



Totterdown Baptist Church

# Re-Opening following Building Closure due to Coronavirus (Covid-19)

August 2020

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## Appendix 1: Reoccupation Checklist

Date: 01/08/20

Completed by: J Rayers

|   | Yes | No | N/A | Action Required  |
|---|-----|----|-----|--|
| <b>Statutory Checks</b>   |     |    |     |  |
| 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?   |     |    | ✓   |  |
| <b>Fire Safety</b>  |     |    |     |  |
| 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?  | ✓   |    |     | Contractor advised satisfactory to service after building re-occupied. |
| Has the fire alarm been tested weekly during the lockdown period?   |     | ✓  |     | Stewards to test break-point alarms on arrival into building.          |
| 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)?  |     |    | ✓   |  |

|   | Yes                  | No | N/A | Action Required |
|---|----------------------|----|-----|-----------------|
| 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)?  |                      |    | ✓   |                 |
| <b>Emergency Lighting</b>   |                      |    |     |                 |
| 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?  | ✓                    |    |     |                 |
| <b>Building Security</b>  |                      |    |     |                 |
| Is there any damage to the structure, roof, windows or fixtures?  |                      | ✓  |     |                 |
| Is the CCTV system functioning correctly?   |                      |    | ✓   |                 |
| Is the intruder alarm functioning correctly?  |                      |    | ✓   |                 |
| <b>Contractors</b>  |                      |    |     |                 |
| 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? | ✓                    |    |     |                 |
| <b>Water Safety</b>   |                      |    |     |                 |
| 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?  |                      |    | ✓   |                 |

|   | Yes | No | N/A | Action Required  |
|---|-----|----|-----|--|
| Is Thermostatic Mixing Valve (TMV) maintenance up to date?  |     |    | ✓   |  |
| Has the system been disinfected/chlorinated (including water tanks) where necessary?                                |     |    | ✓   |  |
| <b>Utilities</b>  |     |    |     |  |
| If any utilities have been temporarily shut off, have these been turned back on?                                    |     |    | ✓   |  |
| <b>Equipment</b>  |     |    |     |  |
| 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?                                      | ✓   |    |     |  |
| <b>Staffing</b>   |     |    |     |  |
| Have risk assessments and plans been reviewed and agreed with vulnerable persons?                                   | ✓   |    |     |  |
| Has your Lone Working Risk Assessment been reviewed?  |     | ✓  |     | No change to assessment.   |
| 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?   | ✓   |    |     | Phased re-opening (starting with Day of Prayer) to trial mitigation measures before more large-scale re-opening. |
| <b>General</b>  |     |    |     |  |
| Has the building been checked for signs of pest infestation? Where appropriate, has a pest control                  | ✓   |    |     |  |

|  | Yes | No | N/A | Action Required |
|--|-----|----|-----|-----------------|
| contractor visited the premises recently and are suitable controls in place?                                     |     |    |     |                 |
| Is any asbestos likely to have been disturbed during lockdown?   |     | ✓  |     |                 |
| Has the insurance company been informed of the recommencing of activities within the premises?                   | ✓   |    |     |                 |
| Has re-occupation been considered within the Business Continuity Plan?   |     |    | ✓   |                 |
| Can social distancing measures be observed, where reasonable, at all times?                                      | ✓   |    |     |                 |
| Has a COVID-19 Re-occupation Risk Assessment been completed to ensure controls are implemented to protect staff? | ✓   |    |     |                 |
| Has the risk assessment been communicated to all staff to ensure their awareness of requirements?                | ✓   |    |     |                 |
| Have all areas to be occupied been deep cleaned?   | ✓   |    |     |                 |
| Do you have sufficient cleaning staff, stock and processes in place to ensure that your premises remain safe?    | ✓   |    |     |                 |
| Are there sufficient hand-cleaning facilities made available, such as soap and hot water or hand sanitiser?      | ✓   |    |     |                 |
| Do trees and boundary walls within your grounds appear visually safe?  | ✓   |    |     |                 |
| Have you reviewed your last General Risk Assessment (GRA)?   | ✓   |    |     |                 |

Summary of actions identified

| Action required                 | By                     | Priority | Time scale | Completed |
|---------------------------------|------------------------|----------|------------|-----------|
| Fire alarm service              | J Rayers               | High     | 1 month    |           |
| Test fire alarms (break points) | S Piggot /<br>R Whiter | High     | 1 week     |           |
|                                 |                        |          |            |           |
|                                 |                        |          |            |           |

## Appendix 2: Pre-Event Checklist

Leader name: J Rayers

Date: 01/08/20

| Item  | Y or N | Comments       | Reported to |
|---|--------|----------------|-------------|
| Has the latest government guidance been checked and followed?   | Y      |                |             |
| Have any members of team reported any symptoms of COVID-19?   | N      |                |             |
| Has the Cleaning Checklist been completed and cleaning materials put in place?  | Y      |                |             |
| Is there adequate hand soap, paper towels and running water in place?   | Y      |                |             |
| Has hand washing facility or sanitiser been provided in all locations needed  | Y      |                |             |
| Are bins available for disposal of any rubbish?   | Y      |                |             |
| Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place  | Y      |                |             |
| Are stewards briefed on agreed procedures for arrivals, departures and emergencies?   | Y      |                |             |
| Have chairs/pews been laid out and marked in line with social distancing requirements?  | Y      |                |             |
| Procedures in place to record names and contact details of attendees  | Y      |                |             |
| Building ventilation set in line with recommendations to maximise air flow  | Y      |                |             |
| Is there any other information to consider?   | N/A    |                |             |
| <p>After carrying out the above checks, please sign below.</p> <p>I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19.</p> |        |                |             |
| Leader signature: J Rayers  |        | Date: 01/08/20 |             |

## Appendix 3: Cleaning Checklist

Date: 01/08/20

Completed by: J Rayers

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 | 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.

## Cleaning Sheet

|       |  |
|-------|--|
| Area: |  |
|-------|--|

As a minimum, areas should be checked and wiped down before and after events. High risk areas (such as toilets, or door handles) should be cleaned as a minimum every 2 hours whilst an event is running.

Our church cleaner does more thorough cleans periodically, with timings dependent on building use and event timings.

| Day / Date | Time | By |
|------------|------|----|
|            |      |    |
|            |      |    |
|            |      |    |
|            |      |    |
|            |      |    |





## Privacy Statement

### Totterdown Baptist Church Privacy Notice for collecting contact information from church attendees.

This privacy notice is an addendum to Totterdown Baptist Church's main privacy statement and notices. The Charity Trustees of Totterdown Baptist Church (as Data Controller) can be contacted by ringing 0117 977 8040 or emailing [info@tbc.org.uk](mailto:info@tbc.org.uk).

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Totterdown Baptist Church can pray and worship during this COVID-19 recovery phase. We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at Totterdown Baptist Church and it may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks. Your name and contact details will temporarily be securely stored in a locked cabinet within a locked room within the building. They will be retained for a period of 21 days in line with government guidance and then disposed of within the following 7 days.

Please inform Totterdown Baptist Church as soon as possible if you test positive for coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see [www.ico.org.uk/coronavirus](http://www.ico.org.uk/coronavirus).

## Appendix 5: Emergency Action Plan

### Coronavirus Emergency Action Plan

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

- 1) The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing.
- 2) Anyone known to have been in close contact with the case advised to wash their hands as soon as possible
- 3) Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.
- 4) Consider whether to bring the service to an early conclusion.
- 5) Consult Health & Safety Executive website as to whether the event should be reported.  
<https://www.hse.gov.uk/coronavirus/riddor/>.

## Appendix 6: Contractor Checklist

| COVID-19 Contractor Checklist – Site Safety |  |                               |  |
|---|--|-------------------------------|--|
| Church Site Name                            |  | Name of Church representative |  |
| Contractor Name                             |  | Date                          |  |

| A – Specific Hazards                     |
|--|
| <b>Hazards specific to the task:</b>     |
| <br><br>                                 |
| <b>Hazards specific to the premises:</b> |
| <br><br>                                 |
| <b>Who may be harmed?</b>                |
| <br><br>                                 |

| Assessment Checklist  | Yes | No | N/A |
|---|-----|----|-----|
| <b>Information</b>  |     |    |     |
| Have employees been advised on the latest government guidance on COVID-19, including what to do if they become ill?   |     |    |     |
| Have employees received appropriate training in minimising the transfer of COVID-19 at work?  |     |    |     |
| Has a call to site been undertaken to establish their COVID-19 policy?  |     |    |     |
| <b>Personal protective equipment (PPE)</b>  |     |    |     |
| Has a risk assessment been undertaken to determine what level of PPE is required for the task to protect from COVID-19? (e.g. single-use gloves, disposable overalls, face masks, eye protection, etc.) |     |    |     |
| Is the PPE identified in the risk assessment available?   |     |    |     |
| Have employees received training in the appropriate use of the PPE?   |     |    |     |
| <b>Welfare</b>  |     |    |     |
| Are there suitable handwashing facilities on site?  |     |    |     |
| Are employees provided with hand sanitiser where handwashing facilities are unavailable?  |     |    |     |
| Is there a suitable area to take rest breaks?   |     |    |     |

|   |  |  |  |
|---|--|--|--|
| Have employees been instructed not to eat/drink/smoke/touch face without first washing their hands?                 |  |  |  |
| <b>Site arrangements</b>  |  |  |  |
| Can any of the work be done off site to minimise exposure?  |  |  |  |
| Can the work be moved outside or to a location where there are minimal persons?                                     |  |  |  |
| Can barriers be used around the work area to maintain a safe distance between employees and others in the vicinity? |  |  |  |
| Do any tools/equipment used on site need to be decontaminated due to potential COVID-19 exposure?                   |  |  |  |

| <b>B Assessment Rating</b>                                     |   |             |
|--|---|-------------|
| <b>The current risk assessment rating is considered to be:</b> |   | <b>Tick</b> |
| <b>High risk</b>   | Fatal or major injuries or irreversible health effects to one or more people are highly probable. |             |
| <b>Medium risk</b>   | Serious injury or ill-health effects are possible.  |             |
| <b>Low risk</b>  | Minor injury or reversible minor health effects may occur.  |             |
| <b>Insignificant</b>   | The activity presents no greater risk than those associated with life in general.                 |             |

| <b>Action required</b> | <b>By</b> | <b>Priority</b> | <b>Timescale</b> | <b>Completed</b> |
|------------------------|-----------|-----------------|------------------|------------------|
|                        |           |                 |                  |                  |
|                        |           |                 |                  |                  |
|                        |           |                 |                  |                  |
|                        |           |                 |                  |                  |
|                        |           |                 |                  |                  |
|                        |           |                 |                  |                  |
|                        |           |                 |                  |                  |
|                        |           |                 |                  |                  |
|                        |           |                 |                  |                  |

|                                     |  |            |  |      |  |
|-------------------------------------|--|------------|--|------|--|
| Church representative signature     |  | Print name |  | Date |  |
| Contractor representative signature |  | Print name |  | Date |  |



## Appendix 7: Event Steward Checklist

### Steward Responsibilities:

#### Before event:

1. Prop open doors (with wedges).
2. Wipe down any surfaces that are required to be touched (e.g. door handles, taps).

#### During event:

3. Be respectful of all attendees and their needs.
4. Register of Attendees
5. Capacity will vary depending on the size of households / support bubbles.  
The maximum number in Sanctuary is assuming all available pews are taken by a household.
6. Cleaning (enhanced cleaning procedures):
  - a. Check and clean toilet(s) at least every 2 hours (log on cleaning sheet).
  - b. Regularly clean any touched surfaces, e.g. pew woodwork (inc. seats).
  - c. Log on cleaning sheet (see next page).
7. If someone does want to give money, then they can do so. This needs to be left in the vestry for 72hrs before counting. If someone wants to use a Bible, ensure it is set aside afterwards with a note not to touch for 72hrs (n.b. make sure the note gives the day/time when it was used!)

#### After event:

8. Wipe down any areas that have been touched.
9. All waste to be assumed contaminated and handled appropriately.
10. Put a dated note next to any items that should not to be touched for at least 72hrs (e.g. Bibles).

**Stewards to check / ask / remind / inform all attendees:**

1. Should you be **self-isolating** as a result of:
  - a. 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
  - b. 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**?
  - a. If not, please ask sensitively and offer them a disposable one if they do not have one themselves.
  - b. It becomes law to wear a face covering inside a place of worship from 08/08/20, however our church policy follows government guidance in that we recommend the wearing of them. N.b. there may be a genuine and accepted reason for someone not to wear a face covering, for which we have to take them at their word (and do not need to know the reason).

*Government guidelines:*  
*In settings where face coverings are required in England, there are some circumstances, for health, age or equality reasons, where people are not expected to wear face coverings. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.*

...

*You do not need to wear a face covering if you have a legitimate reason not to. This includes (but is not limited to):*

    - *young children under the age of 11 ...*
    - *not being able to put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability*

...
  
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. Children under 11 to be accompanied to the **toilet**.
  
6. Please **take waste home** with you (if possible).
  
7. On leaving the building, please **maintain social distancing**, and in particular government guidelines on group sizes outside of a place of worship setting.

