

COVID-19

Risk Assessment

for the safe & secure Opening of



CranleighBaptistChurch

Date Issued: 27th July 2020

Date Updated: 15th September 2020

Risk Assessment Matrix

The following tables give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individual. This goes to emphasis the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

Likelihood / Probability
5. Likely to occur at least once in any 12 month period
4. Likely to occur at least once in a 3 year period
3. Likely to occur at least once in a 10 year period
2. Likely to occur at least once in a 50 year period
1. Unlikely in a 50 year period

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2.. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
SEVERITY / SIGNIFICANCE / CONSEQUENCE						

Score = Severity x Likelihood + 2 x Severity
 (this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

Key for Persons responsible for implementing Specific control measures:

RC = Richard Cooper AT = Andy Turnbull MW = Mandy Winsor ID = Ian Russell RD = Rosslyn Doney
 OT = Oversight Team MF = Martha Fairchild VW = Viv Wearn AMcB = Alistair McBain

Risk: Coronavirus entering the premises and potentially infecting users of the building						
Persons at risk Ministers, leaders, members, attendees, contractors, cleaners						
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	12

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	OT	<ul style="list-style-type: none"> • Include in a pre-opening email to all church attenders • Include in weekly email/notices. • Signage on entrance • Include in booking system • Employees policy document
	Y	MF	
	Y	RC/AT	
	Y	MF	
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	OT	<ul style="list-style-type: none"> • Include in a pre-opening email to all church attenders • Signage on entrance • Include in booking system • Employees policy document
	Y	RC/AT	
	Y	MF	
	Y	MW	
3. Verbal symptom checks on entry	Y	STEWARDS	<ul style="list-style-type: none"> • Door stewards to remind and ask people • Training provided for stewards
	Y	AT	
4. Ask vulnerable (those with specific medical conditions and all those over the age of 70) to follow government guidance	Y	OT	<ul style="list-style-type: none"> • Include in pre-opening emails to all church members • Include in booking system • signage on entrance • Specific seating area available opposite side of room to families
	Y	MF	
	Y	OT	
5. Everyone to use hand sanitiser on entry to the building	Y	RC/AT	<ul style="list-style-type: none"> • Hand sanitiser placed at all entrance points to the building
	Y	OT	
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	OT	<ul style="list-style-type: none"> • OT to hold an action plan for this instance which will be followed should the need arise.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
	Y		<ul style="list-style-type: none"> This document is Appendix 5 in this document
7. Undertake the 'Pre-Event Checklist'	Y Y	LEADERS	<ul style="list-style-type: none"> Checklist to be completed at least 24hrs before the building re-opens This document is Appendix 2 in this document
8. Display suitable posters to ask people with symptoms not to enter the building.	Y	RC/AT	<ul style="list-style-type: none"> Posters will be displayed in suitable locations outside the church, on all entrance points.
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y Y Y Y Y Y Y	RC/AT RC/AT RC/AT RC/AT RC/AT RC/AT OT RC/AT	<ul style="list-style-type: none"> 2 Metre markers placed on the floor throughout the building Areas not to be used blocked off with appropriate signage Keeping distance reminder posters displayed in appropriate areas along with the use of barriers One-way system marked throughout the building to ensure social distancing is maintained at all times. Land outside front of church to be fenced off – no parking allowed. 1 space by fence nearest The Limes to be available as one disabled parking space only. FOR SUNDAY SERVICE ONLY Markers used to enable orderly queuing outside the front of the building with markers every 2 meters Stewards outside the front of the building to welcome people 1 entrance into the building through the main church auditorium steps which will have a ramp. FOR SUNDAY USE ONLY

Control Measures	Control in place (Y/N)	Person Responsible	Comments
	Y	RC/AT	Rest of the week using normal entrance with clear signage and one-way system in place. <ul style="list-style-type: none"> • Hand sanitiser available at entrance and exits of the building • 2 exits from the building – through front left hand door of worship hall, turn right and straight ahead down the side of the church building onto St James’s Place – or, out of front left door of worship hall straight on, turn left through double doors down corridor past the reception desk and out the front glass door.
10. All ‘bubbles’ must not exceed the legal limit of 6	Y Y Y Y	RC/AT MF MF OT	<ul style="list-style-type: none"> • Signage • On Booking system • On pre-service PowerPoint • Include in a pre-opening email to all church attenders
11. All contractors to complete the ‘Contractor Checklist’	Y Y	MF	<ul style="list-style-type: none"> • Administrator to have a copy of this for any contractors coming onto site. They will be informed prior to arrival that it will need to be completed before the contractor can carry out their works. • This document is Appendix 6 of this document

Risk:		Transmission of Coronavirus to an individual direct from infected person				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	2
	Overall Risk	35			Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	RC/AT	<ul style="list-style-type: none"> • 2m distance markers thought the building and outside entrances • Signs up to remind people to keep 2 meters • Reminder from person leading the service • Chairs laid out so ensure 2m distance is maintained and that bubbles don’t mix.
	Y	RC/AT	
	Y	OT	
	Y	RC/AT	
2. No physical contact between persons from different households/bubbles	Y	RC/AT	<ul style="list-style-type: none"> • Chairs laid out to ensure 2m distance is maintained and that bubbles don’t mix. • A minimum of 3 chair gap between bubbles must be maintained at all times. • People managed by stewards on entrance and exit to maintain 2-meter social distancing. • Include in pre-opening email. • Include in booking system • Reminder from front at the end of the service to leave promptly and without interaction between bubbles • Children <u>must</u> remain seated, and with parents at all times. • Remove any children’s toys etc. to locked cupboard • Only one service leader / preacher/participant
	Y	OT	
	Y	STEWARDS	
	Y	OT	
	Y	MF	
	Y	OT	
	Y	PARENTS	
	Y	RC/AT	
Y	OT		

Control Measures	Control in place (Y/N)	Person Responsible	Comments
	Y	RC/AT	<ul style="list-style-type: none"> on the platform at a time. One set of steps up, a different set down.
	Y	RC/AT	<ul style="list-style-type: none"> Kitchen has a one in, one out system with social distance queuing marked by signage. Sanitiser station outside to be used before entry and on exit.
	Y	AMcB	<ul style="list-style-type: none"> Each room has a sign to say how many people are allowed in it at one time, socially distanced. Whoever is running the group using a room will be responsible for ensuring the capacity isn't exceeded.
	Y	RC/AT	<ul style="list-style-type: none"> Tech team to use a one up, one down system on the stair case to tech area and to wear face masks whilst at the desk. Gloves will be made available. Max capacity is 3 people in tech area at any one time. Sign to indicate only one person behind the reception desk at a time.
3. All attendees required to wear a face covering	Y	OT	<ul style="list-style-type: none"> include in pre-opening email to all church attenders
	Y	MF	<ul style="list-style-type: none"> Include in booking system
	Y	RC/AT	<ul style="list-style-type: none"> Signs on entrance to notify people entering the building.
	Y	OT	<p>Exemptions from this include:</p> <ul style="list-style-type: none"> Leaders/preachers/those taking part who are more than double the 2m distance rule and elevated on a platform. Face coverings should be worn when in the congregation Children under the age of 11 (Public Health England do not recommended face coverings

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			for children under the age of 3 for health and safety reasons) <ul style="list-style-type: none"> • People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability • Where putting on, wearing or removing a face covering will cause you severe distress
4. One-way system of flow through building to avoid pinch points	Y	RC/AT	<ul style="list-style-type: none"> • One-way system marked with a variety of floor signs, posters, barriers
5. Areas marked out of bounds where appropriate	Y Y Y Y	RC/AT RC/AT RC/AT RC/AT	<ul style="list-style-type: none"> • Retractable barriers will be used where possible • “No Entry” Signs and doors closed/locked where possible. • Upstairs closed off for Sundays with retractable barriers and signs • “Normal” entrance doors to main worship hall closed for no access except in the case of a fire. ONLY WHEN WORSHIP HALL IS IN USE
6. Seating arrangements adapted for social distancing	Y Y Y Y	RC/AT OT OT OT	<ul style="list-style-type: none"> • Layout of chairs done in order to maintain social distancing. • Minimum of 3 seats between bubbles • Families allocated one block of seating and vulnerable another, the opposite side of the room. • All those taking part during the service to sit on the front row to ensure 2 meters is maintained when going to and from the platform.
7. Capacity monitored and entry stopped when capacity reached	Y	MF/OT	<ul style="list-style-type: none"> • Booking system in place with set number of places available. (This will be monitored and

Control Measures	Control in place (Y/N)	Person Responsible	Comments
	Y	MF	attenders will be rotated if required).
	Y	OT	<ul style="list-style-type: none"> • Ensure spare space in booking capacity for those visiting/walking in off the street. • Church members will be kindly asked to offer their place to a visitor in the event the out attendance reaches capacity under Government restrictions.
	Y	OT	<ul style="list-style-type: none"> • Include in pre-opening email.
8. No singing during services	Y	OT	<ul style="list-style-type: none"> • Any songs will be played either live with Flexi screen in place, ensuring all equipment (mics and instruments) are thoroughly cleaned/sanitised before and after use.
	Y	OT	<ul style="list-style-type: none"> • Included in pre-opening email to all church attenders.
9. Signage in place to remind people of safe practices	Y	RC/AT	<ul style="list-style-type: none"> • Appropriate signage placed outside the church building on entrance, throughout the building at appropriate places including toilets, doors, doorways, closed off areas and general spaces, pre-service PowerPoint slides.
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Y	RC	<ul style="list-style-type: none"> • The entrance will be adapted to ensure disabled access via a ramp
	Y		<ul style="list-style-type: none"> • Main Exits are all level with the ground to ensure inclusion of those who are disabled.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	OT	<ul style="list-style-type: none"> • Included in pre-opening email
	Y	MF	<ul style="list-style-type: none"> • Include in booking system
	Y	OT	<ul style="list-style-type: none"> • Service leader/Preacher reminds attenders to stay in their bubble
	Y	RC/AT	<ul style="list-style-type: none"> • Signage on entrance and exits as well as main meeting hall
	Y	MF	<ul style="list-style-type: none"> • include in pre-service PowerPoint

Risk:		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	12

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y	STEWARDS	<ul style="list-style-type: none"> Internal doors that aren't fire doors will be wedged/fixed open whilst building is occupied External doors will be left open where possible Windows opened where possible inside main entrance doors closed and side door opened when service starts
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	VW	<ul style="list-style-type: none"> The church cleaner will continue to clean high impact areas regularly. All high contact surfaces will be cleaned before the building opens and when it closes each time Suitable and sufficient sanitiser spray will be available for regular touchpoints to be cleaned regularly. Tech area to be cleaned with special products specific for tech equipment. Before and after a room is used, especially when less than 72 hours between uses ensure a fogger machine is used to deep clean, especially fabric.
	Y	VW	
	Y	VW	
	Y	AMcB	
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	OT	<ul style="list-style-type: none"> No collection bag to be passed round Collection box placed at the back of the church
	Y	MF	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
	Y	MF	<ul style="list-style-type: none"> away from high traffic areas. • Money deposited won't be touch for at least 72 hours.
<p>4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>VW</p> <p>RC/AT</p> <p>RC/AT</p> <p>RC/AT</p> <p>OT</p> <p>OT</p> <p>OT</p>	<ul style="list-style-type: none"> • All toilets have hand driers or disposable hand towels • 1 person per toilet room with signage up and floor stands with signs to mark waiting space at a 2-meter distance. • Where multiple cubicles are, ones not to be used will be blocked off with signs/tape/locked to avoid more than one being used. • Hygiene/handwashing posters displayed in all toilets • Use of toilets included in pre-opening email • encourage people to use toilets before they come. • Service is kept to an hour max. • Exiting toilets, you will go through the creche room, out the side door and around the front back in the main entrance.
<p>5. Building not used again for 72 hours or building thoroughly deep cleaned between uses</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>OT</p> <p>IR/RD</p> <p>IR/RD</p>	<ul style="list-style-type: none"> • Activities taking place will be constantly reviewed due to attendance. • Anything taking place less than 72 hours before or after another activity will mean a fogger machine is used to deep clean. • Foodbank can currently use the back hall as it happens on a Friday. • Risk assessment from foodbank required which should support and follow our guidelines for the safe and secure use of the building. They

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			<p>cannot use the kitchen. Any areas used must be deep cleaned following our guidelines as a minimum as it is 72 hrs before a Sunday gathering.</p> <ul style="list-style-type: none"> • Foodbank could move to another day to ensure 72 hours between activities whilst other regular activities aren't taking place and in agreement with the OT/LT
<p>6. No serving of food and drink items prior to, during or after the service.</p>	<p>Y Y Y</p>	<p>OT MF MF</p>	<ul style="list-style-type: none"> • Included in pre-opening email to all church attenders. • Include in booking system • Include in pre-service PowerPoint slides
<p>7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.</p>	<p>Y</p>	<p>OT</p>	<ul style="list-style-type: none"> • Pre-opening email to informal all church attenders to bring their own Bible
<p>8. Microphones and other equipment kept to a single individual wherever possible.</p>	<p>Y Y Y Y Y</p>	<p>AMcB OT OT AMcB OT</p>	<ul style="list-style-type: none"> • Service leader and Preacher will have their own they use each week. • Other people doing readings etc. will do so via video or a separate stand mic on the platform. • Those using sperate stand mic will instructed not to touch it. • All equipment cleaned thoroughly before and after use. • Lectern shared by a maximum of two people. Cleaned between uses with appropriate sanitiser.
<p>9. Undertake the 'Pre-Event Checklist' and Cleaning Checklist</p>	<p>Y</p>	<p>LEADERS/VW</p>	<ul style="list-style-type: none"> • Checks to be carried out at least 24 hours before the building re-opens and before each service/use. • These documents are Appendix 2 and 3 in this document

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. Keep Register of attendees	Y	RC/AT	<ul style="list-style-type: none"> • Clear display of data collection policy on entrance with reason why we are collecting and for how long it is held. • The booking list will be printed each week and used to tick people in and out • Anyone not on the list will be asked to complete a track and trace form. • Track and trace forms along with pens will be available on a separate small table suitably distanced. • Pens will be used from a pot marked clean and when used placed into a pot marked used and then sanitised. • Stewards to monitor on the inside of the entrance. must wear face masks
	Y	MF	
	Y	STEWARDS	
	Y	MF	
	Y	STEWARDS	
	Y	STEWARDS	
11.			
12.			
13.			
14.			
15.			
16.			
17.			

Risk:		Transmission of Coronavirus to an individual via toilet facilities				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	12

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	VW	<ul style="list-style-type: none"> The church cleaner will adjust their focus of time to ensure regular cleaning of all high touch points are cleaned thoroughly
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	VW	<ul style="list-style-type: none"> All toilets have hand dryers or hand towels Ensuring we always have a good stock of consumables good supply of hand soap available at all times Posters displaying one in and one out system Floor stand posters to mark socially distanced waiting points Where multiple toilets are in place only one will be accessible the rest will be closed off with tape, locked and or signage. Hand sanitiser stations at waiting points for back toilets and one near reception.
	Y	VW	
	Y	VW	
	Y	RC/AT	
	Y	RC/AT	
3. Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Y	LEADERS/VW	<ul style="list-style-type: none"> Checks to be carried out at least 24 hours before the building re-opens and before each service/use. These documents are Appendix 2 and 3 in this document
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much	Y	RC/AT	<ul style="list-style-type: none"> Posters displayed in all toilet areas, including the backs of toilet doors

Control Measures	Control in place (Y/N)	Person Responsible	Comments
as possible.	Y	OT	<ul style="list-style-type: none"> Included in pre-opening email to all church attenders
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	VW	<ul style="list-style-type: none"> The church cleaner to fill in a cleaning sheet which will be located in each toilet. this will have the person's name and date it was last cleaned. All high usage bins – toilets, kitchen, reception to use double bags. The church cleaner to empty all bins every time they clean no matter how much waste is in them.
	Y	VW	
	Y	VW	
6. Ask people to spray clean toilet after use	Y	RC/AT	<ul style="list-style-type: none"> Signage to explain this in each toilet Suitable products available at all times include in pre-opening email
	Y	VW	
	Y	OT	
7. Children under 11 to be accompanied to the toilet	Y	OT	<ul style="list-style-type: none"> Include in pre-opening email Signage to remind people. Include on pre-service PowerPoint Reminder outside all toilets reminder from the front by service leader
	Y	RC/AT	
	Y	MF	
	Y	OT	
8.			
9.			
10.			
11.			
12.			

Risk:		Transmission of Coronavirus to an individual via contaminated waste				
Persons at risk		Cleaners and anyone else handling waste				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	2
	Overall Risk	35			Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	OT	<ul style="list-style-type: none"> • Include in pre-opening email to all church attenders
2. All waste to be assumed contaminated and handled appropriately	Y	RC/AT	<ul style="list-style-type: none"> • Signs near bins
	Y	RC/AT	
3. Anyone handling waste to be trained in suitable working practices	Y	RC/AT	<ul style="list-style-type: none"> • Notices provided by bins • Church cleaner instructed by Staff Management Team
	Y	MW	
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	MF	<ul style="list-style-type: none"> • Face mask available • Gloves available • Wash hands/sanitise thoroughly afterwards
	Y	MF	
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	VW	<ul style="list-style-type: none"> • ensure enough for all bins to be double bagged • All bin bags tied off before placed in wheelie bin
	Y	VW	
6. Lidded bins operated by foot-pedal to be provided	Y	MF	<ul style="list-style-type: none"> • Made available in all areas.
7.			
8.			

Risk:		Transmission of Coronavirus to an individual via working in the church building				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	2
	Overall Risk	35			Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	MW	<ul style="list-style-type: none"> Zoom available on all staff devices for meetings
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	CHURCH LEADERS & STAFF	<ul style="list-style-type: none"> Plan when essential meetings will take place and where. Ensure chairs are set at least 2 meters apart.
	Y		
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	CHURCH LEADERS & STAFF MF	<ul style="list-style-type: none"> All attendees to have their own pen Anything shared must be sanitised before and afterwards Face Masks and gloves available
	Y		
	Y		
	Y		
4. Provide hand sanitiser in rooms used for meetings.	Y	VW CHURCH LEADERS & STAFF RC/AT/IR	<ul style="list-style-type: none"> Suitable products in good supply and available People attending informed it is there and when to use it – any surfaces cleaned before and afterwards Signs in each room of what to do before and after use.
	Y		
	Y		
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	CHURCH LEADERS & STAFF	<ul style="list-style-type: none"> Where possible meet in someone's garden or another suitable outdoor space. If essential at church ensure doors and windows are open
	Y		
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	RC/AT	<ul style="list-style-type: none"> Spots and tape markings used to indicate social distancing spaces.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. Implement cleaning procedures for goods and items entering the premises.	Y Y Y	MF MF MF	<ul style="list-style-type: none"> • deliveries to be left in creche room for minimum of 72 hours after arrival • Anything needed before then to be sanitised with available products. • PPE available.
8. Prevent spread of germs from people coming into reception to the Administrator or anyone else sitting at the reception desk.	Y	RC	<ul style="list-style-type: none"> • A flexi screen installed on top of the reception desk.
9.			

The Trustees of Cranleigh Baptist Church are happy with the content of this Risk Assessment and take full responsibility for its implementation.

Signed: _____ Printed: _____ Date: _____

Review/Revision Record

Date of Review	Confirmed by	Comments
28 th July 2020	Andy Turnbull	Presented to Leadership Team by COVID-19 Risk Assessment Team
31 st July 2020	Andy Turnbull	Sent to Risk Assessment Team for final review before going live and implementing measures
7 th August 2020	Andy Turnbull	Feedback from Risk Assessment team with some amendments
1 st September	Andy Turnbull	Ratification of control measure put in place and any adjustments according to guidance changes
10 th September	Andy Turnbull	To reflect legal changes brought in by the government from 14 th September
15 th September	Andy Turnbull	Updated information surrounding exemptions from wearing face masks and final check

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes

Staff Member Name (Print)	Signature	Date
A signed copy is available in the church office		