

Stalham Baptist Church

HEALTH AND SAFETY POLICY “Coronavirus COVID-19”

POLICY STATEMENT

Stalham Baptist Church is committed to providing a safe environment, so far as is reasonably practicable, for the health, safety and welfare of all staff, fellowship, visitors, and contractors, when taking part in worship or other activities. This commitment extends to ensuring that our activities do not place our fellowship and others at risk presented by the health emergency of the Coronavirus; COVID-19.

We used information from the UK Government and the Baptist Union of Great Britain as our resource library for the Coronavirus COVID-19, health alerts will be reviewed daily and if need be our policy will be re-assessed.

AIMS AND OBJECTIVES

We will adopt procedures

- To eliminate or minimise risks to health, safety and well-being so far as is reasonably practicable.

To achieve this, we will:

inform all our staff, fellowship, visitors, and contractors of the preventative measures to apply regarding good hygiene practises within and outside the church premises by using posters and verbal encouragement:

- To wash your hands regularly with hand sanitiser or soap and water if hand sanitiser is not available.
- To avoid shaking hands and physical contact
- To maintain social distancing stay at least 2 metre distance between yourself and anyone who is coughing or sneezing
- To avoid touching eyes, nose, and mouth
- To sneeze into elbow joint and dispose of tissues safely

Inform all our staff, fellowship, visitors, and contractors the common symptoms of the coronavirus so they can be diligent with their health and safety and seek medical advice as required:

- sore throat
- cough
- fever
- runny nose
- or who has respiratory problems, trouble with breathing
- loss of sense of smell

Control Activities

Attending Stalham Baptist Church Protection Procedures

- The recommended checklists will be used prior to the church re-opening. Page 6 Appendix 1 – 3 Reoccupation Check lists
- Create and maintain a coronavirus “booking register” which list all our worship and event attendees.
- People booking on line will be informed they should not attend if they have recently travelled overseas to a country not covered by the UK’s Government “Air Bridge “ policy, (it is the attendees responsibility to inform us if they have recently been abroad) or if they have been around someone who has travelled overseas within the last 14 days not covered by UK’s Government “Air Bridge “ policy, have displayed Coronavirus symptoms or have been in close contact with someone displaying symptoms or has displayed symptoms, or where their local area is under restrictions because of increase in cases
- People booking by phone will be given the same information verbally and entered in the register.
- We will follow the current guidelines for vulnerable people when accepting a booking.
- Conditions of bookings will be published in the bulletin and on the forum.
- The information taken will only be held for 21 days.
- The maximum number of attendees at Stalham Baptist Church will be no more than the current government guidance allows.
- Windows and doors will be opened to ventilate the church when practical.
- Entrance to SBC will be through the two front doors facing Stalham High Street and people will be advised, when booking, of which door to enter through and of the seating arrangements in place. Each

door will be managed by a volunteer wearing PPE who will open the door if necessary, ask people about their health and then direct them to an appropriate social distanced seating area. Areas will be marked as out of bounds if they are considered as a risk.

- At the end of the service or event attendees will exit through the front door nearest the car park or the door leading directly onto the car park which will be opened in advance. If people need to return to the church after leaving to collect belongings etc. they should do so only through the front door nearest the car park and only when no one else is exiting by that door.
- Changes to entrances, exits and queues will consider reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities. Creating seating areas close to the entrance and exit points and asking them to leave prior or after the bulk of the fellowship has vacated the building.
- Before a service or events, the leader will give a corona safety brief. Which will include a request to look at the information on the website and the posters in the church and ancillary buildings. Before the attendees leave the building, a briefing controlling the exit movement to avoid queuing emphasising safe distancing will be made.
- Sanitiser and wipes will be available at entrance and exit points.
- Attendees will be required to wear masks until government restrictions are relaxed, disposable masks will be available on entry.
- Under current legislation attendees will not be able to sing. Shake hands or embrace each other and will be advised not to gather in groups, except with members of their own household, inside or outside the building.
- No food or drinks will be supplied.
- Sermons or talks will only be made using the sound system and microphones are for single use only.
- Under current guidance singing or playing wind instruments on the stage is not allowed.
- Offering baskets placed at exit points with a please do not touch message displayed. Cash and notes should not be touched for 72 hours.
- Communion: Instructions will be given during the service if communion is part of the worship. (Additional Guidance 4)
- Church Bibles will be removed and stored. People will be encouraged to bring their own and take them home.
- Individuals should avoid touching property belonging to others. Children will be required to sit with their parents [or responsible adult] and will need to bring any toys or colouring paper pens/pencils etc they may wish to use and take them away after the service.
- Anyone coughing or showing other clear COVID-19 symptoms will be asked to leave the church immediately, along with their household and contact NHS 111 for advice on isolation and testing. Cleaning will be carried out of any surfaces that may have been contaminated as soon as possible, in line with the cleaning guidance and those who have had any contact with the individual should wash their hands. If appropriate a decision to bring the service to an end could be made and Emergency Action Plan followed. (Additional Guidance1)
- Baptisms: At the current time the government advise that full immersion Baptism is avoided.
- Weddings and Funerals: The information above and below will apply. (Additional Guidance 2).
- Before contractors or visitors' access Stalham Baptist Church they will be asked to confirm they have been taking the right precautions in their workplaces and visitors that they are free of any symptoms of coronavirus19.
- Wherever possible Zoom etc. should be used for meetings.
- Personal meetings should be held in well ventilated rooms and sanitiser available on entry and leaving. Attendance of individuals at meetings will be restricted to those absolutely necessary and maintain social distancing throughout. Pens, pencils, and books should not be shared. Poster displayed informing of responsibilities.
- Everyone asked to take waste home with them if possible. All waste will be assumed contaminated and handled appropriately. Anyone handling waste to be informed of suitable working practices. All waste should be handled with suitable PPE of gloves and a mask. All bins lined with disposable liners and all

waste double bagged prior to disposal and kept for 72 hours prior to disposal in general waste. Lidded bins will have lids removed.

- Records of who has carried out cleaning and the tasks completed will be kept.
- Where practical incoming parcels should be cleaned appropriately.

Toilet Use

- Toilets will be accessed by leaving the church through the door leading to the car park then through the side gate by the Stables. Return to the church will be through the church back door.
- Only one person will be allowed in the toilets at a time. Children under 11 should be supervised by their responsible adult to (not into) the toilet to ensure the proper cleaning takes place afterwards.

Posters will request that people:

- Clean toilet seats with the wipes provided and dispose of in the cubicle bins
- Wash their hands for 20 seconds or use hand sanitiser before leaving the toilets
- The electric hand driers will be switched off and disposable paper towels available.

Cleaning Procedures

At the end of the service or event:

- All door handles will be cleaned.
- Chairs used in the service or event will not be used for 72 hours.
- Any metal armrests will be cleaned.
- Toilets and toilet area will be cleaned.
- Any tables used in the service or event will be cleaned.
- Enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections will be investigated.
- A cleaning log will be provided, and all cleaning operations must be entered on a daily basis.

Food Bank Donations and Private Prayer

- Within the 72 hours wait after a service or event, all food bank donations must be received in the area designated at the front door on the left-hand side of the church or the funeral door.
- Attendees wishing to spend time in private prayer must be directed to a pre-cleaned seat and social distancing respected. (Additional Guidance 3)

Musical Instruments and shared items.

- Musical instruments cannot be shared
- Any items that can be shared or needs to be shared must be cleaned before and after use.

Ancillary Buildings

- Any events taking place in the ancillary buildings must follow the same protocols in the Stalham Baptist Church Coronavirus Health and Safety Policy of social distancing, PPE where required and a strict before and after cleaning regime.

Safe Work Method Statements (SWMS)

The primary purpose of a safe work method statement (SMWS) is to assist trustees, leaders, and volunteers to set up services and events. It is the responsibility of the service leader or event leader to run through the SWMS checklist when setting up a service or event to mitigate the hazard or risk of the coronavirus COVID19 outbreak to Stalham Baptist Church's attendees.

7th September 2020

Approved: *Diana Gordon. (on behalf of the Trustees)*

Name: Diana Gordon, Church Secretary

Additional Guidance

1. Coronavirus Emergency Action Plan

Should someone attending the church display symptoms of Coronavirus the following steps will be taken:

- The person will be asked to leave as soon as possible, return home, and seek guidance from NHS111 as to self-isolation and testing.
- Anyone known to have been in close contact with the case advised to wash their hands as soon as possible
- Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.
- Consider whether to bring the service to an early conclusion.
- Consult Health & Safety Executive website as to whether the event should be reported.

2. Weddings and Funerals

All the above comments on whole church worship will apply. Additionally, the following ought to be considered:-

- The number attending a wedding service has been capped at 30. This includes the couple and all those facilitating the service.
- Services are to be shortened to cover the basics of the ceremony. We suggest this minimum to be the legal requirements plus the additional vows, Bible readings and prayers that affirm that this is a marriage before God.
- The social distancing guidelines of 2m distance between households or 1m where extra protective measures are taken still applies to everyone except the couple. This includes the minister from the couple. It includes any bridal party procession in or out of the service.
- Rings should be brought to the ceremony by the couple themselves.
- It will not be possible for hands to be laid on the couple during prayers.
- For signing registers, all signatories must wear disposable gloves or wash/sanitise their hands immediately before using the pen. This is because the pen and ink are of a particular type and so the same pen has to be used by all signatories. Signatories apart from the couple should remain sufficiently distanced from each other.
- Mingling of guests on the church premises must be discouraged.
- Receptions on church grounds are not feasible as neither social interaction nor food and drink are allowed. The only exception would be where a church has a hospitality space such as a café that operates in line with Government guidance for restaurants, pubs, and bars. In this instance, as for other hospitality venues that have been made COVID-19 secure, receptions may be held for up to 30 people, from 1 August. Any reception in a private or public space would be limited to two households or, if outdoors, six people from different households, as outlined in the Government's general advice on social distancing. Given these constraints, we again encourage you to be creative in thinking how best to celebrate weddings. Can others be included by digital means? Should you plan a later service of thanksgiving, perhaps including the reaffirmation of vows? All the above comments on whole church worship will apply. Additionally, the following ought to be considered.
- The number attending funerals in churches is capped at 30. This includes all those facilitating the service except for funeral director staff. In Wales, only those invited may attend.
- The coffin cannot be carried by mourners.
- We believe open coffins are not permitted, though you should check this with the funeral director.
- We recommend there are no ceremonies around the coffin or body, such as filing past the coffin to pay respects. Funerals should still be brief and focus on the committal. Given this, it may be easier to use crematoria chapels or go direct to the graveside rather than use a church building. This keeps to a minimum the risks to mourners and funeral staff that are inherent with social interaction and movement between locations. The maximum number of mourners permitted at crematoria is determined by each crematorium and you should check with the funeral director. The guidance for funerals around those who are self-isolating, or shielding are different to that for general worship. A person who is self-isolating may attend a funeral, but not at the same time as a person who is shielding because they are 'extremely clinically vulnerable'. The same is true vice versa. Anyone in

either category who wishes to attend should therefore tell the service organiser. If people from both groups wish to attend, it will be a matter of discussion between the service organiser and the family as to which is given priority. Live streaming, if possible, will enable more people to participate. Alternatively, you can record a reading, prayers, eulogy, and message beforehand and make this available to those not present, so they 'share' in the service as it takes place. It can also be offered to anyone wishing to listen in later. You can also produce a leaflet that contains all the above written within it. A service sheet to commemorate the person who has died may still be printed. You can then print the text of the service inside or add it later and send the leaflets round to all those not present.

3.Private prayer

Churches buildings may open for private prayer, as has been the case for a while. Individuals or a group from the same household may use the building for prayer but are discouraged from social interaction with others. All the advice on use of the building, social distancing, and hygiene in our guidance on opening churches must be adhered to. Aids to prayer such as books or prayer sheets must be either brought and taken away by the worshipper or be single-use and disposed of by the worshipper.

4.Communion

It feels particularly important right now to express our unity, remember Jesus' suffering on our behalf, and recall the hope of death defeated, through sharing bread and wine. However, communion poses a particular problem and Government guidance is strict. Bread and wine cannot be passed from person to person. And we do not recommend worshippers collect bread and wine from stewards. Nevertheless, brief proximity with a person distributing communion is permitted. We suggest for Baptist churches the guidance means:

- Any bread and wine the minister lifts symbolically or speaks over should be separate from the bread and wine that is distributed.
- Those distributing bread and wine should wash their hands immediately prior to distribution or wear gloves
- Pre-prepared pieces of bread can be dropped into the hands of those receiving.
- Small wine cups can be lifted from trays and placed in the hands of those receiving.
- At all times, there should be no contact between those distributing and those receiving, and no contact between those receiving and any plate, basket, or tray. As an alternative, pre-packaged individual cups of juice with a sealed pocket on top for a wafer are available. These could be placed on chairs before the service, though we note the environmental cost of single-use plastic. Though it is possible to ask worshippers to bring their own bread and wine to a service, care should be taken. It risks a painful breach of the symbolism of unity if some forget to bring any. A service in which only a percentage can take the bread and wine would be in conflict with the very meaning of communion. Given all this, you may wish to continue celebrating communion by sharing bread and wine in your own homes whilst being led online, if this has been your recent pattern. Or those who are not digitally connected could agree to follow a set liturgy, posted to each member, at a certain time. It can be a comfort to know that the words in the liturgy are being led concurrently by a minister or other church leader. If small groups of up to six church members are gathering outside for fellowship and prayer, communion might be shared here too.

Appendix 1: Reoccupation Checklist

Use this template to record important checks of your premises before returning to work after lockdown.
Stay alert to government announcements on return to work and complete **before** reoccupation.

	Yes	No	N/A	Action Required
Statutory Checks				
Is the five-yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory?				
Is the gas safety certificate(s) in date for annual review?				
Plant rooms: Has all plant and equipment been suitably serviced?				
Has PAT testing been completed where relevant?				
Have all pressure vessels been examined as per the scheme of examination?				
Fire Safety				
Have you reviewed your Fire Risk Assessment (FRA)?				
Are boiler rooms and electrical cupboards free from combustible storage?				
Are skips and bins a safe distance away from your building(s)?				
Have you informed your Alarm Receiving Centre (ARC) of your re-occupation (where necessary)?				
Has the fire alarm system been serviced within the timescale outlined by the contractor?				
Has the fire alarm been tested weekly during the lockdown period?				
Is the fire alarm functioning correctly?				
Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality?				
Are all fire extinguishers in place and free from defects?				
Have all fire suppression / sprinkler systems been suitably maintained and checked for sufficient pressure (where appropriate)?				
Have fire dampers been maintained (within the last 12 months)?				
Have the automatic smoke vents been maintained (within the last 12 months)?				
Has the lightning protection been tested and maintained (within the last twelve months)?				
Emergency Lighting				
Has the emergency lighting system been serviced (within the last 12 months)?				
Has the emergency lighting been tested monthly during the lockdown period?				
Is the emergency lighting system fully functional?				
Building Security				
Is there any damage to the structure, roof, windows, or fixtures?				
Is the CCTV system functioning correctly?				
Is the intruder alarm functioning correctly?				
Contractors				

Have contractors been re-engaged (where possible)?				
Can contractors be controlled on site?				
Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your premises?				
Water Safety				
Has your Legionella Risk Assessment been reviewed?				
Is there a re-commissioning plan (where necessary)?				
Has weekly flushing of all unused/little-used outlets (including external taps) been completed during lockdown?				
Have temperatures been checked against acceptable ranges?				
	Recorded temperature			
Cold water storage tank (maximum 20°C)				
Hot water storage tank (minimum 60°C)				
Sentinel tap (furthest tap from the boiler – minimum 50°C)				
Have all spray fittings been removed, descaled, and replaced?				
Is Thermostatic Mixing Valve (TMV) maintenance up to date?				
Has the system been disinfected/chlorinated (including water tanks) where necessary?				
Utilities				
If any utilities have been temporarily shut off, have these been turned back on?				
Equipment				
Are all first aid kits in place, in date and fully stocked?				
Has the defibrillator(s) been checked for safe operation?				
Has all equipment been switched on and checked for correct function?				
Are all necessary guards in place / undamaged?				
Has equipment been serviced or maintained as necessary by a competent person?				
Have the annual services been completed on all oil / electric boilers?				
Have all six-monthly LOLER checks been completed by a competent person?				
Have all window restrictors been checked to ensure they are in place and safe?				
Staffing				
Have risk assessments and plans been reviewed and agreed with vulnerable persons?				
Has your Lone Working Risk Assessment been reviewed?				
Are there sufficient staff on site to undertake safety-critical roles e.g. first aiders, maintenance, fire wardens?				
Is there sufficient supervision and support of staff?				
Does re-occupation need to be staged to maintain social distancing?				
General				

Appendix 2: Pre-event checklist

This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed prior to the event day starting and should be fully communicated to all team members. It is the responsibility of the Church Trustee to ensure that the site is safe to open and that controls are put in place.

Leader name: Date:/...../.....

Item	Y or N	Comments	Reported to
Has the latest government guidance been checked and followed?			
Have any members of team reported any symptoms of COVID-19?			
Has the Cleaning Checklist been completed, and cleaning materials put in place?			
Is there adequate hand soap, paper towels and running water in place?			
Has hand washing facility or sanitiser been provided in all locations needed			
Are bins available for disposal of any rubbish?			
Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place			
Are stewards briefed on agreed procedures for arrivals, departures, and emergencies?			
Have chairs/pews been laid out and marked in line with social distancing requirements?			
Procedures in place to record names and contact details of attendees			
Building ventilation set in line with recommendations to maximise air flow			
Is there any other information to consider?			
After carrying out the above checks, please sign below. I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19.			
Leader signature:		Date:	

Appendix 3: Cleaning checklist.

Premises:	Date:	Completed by:
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The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Action	Guidance	Completed (tick)	Comments
Confirm PPE worn before cleaning commences	Where possible, wear disposable or washing up gloves and aprons.		
Hard surfaces have been cleaned prior to disinfecting?	Clean hard surfaces with warm soapy water using a disposable cloth.		
Disinfect all surfaces with usual disinfectant	Pay attention to any frequently touched areas and surfaces, e.g. doors, toilets, stair rails and phones.		
Clean any areas of heavy contamination (bodily fluids, or sleeping areas) as above using additional PPE where possible	Additional PPE would include protection for the eyes, mouth, and nose, as well as gloves and apron.		
Any PPE used is double bagged and to be stored securely for 72 hours before being thrown away in general waste	Use plastic bin bags where possible.		
Hands washed with soap and water for 20 seconds, after removing PPE	Hand wash using warm water after cleaning and regularly throughout the day.		

Additional guidance, information, and instruction when cleaning:

- Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with one of the following options below:
- A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or
- A household detergent followed by disinfection (1,000 ppm av.cl.). Follow the manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.
- NB: If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned using detergents or laundered (for example, upholstered furniture and mattresses), steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

Laundry

- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry – this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

- Waste from cleaning areas should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.