

Bethel Baptist Laleston

Risk Assessment re Covid-19

Risk	Procedure	Action
1 Congregation arriving for a service	<p>Congregation seated downstairs to use the side passage and enter through the door opposite the kitchen.</p> <p>Congregation seated in the Balcony to use doors at the front of the Church appropriate to the staircase on the left or right hand side of the Church.</p> <p>Due to the steepness of the stairs only those capable should use the Balcony. A handrail is in place.</p>	<p>Duty deacon to open church.</p> <p>Duty deacon to note attendees.</p> <p>Visitors to provide a contact number</p>
2 Seating within the Church	<p>All excess seating downstairs to be removed with remainder to be placed at recommended social distancing, allowing for a mix of singles and couples.</p> <p>Seating in the Balcony is available for up to ten people with a mix of singles and couples.</p>	
3 Congregation departing after the service	<p>Congregation seated downstairs to exit via the garden door and use the outside pathway.</p> <p>Congregation seated in the Balcony to exit via the staircase used on arrival.</p>	<p>Pastor to lock side gates and Church doors.</p>
4 Pastoral Care	<p>People wishing to speak to the Pastor on spiritual issues to use the kitchen area.</p>	
5 Aids to Worship	<p>All Bibles & Hymn Books, display Magazines etc removed from the Church & stored in the Kitchen.</p> <p>All Hymns & Bible readings projected onto Screen.</p>	<p>Congregation to bring own Bibles</p> <p>Pastor to operate screen projections.</p>
6 Hygiene Facilities etc Toilets	<p>Each Toilet furnished with Hand Sanitiser, Soap, disposable Gloves, Paper Towels, Lined Pedal Bins.</p> <p>After use each person to spray seat and wipe seat with paper hand towel, put gloves & towel into Pedal Bin.</p> <p>After each service each Toilet to be bleached & Wash Hand Basin to be cleaned.</p> <p>Where applicable toilet pedal bins to be emptied & relined; contents to be binned for weekly collection.</p>	<p>Rota required for sanitising toilet after each service</p>
Kitchen	<p>No refreshments. Kitchen to house excess seating & used for Pastoral matters.</p>	
Main church	<p>After each service seats to be refreshed with Charm Disinfectant</p> <p>All door handles to be wiped.</p> <p>Collection boxes to be emptied by treasurer & wiped.</p> <p>No floral displays.</p>	
7 Other Considerations	<p>Signage on Church Doors to be updated : - Door to main church; Door to Left hand Balcony, Door to Right hand Balcony.</p> <p>Sign on back door showing exit on the inside and no entry on the outside..</p>	
	<p>Pastor to consider using see through Visor when preaching.</p>	<p>Advice taken - not required adjust volume on microphone</p>
	<p>Congregation to use face masks if they feel it adviseable.</p>	