



Totterdown Baptist Church

Coronavirus (Covid-19) Procedures for External Groups using the Building

September 2020

This document is available to download from the tbc website (www.tbc.org.uk).

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1. H&S Policy Statement

The following Policy Statement is taken from H&S Management Plan:

Totterdown Baptist Church (hereafter referred to as tbc) is committed to ensuring the safety of all who use the church premises (including employees, volunteers, the church fellowship, contractors and external groups who make use of the buildings and facilities).

tbc will meet this commitment by ensuring that:

- Health and safety responsibilities are clearly defined
- People are competent to undertake their responsibilities
- All significant activities taking place within the church are subject to risk assessment and appropriate controls put in place to minimise risk as far as is reasonably practicable.
- The church premises, furnishings and equipment are maintained in a safe condition
- Sufficient resources are available to implement this policy
- Accidents, incidents and near misses are investigated, recorded and reported as necessary to the enforcing authority
- The health and safety policy, risk assessments and precautions are reviewed periodically.

2. Coronavirus (Covid-19)

The church building is extensively used by the church fellowship and the local community. The Coronavirus (Covid-19) pandemic resulted in the stopping of all activities taking place within the church building. With restrictions being lifted, the Government have drafted a series of guidance to allow buildings to reopen and certain activities to resume. The main ones related to tbc are:

- [COVID-19: Guidance for the safe use of places of worship during the pandemic](#)
- [COVID-19: Guidance for the safe use of multi-purpose community facilities](#)
- [Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)

Other guidance may be applicable dependent on the nature of the group or activity; it is for group leaders to ensure that they read and implement the appropriate guidance (available at www.gov.uk/coronavirus).

The Government has placed churches in a privileged position by allowing us to 'break' the general rules which do not allow more than six individuals to occupy the same internal space, so it is important to respect the guidance that allows this. As a church we cannot and should not condone or knowingly facilitate any activity which is both contrary to both the practicalities and spirit of the regulations/guidelines. And we don't want to be risk averse but do need to err on the side of caution. The church - as a fellowship and a community building - do not want to be responsible for anyone catching or transmitting Covid-19. There's obviously the potential for negative PR (through any association with the building, whether or not it's a church-run activity), but more importantly the risk to health.

TBC have put in place protective measures to make the building "COVID-secure" and facilitate the safe use of the building for church-related and external groups, on the assumption that individual

groups adhere to the appropriate guidance. We are now able to open the building and allow groups to resume meeting.

Many measures have been put in place, including:

- hand sanitiser at entrance/exit points
- increased signage
- one-way system for the stairs
- room occupancy limits
- increased/enhanced cleaning

This document should be read in conjunction with the following documents, which are available to view on the Policies page of the church website (www.tbc.org.uk):

- tbc Coronavirus Risk Assessment
- tbc Re-opening Appendices

In the event of any conflict between this document and any applicable legislation or Government guidance, the applicable legislation/guidance shall prevail. Consideration should also be given to any local restrictions that may be in place.

3. External Groups

It is the responsibility for any group using the church premises to implement the Government guidance appropriate for the nature of the group and their specific activity. The guidance is still to reduce large social connections. As a minimum this includes maintaining social distancing and not 'socialising' inside with more than six individuals.

If there is any aspect of the building or protective measures that TBC have implemented that are deemed deficient to allow a group/activity to meet, then the group must cease meeting and the issue must be reported immediately. TBC reserve the right to prevent groups meeting if we deem them to be in breach of Coronavirus guidance, either by putting themselves or other users of the building at increased risk.

Prior to a group restarting meeting in the building, we require each group to produce – and provide on request – the following related to their specific group/activity:

- Coronavirus Risk Assessment
 - Dependent on the group/activity, this could be confirmation that social distancing will be maintained.
- Register of Attendees (and Privacy Notice)
 - Groups are required to take a register of attendees' contact details. This is to support NHS Test and Trace to help stop the spread of COVID-19.
 - A Privacy Notice is also required.
- Emergency Action Plan
 - A plan is required should someone attending the group display Coronavirus symptoms.
 - Please inform TBC so that we can ensure sufficient cleaning measures are implemented.

The church's own risk assessments, register etc. can be found in the tbc Re-opening Appendices. These can be copied and adapted if required, but each group leader should ensure it is appropriate to their group/activity.

Group leaders should adhere to the checklist in Appendix 1.

Appendix 1: Group Leader Checklist

Group Leader Responsibilities:

Before event:

1. Prop open doors (with wedges).
 - Although note that depending on your group/activity you may wish to close certain doors for safety or security reasons.
2. Wipe down any high risk surfaces that are required to be touched (e.g. door handles, taps).
 - Cleaning equipment is provided at several locations around the building.

During event:

3. Be respectful of all attendees and their needs.
4. Register of Attendees
5. Capacity will vary depending on the room and the size of households / support bubbles.
6. Cleaning (enhanced cleaning procedures):
 - a. Check and clean toilet(s) at least every 2 hours (log on cleaning sheet).
 - b. Regularly clean any high risk surfaces, e.g. bannisters, seats
 - c. Log on cleaning sheet.

After event:

7. Wipe down any high risk surfaces.
8. All waste to be assumed contaminated and handled appropriately – please remove your own waste from the building, although you may ignore any waste in the toilet bins
9. Leave the building as you found it.

Group Leader to check / ask / remind / inform all attending their group/activity:

1. Should you be **self-isolating** as a result of:
 - Having symptoms of coronavirus yourself (cough, and/or high temperature, and/or loss of, or change in, normal sense of smell or taste (anosmia)),
or
 - Positive test / Being advised to do so by NHS Test & Trace / Returning from foreign travel (from non-exempt country/region) / A member of your household has symptoms.

2. Check: Is the attendee wearing a **face covering**?

In adherence with Government guidance, attendees are expected to wear a face covering before entering the building and must keep it on until they leave unless there is a reasonable excuse for removing it.

Specific exclusions includes (but is not limited to):

 - children under the age of 11,
 - people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability,
 - activities involving physical exercise (n.b. the covering must be worn when not partaking in this activity, e.g. entering and leaving the building).

3. Please make use of the **hand sanitiser**.

4. Please follow **social distancing** with those outside of your household/bubble (n.b. show/explain the one-way route, seating etc.)

5. We recommend all groups **minimise eating/drinking** whilst on the premises, and the sharing of food and crockery/utensils should be avoided,

6. Children under 11 to be accompanied to the **toilet**.

7. Please **take waste home** with you (if possible).

8. On leaving the building, please **maintain social distancing**, and in particular government guidelines on group sizes outside of the building.