made available for anyone who has forgotten theirs.</li> </ul>  | AB to order               | 21/08/2020                        |                 |



| What could cause harm? (i.e. the hazard)                | Potential Risk   | Existing precautions in place | Additional precautions required   | Who needs to take action? | Action to be completed by? (Date) | Completion Date |
|---|--|-------------------------------|---|---------------------------|-----------------------------------|-----------------|
| Transmission of Coronavirus from a contaminated surface | Infection of congregation and others, resulting in illness and potentially death. Spreading infection in wider community. Church becoming a super-spreader of the virus. Closure of premises.  |                               | Music & AV <ul style="list-style-type: none"> <li>No communal singing.</li> <li>Instrumental music to be provided by non-wind instruments or recordings. Users to sanitise instruments, music stands, amplification etc. before and after use.</li> <li>A maximum of one person to sing from the front, facing away from the congregation or facing congregation behind a screen.</li> <li>Disposable covers to be made available for hand held microphones. All microphones to be used by only one person &amp; sanitised after use with appropriate disposal of waste.</li> </ul> | AB to order               | 28/08/2020                        |                 |
|   |  |                               | Where possible, ventilation to be improved by opening windows.  |                           |                                   |                 |
|   |  |                               | Fire doors should not be used as a point of entry and exit.   |                           |                                   |                 |
|   |  |                               | First aiders to use usual PPE (i.e. gloves) when responding to an accident or incident; and to ensure they and the 'patient' wear a face covering (disposable facemasks to be available). First aiders to be informed of this requirement.  | AB                        | 28/09/2020                        |                 |
|   |  |                               | Hand sanitiser station to be provided in all communal areas and at all entry and exit points (including entrance to each W/C; in each office, AV desk, front entrance, rear of atrium, domestic store, key cupboard, with first kit kit).   | AB                        | 28/09/2020                        |                 |
|   |  |                               | Small pre-packaged tissues to be made available (and issued as required) to support hand hygiene.   | AB                        | 28/08/2020                        | 03/08/2020      |
|   |  |                               | Rubbish & wheellie bins <ul style="list-style-type: none"> <li>Non-recyclable rubbish to be double bagged and deposited in the black wheellie bin</li> <li>Rota for wheellie bin duty (Sun evening)</li> <li>Wash / sanitise hands after moving bins</li> </ul>   | DS                        |                                   |                 |
|   |  |                               | Remove any unnecessary décor, furniture & furnishings, including books and leaflets or cover to prevent access or use.  | RD, AB                    | 28/08/2020                        |                 |
|   |  |                               | No communal event within 72 hours of a previous communal event.   |                           |                                   |                 |
|   |  |                               | Books, Bibles or paper handouts not to be distributed.  |                           |                                   |                 |
|   | Offering bags are not to be used. Wooden collection box available with notice to avoid touching. Money is not to be counted for 72 hours.  |                               |   |                           |                                   |                 |
|   | No food or drink to be served. Congregation and others to be advised to bring their own.   |                               |   |                           |                                   |                 |
|   | Doors (not fire doors) to be left open where possible to minimise contamination from handles.  |                               |   |                           |                                   |                 |
|   | Cleaning & waste <ul style="list-style-type: none"> <li>Weekly cleaning of 'open' areas of the premises to recommence, with particular attention to high contact surfaces. (Confirm who's to undertake regular weekly cleaning in the short and longer term.)</li> <li>Frequently touched (by many people) objects and surfaces to be sanitised before and after a church event.</li> <li>Office &amp; AV desk users to sanitise frequently touched objects and surfaces before and after use. AV desk users to wear disposable gloves.</li> <li>Toilets to be thoroughly cleaned at least once per week and sanitised after each church event. Frequency of cleaning may need to increase as church events increase.</li> </ul> | DS                            | 28/08/2020  |                           |                                   |                 |



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| Absence of understanding, knowledge or adequate training in appropriate procedures to safely re-open church. | Absence of clarity. Heightened anxiety amongst congregation and others. Spread of infection and illness. |                               | <ul style="list-style-type: none"> <li>Remove lids from all waste bins to obviate contact surface. Waste bins to be emptied regularly, wearing gloves &amp; disposable apron; waste to be double bagged and disposed of in general waste.</li> <li>No reusable towels to be available for drying hands; use only disposable towels or electric hand dryers.</li> <li>All contact surfaces to be sanitised after use/conclusion of event.</li> </ul> | AB                        | 19/08/2020                        |                 |
|  |  |                               | Avoid 'hot-desking'. Where work stations are shared ensure they are cleaned & sanitised between use with appropriate disposal of waste.   |                           |                                   |                 |
|  |  |                               | Prepare congregation and others for Covid-19 measures on re-opening premises with an emphasis on making people feel secure.   | DS                        | 01/09/2020                        |                 |
|  |  |                               | Signage in place throughout the building.   | AB                        | 01/09/2020                        |                 |
|  |  |                               | Procurement of necessary supplies.  |                           |                                   |                 |
|  |  |                               | Covid-19 measures instruction & training to identified key people, including Elders, Deacons, event leaders and helpers, cleaning team, first aiders etc.   | RD, DS & AB               | 01/09/2020                        |                 |
|  |  |                               | Review impact of Covid-19 additional precautions on Fire Procedures.  | RD                        | 01/09/2020                        |                 |
|  |  |                               | Prepare Covid-19 risk assessment template for use as other church activities recommence. Template to include the precautions set out in this risk assessment as 'Existing Precautions in Place'   | AB                        | 19/09/2020                        |                 |