

<h1 style="color: purple;">Gorse Hill</h1> <h2>BAPTIST CHURCH</h2>		<b>Members Meeting Covid-19 Risk Assessment</b>	
		Residual Risk Assessment	<b>5 (LOW)</b>
Name of Activity/ Group of Hazards		Infection by Covid-19	
Name of Team/ Ministry		Administration	
Name of Team Leader/ Responsible Person		Jonathan Murphy	
<b>Brief Description of Hazards Presented:</b>			
<ul style="list-style-type: none"> <li>- Risk of Covid-19 Transmission from an infected person (either symptomatic or non symptomatic) to a non infected person</li> <li>- Transmission leading to infection and continued potential for spread of virus.</li> <li>- Transmission via a range of “close contact”/ social contact points, particularly with crowds gathered in one enclosed place</li> <li>- Transmission via infected droplets carried on infected person’s breath being inhaled by non infected person, or transmission via hands or hand held objects</li> <li>- Transmission via touching an infected surface area such as desks, workstations, files, books or equipment</li> </ul>			
<b>What Groups are Affected by Risks? Why &amp; How?</b>			
All groups and demographics are affected. Facilitators (Minister, Admin Deacon, AV facilitator, Member Meetings Minutes Secretary) are at risk as required to be present in person to fulfil their role. Attending members (usually circa 40-60) are also at risk.			
<b>Potential Outcome of Hazards (Risks):</b>			
Transmission leading to a severe infection, resulting in: <ul style="list-style-type: none"> <li>- Respiratory Distress</li> <li>- Severe Auto Immune Response</li> <li>- Death resulting from above risks</li> <li>- Other long term life limiting medical conditions</li> </ul>			
Likelihood Score	4	Initial Risk Assessment	<b>20 (High)</b>
Severity of Outcome Score	5		
<b>What Control Measures will we put in place/ are already/ should be in Place?</b>			
<ul style="list-style-type: none"> <li>- All persons entering the premises <b>must</b> sanitise their hands upon entry using the hand gel provided, limiting the opportunity for Covid-19 to be deposited on surfaces and picked up by others</li> <li>- Admin Deacon&amp; MMM Secretary work from home to process records in order to reduce exposure to the virus</li> <li>- AV facilitators will prepare slides etc at home in advance</li> <li>- All facilitators and members are reminded of the importance of self isolating at home if they show any of the symptoms of coronavirus in line with government guidance (new persistent cough, temperature/ fever, shortness of breath, loss or change to senses of smell and/or taste) and that if symptomatic, they should not attend meeting under any circumstances.</li> </ul>			

- Members Meetings will be held in the Sanctuary rather than Cricklade Hall in order to facilitate greater social distancing
- The building continues to be cleaned to the same high standard as before the pandemic, despite the reduction in use. The Sanctuary will be quarantined between full clean and Members meeting with door tape.
- Cleaning of pews and contact surfaces will occur after the members meeting in advance of the Sunday Service
- There will be a Zoom live streaming service as well to allow participation by those who are CV, CEV or self isolating due to being symptomatic or living with someone who is symptomatic, and to reduce the numbers needing to be present, with an e-voting facility on zoom to allow full participation from home
- As an additional precaution, ballot counters will sanitise hands immediately before and after counting
- Counting will be done in the Church by the requisite two persons, 2m apart, and not in a home, to avoid contamination in or of another's living space. The space used will be well ventilated using windows
- Windows of the Sanctuary during the meeting will be open to promote good circulation.
- Minister, Admin Deacon and MMM Secretary will be positioned 2m from each other and assembled members at the front
- AV facilitators at back will maintain 1m social distance, and work side to side. No other participants will be nearer than 2m to them.
- Members attending will be at least 1m apart side to side and 1m-1.5m apart between rows due to pew layout. Minimum 1m will be strictly adhered to, and members will adhere to the legal require for face coverings unless exempt
- Pews in use will be marked with masking tape at 50cm seat intervals, with a minimum of 2 seats between household groups. Household groups will sit together.
- Seating will be allocated by stewards, and pews will be dismissed one by one
- The main entrance and sanctuary entrance will be for entrance only at the beginning, with exit via the car park emergency exit.
- At the end, the main entrance will be for exit. There will be no return into the sanctuary once exited except after everyone else has left.
- Use of Microphones etc to avoid raised voices. Member participation will be limited to avoid need to share equipment or raise voices
- Constitutional requirement for worship will be met by having led prayers from the front, with use of microphone, rather than having congregational singing or multiple prayers said with raised voices.
- Meetings will be brief business meetings (**60mins max**) to reduce exposure times of individuals
- Attendance will be recorded by one individual to ensure faster flow of crowd and avoid sharing of pens etc

Revised Likelihood Score	1	Residual Risk Assessment	5 (Low)
Revised SOO Score	5		

What Other Documents are relevant to this Risk Assessment?

- GHBC HS&EH Policy
- Admin Team General Risk Assessment

What further control measures could the Church examine implementing?

- Face coverings could be used but as we will be maintaining social distance, it is felt that they pose a greater risk through hand to face contact than the risk that they mitigate.
- Use of fire doors as exits but they are narrow spaces and there should be no need for simultaneous entrance and exit

This most recent review conducted by: (Name& Position)	Date
Jonathan Murphy ACIEH	14 <sup>th</sup> October 2020
Date of Next Review	27 <sup>th</sup> November 2020, to reflect learning and desired changes after the 19 <sup>th</sup> November meeting