

Risk assessment – Reducing risk of SARS-CoV-2 transmission during services and activities at Hollywood Baptist Church buildings

Company name: Hollywood Baptist Church (HBC)

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Date assessment was carried out: September 2021 (version 1.3)

Date of next review: 12 months

Risk assessment for reducing the transmission of SARS-CoV-2 (coronavirus)

Who might be harmed and how?	What measures are in place to reduce the risks?
<ul style="list-style-type: none"> • Regular attenders of HBC services • HBC staff • Visitors to the premises • Vulnerable groups – Elderly, Pregnant women, those with existing underlying health conditions 	<p><u>Changes to services</u> To reduce contact time in the HBC buildings, Sunday morning services will be scheduled to last less than 90 minutes. A small band will lead praise, and the congregation will be asked wear face coverings while singing, in accordance with government guidelines. Windows and doors will be kept open throughout the service, and the extractor fan turned on, to facilitate ventilation of fresh air. Services will be live-streamed to continue allowing people to join from home. Other planned church activities in the building may take longer than 90 minutes, but not usually more than 120 minutes (e.g. youth programmes, over-50s lunch).</p> <p><u>Limit on total occupancy</u> Following re-configuration of seating at the September O.B.M, services at HBC will admit a maximum of 160 people, in keeping with the maximum occupancy of the Main Auditorium and Balcony. Worshippers will be asked to register their intention to attend through an online booking system (Eventbrite). The congregation will be asked to attend on alternative weeks, based on first letter of surname (A-Ma and Mc-Z). (This may be suspended during holiday seasons when attendance is expected to be lower). The duty deacon will receive a copy of the registered attendees, which can then be used to check people at the entrance. Those who have not registered but arrive at the door will be welcomed and registered, but only if the maximum occupancy has not been reached through online registration.</p> <p><u>Social Distancing</u> Social Distancing - reducing the number of persons in any work area to comply with the 1-metre gap with face coverings – is recommended by the Public Health Agency in non-domestic indoor settings: https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-and-guidance-what-they-mean-you#toc-4 https://www.nidirect.gov.uk/articles/coronavirus-covid-19-voluntary-and-community-activities</p>

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	<p>The HBC building is divided into 'zones', each with maximum occupancy:</p> <ul style="list-style-type: none"> • Main auditorium and balcony – 160 people • Minor Hall and Coffee Area – 40 people • Youth Room – 30 people • Sports Hall – 30 people • Ground Floor Disabled Access Toilets – 1 person • Upstairs toilet – 1 person <p>To ensure social distancing through the services, a number of measures will be implemented:</p> <ul style="list-style-type: none"> - A team of deacons and stewards will guide visitors to seats, to optimise the total occupancy of the auditorium. Seats will be seated from the front, using alternate rows. In the balcony, seats will be filled from the rear. - Attendees will be encouraged to move outdoors as soon as the service is over, starting with the back rows <p><u>Face coverings</u> In accordance with PHA guidance and government legislation, all staff and visitors are required to wear face coverings on entering and exiting the building. Face coverings may be removed when seated, but we will ask attendees to wear them when singing and when moving around the building.</p> <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with alcohol-based disinfectant or soap and water are located on entry/exit of the building and within each 'zone'. • Stringent hand washing taking place for everyone on entry and exit of building • Signage in place to remind people on the need for stringent hand washing on entry and exit of the building

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	<p><u>See hand washing guidance.</u> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p><u>Toilet Use</u> Visitors are encouraged to avoid toilet use at HBC unless necessary. The Ground Floor Disabled Access Toilets with Baby Changing facility, as well as the upstairs toilet will be available for use when required. The communal gents and ladies toilets will remain out of use pending next review.</p> <p>The toilet room contains hand sanitiser and disinfectant wipes to decontaminate hands and touch points after use. Signage is in place to remind people to use these before and after using the facility. Hand sanitiser is also available outside the toilet on exit if necessary.</p> <p><u>Consumption of food and drink</u> The kitchen areas will not be available for public use. For communion, a small team of individuals will prepare and distribute bread and juice (in disposable containers) using gloves and tongs to place the bread into attendees hands. Attendees may bring their own bread and wine/juice, which will be shared only within households. Attendees will be asked to take any rubbish home with them.</p> <p><u>Cleaning</u> The HBC buildings are cleaned weekly by contractor cleaners. This includes cleaning with disinfectant of all frequently-used touch points within the building including:</p> <ul style="list-style-type: none"> • Door handles • Bannisters • Bathroom surfaces

Commented [SH1]: Should we add an additional section to say that use of the kitchen and catering facilities is forbidden and no food or drink is to be consumed or served at the property

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	<p>Before and after services, the deacons on duty will clean frequently-used surfaces used during the service with disinfectant wipes. In addition to those above, this may include:</p> <ul style="list-style-type: none"> • Front door and foyer <ul style="list-style-type: none"> ○ Entry and exit door handles • Main auditorium and balcony <ul style="list-style-type: none"> ○ Entry and exit door handles ○ Light switches ○ Pulpit, microphones and speakers ○ Piano, drums and other musical instruments (if used) ○ Computers, sound and lighting board • Minor Hall and Coffee Lounge <ul style="list-style-type: none"> ○ Entry and exit door handles ○ Light switches ○ Coffee tables, bar tables, chairs and stools ○ TV monitor and remote ○ Metal bar and hard surfaces on back of seats ○ Creche items (those with wipeable surfaces to be used only) • Youth Wing <ul style="list-style-type: none"> ○ Entry and exit door handles ○ Light switches ○ Coffee tables, bar tables, chairs and stools

Commented [SH2]: Should we say that use of any other room or zone is prohibited?

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	<ul style="list-style-type: none">○ TV monitor and remote● Sports Hall<ul style="list-style-type: none">○ Entry and exit door handles○ Light switches○ Sports equipment (e.g. goal posts)● Ground-Floor Disabled Toilet<ul style="list-style-type: none">○ Entry and exit door handles and lock○ Light switches○ Taps and sink area○ Toilet flush handle○ Baby changing board (if used) <p>In accordance with Government guidance, this will allow the HBC buildings to be used again within 72 hours for other purposes, including Sunday evening services and the Ignite Youth Programme.</p> <p><u>Children and Young People</u> Children and young people under 16 who attend the event will be under the supervision and responsibility of their parents and/or guardians. They will be asked to comply with the PHA guidance on social distancing (as feasibly as possible for younger children), in line with standards in their schools and places of education.</p>

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	<p>A limited creche facility will be available for pre-school aged children only in the Minor Hall. Until creche arrangements are reviewed, parents must stay with their children. The church service will be broadcast on the TV and children may have access to hard-surface (wipeable) toys if required.</p> <p>Junior Church will resume with pre-booking of children through the Eventbrite system to ensure maximum capacity of rooms is not exceeded. Children will be kept in small groups of Nursey-P3 and P4-P7. Adult teachers/facilitators will wear face coverings and maintain 1m distancing from the children. Children will also be asked to maintain 1m distancing from other children in their small group.</p> <p>Youth programmes ('Ignite') will make use of the rooms according to their capacity and numbers of young people. Young people will be asked to return parental/guardian permission forms that include a commitment to adhere to Public Health guidelines. Their activities will be planned ahead of time, with measures in place to reduce time in close contact and so reduce transmission of SARS-CoV-2. A register of young people attending each event will be kept to assist with contact tracing in the instance of a positive case.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the HBC buildings they will be asked to leave immediately home, advised to follow the stay at home guidance and helped to seek medical attention if required.</p> <p>If an individual has developed Covid-19 and were recently on our premises (within the last 48 hours) the Office Bearers will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken, including on re-opening the building for worship and other services. https://www.publichealth.hscni.net/</p> <p><u>Communication of restrictions</u></p>

Commented [SH3]: Why might want to also say that if such a circumstance arises nobody will be allowed in the building for a period of 72 hours and the premises will be cleaned by our contractor before being re-opened for use.

The Elders might need to consider whether this is a reasonable risk in that we may not be able to hold our Sunday service in these circumstances.

Commented [TS4R3]: Good suggestion – rather than restrict ourselves from the outset, why not put this decision under advice from the PHA

Commented [GR5R3]:

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	These measures have been communicated to the members and regular attendees of HBC in person (announced at services) and by email. Any significant changes or revisions will be relayed in the same manner.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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