

Kings Norton Baptist Church



Applying denominational and government guidance for responsible operation during the Covid-19 Pandemic.

Includes the latest requirements as of
9th April 2021

Issue 11



Kings Norton Baptist Church

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Introduction

Plotting the best course for KNBC's return as the restrictions are relaxed.

Please find below our current plan regarding the re-opening of the Chapel for corporate worship. This is the second and more developed document produced subsequent to the governments more detailed deliberations (1st July) regarding places of worship.

At KNBC we will endeavour to be conscientious as we reopen the building for worship services. We don't want to under react in producing a new modus operandi, nor do we wish to over react. We want to honour the government in its role over our country and support it as it seeks to save lives. The risk to health remains ever present and is our concern and therefore we must apply the surest approach to minimize the risk of those attending. We also recognize that it is the Lord's will that his people should meet together and as mentioned recently I name some of these in the next paragraph.

Our Lord is present when his people are gathered in a way that he is not individually. One of His means of helping us is through each other, to spur one another to love and good works, to build each up in the faith, to feed on his word, to seek him in prayer together for encouragement, directions, ministry and guidance etc. Let us not lose the importance of what God had ordained by giving us the precious Lord's Day. Not to do this while we can reasonably and safely do is to dishonour him and result in the undue weakening of the Lord's people.

This document is in two parts. In the first part our attention is on what we need to do to reopen safely. The second contains the Appendices containing the source information. Some documents are too large to include. The main one is the 26 page BU [Coronavirus: Guidance on re-opening Baptist church buildings](#). Also referred to is the BU [Coronavirus: Guidance on church worship](#).

Here, immediately below, I summarise the government's advice, with the fuller articles as appendices and links to websites. Now, let's see how we could most wisely proceed.

Government advice from July 4th: what we can and can't do. (Government extracts are in **bold**.) Available at: <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>

Places of worship are allowed to open. Core extracts are:

Can I pray in a place of worship? [1.18]

Yes, from 4 July, places of worship can open for services and group prayer and strongly advised to follow COVID-19 Secure guidelines. You will be able to independently pray or hold a religious ceremony in a church, mosque, synagogue, temple or other place of worship. We advise that you limit your close social interaction in these venues to your own household and up to one other, wherever possible. When attending a place of worship, for ceremonies or services, it is important to observe the social distancing guidelines.

So what are those 'Secure guidelines'? These social distancing guidelines are summarized with:

What does the review of 2m mean in practice? [3.4]

From 4 July, people should either stay 2m apart or '1m plus' – which is one metre plus mitigations. These mitigations will depend on the workplace or setting. For example, on public transport, people must wear a face covering, as it is not always possible to stay 2m apart. In other spaces, mitigations could include installing screens, making sure people face away from each other, putting up handwashing facilities, minimising the amount of time you spend with people outside your household or bubble, and being outdoors.

What about the elderly and vulnerable?

Clinically vulnerable and over 70

We know that people 70 and over, those with certain underlying conditions and pregnant women may be more clinically vulnerable, so we have advised them to take particular care to avoid contact with others. Although such individuals can meet people outdoors and, from 4

July, indoors, you and they should be especially careful and be diligent about social distancing and hand hygiene. Never take a chance on visiting a clinically vulnerable person if you think you have COVID-19 symptoms, however mild.

The government upgraded its advice which included mandatory face coverings from 8th August 2020 **And it means a greater police presence to ensure face coverings are being worn where this is required by law. We will also extend the requirement to wear a face covering to other indoor settings where you are likely to come into contact with people you do not normally meet, such as museums, galleries, cinemas and places of worship. We now recommend face coverings are worn in these settings, and this will become enforceable in law from 8 August.**

For fuller government advice on criteria for vulnerability go to [here](#).

Note what:

- The BU says in ([Appendix III](#))
- The FIEC says in ([Appendix IV](#))
- BU solicitors say in ([Appendix V](#))

KNBC recognises the latest:

Birmingham City Council's voluntary standard

as of 8th April 2021

https://www.birmingham.gov.uk/info/50231/coronavirus_covid-19/2336/covid_charter_for_faith_settings

Covid Charter for Faith Settings

The Charter is a voluntary code which faith settings can adhere to and aims to give confidence to everyone that the place of worship is following all appropriate measures to make the premises Covid safe and reassure the community that all the relevant legislation and guidance have been met.

The place of worship would adopt the requirements (as set out below) for that charter to ensure robust and safe guidelines are followed to ensure a Covid -19 compliant premises;

The following will be the requirement for the faith setting to achieve charter status;

- A Covid-19 risk assessment
- Covid-19 safety signage is displayed
- A system is in place for checking Covid-19 symptoms of worshippers and faith workers
- A cleaning regime is in place
- Hand washing facilities are available
- Steps taken to maintain a 2 metre distance; and where that's not possible the business has implemented risk mitigation
- Staff are wearing adequate PPE
- All attendees are wearing a face covering
- A contact tracing system is in place to collect the details of customers and visitors
- Internal early outbreak management procedure

Environmental Health and Public Health can support you in achieving the charter requirements, so please contact us at: EHCovidEnquiries@birmingham.gov.uk

Support can be provided via meetings, visits and the sharing of the faith settings toolkit to help faith settings meet these requirements.

Our main aim is to support, enable and educate all places of worship to be a Covid complaint premises.

You may also qualify for a free Covid bundle to support you meet the requirements.

Earlier Status'

The latest information from 14th October 2020 - Birmingham is on a level 2 alert = high

the government advice is at <https://www.gov.uk/guidance/local-covid-alert-level-high>

The government advice for a place of worship is at

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/special-religious-services-and-gatherings-covid-19-checklist>

and the key elements shown below:

Special religious services and gatherings COVID-19 checklist

At home/with family

When celebrating religious festivals, your main concern should be to limit risks around the transmission of the virus. Those risks increase whenever households mix. A household means those people who usually live together under the same roof and share facilities with you. If you have family members who do not normally live with you (and are not part of your 'support bubble'), they need to be treated as a separate household.

That means that, even if your local alert level allows you to meet with other households, (see above):

- As hard as it is, try to meet as few people outside your household as possible.
- You should ensure you wash your hands frequently and keep at least 2 metres (or 1 metre with additional measures) apart from people outside your own household or bubble, even in other people's homes.
- Other actions taken to reduce the risk of transmission should also be considered, for example, any food shared should be pre-wrapped, and ensure friends and family use their own dishes and cutlery.
- Family visits to a grave should follow the social distancing rules, keeping at least 2 metres (or 1 metre with additional measures) apart between different households outdoors or indoors.

At your place of worship

Communal worship or prayer can be attended by as many people as the place of worship can safely accommodate, in a way which complies with [COVID-19 secure guidance](#). Separate households should maintain social distancing from one another at all times and restrictions on mixing should reflect the area's COVID local alert level. It is important that risks are managed sensibly.

In line with wider [Places of worship guidance](#):

Do - Follow the mitigations that places of worship have put in place, for example using booking systems, changes to entrances and exits or staggered arrivals.

Do - Continue to broadcast services online for those who need to stay at home or are able to mark the event at home to avoid large gatherings.

Don't break social distancing (2 metres between households, or 1 metre with mitigations, if 2 metres is not possible), and especially avoid touching people outside of your household.

Don't interact socially outside of your household, or (in Medium local alert levels only) the group (of up to 6 people), that you went to the place of worship with.

Do - You must wear a [face covering](#) (unless you are exempt) – you must also wear these if you travel on public transport or visit a shop.

Do - Make sure you provide your contact details to the place of worship to support the NHS Test and Trace service designed to track and help prevent the spread of COVID-19. This can be done through the NHS Test and Trace App.

Don't use shared areas for ablutions – wash at home, unless in an emergency.

Do - Remove communal resources such as prayer mats or prayer books. Single use alternatives

should be removed after use and disposed of by the worshipper.

Do - Make sure only you touch your belongings, for example shoes if removed.

Do - Take home any personal items brought in to aid worship, such as a prayer mat, prayer beads, or any ritual items associated with the festival.

Do - Speak into a microphone to lead devotions or sermons to avoid shouting. Avoid sharing microphones between different speakers.

Do - Small groups of singers, including choirs, can perform in front of worshippers. Singing should be limited to a small set group of people and

Don't - Activities should not include congregational singing or audience participation.

Gathering outside

We know that prayers in the park and other outdoor spaces are an important feature of some festivals.

People must follow the restrictions on social mixing set out by their area's COVID local alert level and adhere to social distancing between households.

In local 'COVID alert level: medium or high' areas people must not mingle in a group of more than 6 (other than with those they live with or have formed a support bubble with) outdoors.

In 'local COVID alert level: very high', people must not mingle outdoors with anyone they do not live with or have formed a support bubble with.

These are legal restrictions and the police will have the powers to enforce these legal limits, including to issue fines (fixed penalty notices) of £200, doubling for further breaches up to a maximum of £6,400.

In the grounds of a place of worship

The law allows for multiple groups to pray in a place of worship or its grounds.

In medium COVID local alert level areas, the law allows for multiple groups of 6 people to participate, provided that these groups do not mingle.

In high or very high level areas, the law allows for multiple groups of different households and support bubbles to participate, provided that these groups do not mingle.

A risk assessment must be conducted, and COVID-19 Secure measures implemented. The number of people who are able to gather will therefore be dependent on the size of the space available.

A risk assessment should also consider the security of worshippers. This may require involving local partners such as the police.

Church closed from 4th Nov re-opening 6th December

From the end of Lockdown 2nd Dec Birmingham is on the highest level tier 3 = very high alert.

<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

Now let us see what we at KNBC need to consider and act on in the following areas:

Preparation plan for opening the building

Practical arrangements

- Paper towels to replace cloth (dispensers put up in the loos)
- hand sanitizers
- Posters

Review of member views

Ask each likely attender if they are planning to attend when we reopen

Building assessment

[See the Reoccupation Checklist On the BU document](#) (Appendix 1 on page 15)

Risk assessment

[See the sheets below in Appendix VI – Coronavirus Risk Assessment for Opening Baptist Churches](#)

Cleaning the church (& Instructions to cleaners)

Prior to opening it is important to make sure the building is clean. The building has not been used for three months and is very much in need of it. Cleaning is also very much part of the guidance for the reopening of the buildings. I have included their instructions below to follow as best as we can.

Premises: KNBC Chapel	Date:	Completed by:
Area of building:		

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.

General operation plan

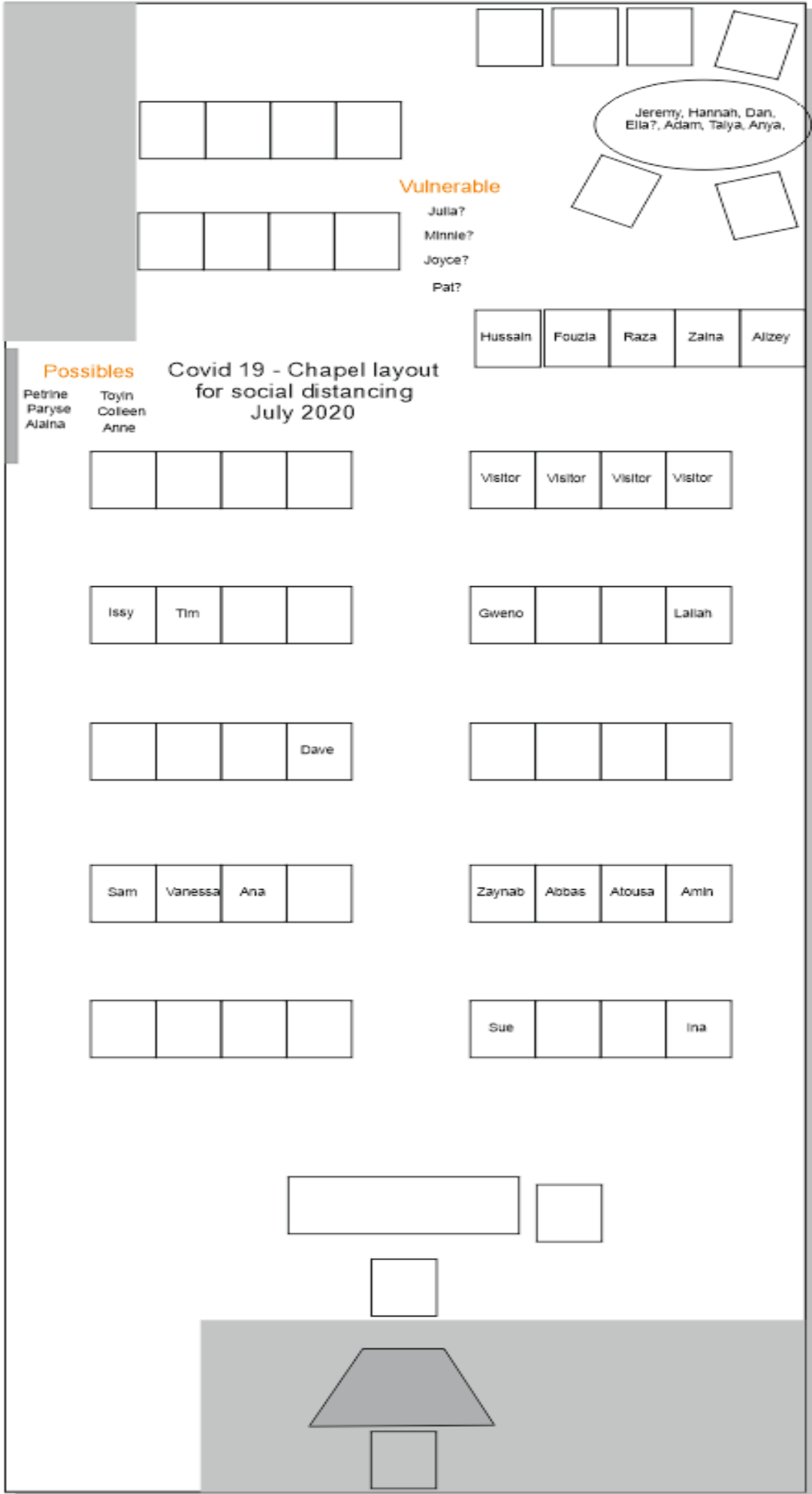
Welcoming attenders and recording their presence

One person standing back to verbally welcome folk as they arrive. The front door should be kept propped open, weather permitting, to avoid door handle contact. The welcome should include an invitation to clean hands with hand sanitizer which are to be provided in the foyer along with a disposable towels should people wish to use them and a bin. Other doors such as vestry should be left open where possible. No handshakes, hugs or contact with 2m spacing as best practice.

Please make a note of everyone who attends, (address and phone number of those we don't know)

	Sunday	Sunday	Sunday	Sunday
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Jeremy, Hannah, Dan,
Ella?, Adam, Talya, Anya.

Vulnerable

- Julia?
- Minnie?
- Joyce?
- Pat?

Hussain	Fouzla	Raza	Zaina	Alzey
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Possibles

- Petrine
- Paryse
- Alaina
- Toyin
- Colleen
- Anne

**Covid 19 - Chapel layout
for social distancing
July 2020**

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Visitor	Visitor	Visitor	Visitor
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Issy	Tim		
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Gweno			Lallah
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			Dave
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Sam	Vanessa	Ana	
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Zaynab	Abbas	Atousa	Amin
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Sue			Ina
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Seating

Seats to be allocated as much as possible. One row is kept for the unexpected visitor. The seating of people will need to be prepared on the basis of who is expected. Seats are spaced just over 1m from the person in front who is facing away with their back to you and 1.5 m from those to one side (i.e a two chair gap). This gap is not necessary if you are with your family group. A diagramme is on the door and at the front. (Seating plan as above)

Books

Bibles will be placed in book carrier of the seat in front. Please do not share outside of group. Return to the back of chair when finished where they will stay until the following week.

One of the government concerns about places of worship is the contamination with singing and shouting. As the words and unity of hymns are part of our praise we will have some hymns displayed with their words on the wall using the projector. This will enable us to join in with them in our hearts, to hum along with or sing quietly no louder than normal quiet speaking. No hymnbooks will be put out.

Bulletin

Single use sheets which are kept by the individual are acceptable in the guidance. Bulletins will be placed in the chair in front for personal use and to be taken home. This will also include the church's privacy policy for collecting attendance information.

Keeping a record of those attending

This is for track and tracing purposes. We are required to keep a record for 21 days. The person on the door will make a list and collect address and phone number from those who we don't know.

Refreshments

It looks best in view of minimal length meetings that we don't have refreshments at the end and don't linger unnecessarily. This could be reviewed in time.

Children

Children should be under the control of parents and not allowed to run around. The best option would be for the larger family group of children to use the vestry to the exclusion of others who wouldn't be allowed in.

Toilets

Remove cloth towels and replace with paper towels. Waste bin to be there in both loos. Antibacterial wipes will be available to wipe the toilet seat beforehand, then put in waste bin.

Communion

We do not do this straight away (on the first week back) but at when we feel ready. There could be one server who does the bread and then does the wine, reducing contact, wearing a face-mask and gloves. Recipients could hold their hands out and a piece of bread placed in their hand(s) with tongs (maybe). Alternatively, a large plate for the recipient who will touch/take one piece. The wine then could be given out and we all drink at the same time, cups put in the seat hole and collected later by the server. These little glasses will be prepared earlier under clean conditions by someone in the kitchen wearing gloves and mask. Bread cut up before and prepared as above.

Crèche

No Crèche except with those in a family group.

Bible Study

There will be no bible study after the service on Sunday. However, there is good reason to start again on Wednesdays where those attending could spread out in a large circle thus maintain good distancing.

Capacity

We will endeavour to plan ahead by contacting first those who usually come (particularly as we start up) and ascertaining likely attendance. Provision is made for the unexpected visitor but when the maximum safe capacity is reached then no more will be admitted.

Offering

Please place your offering in the box provided on near the door/the steps to the upper room. This retiring offering will be placed in a receptacle and secreted away for 72 hours before processed by one designated individual.

Minibus

Those travelling in the minibus should have face masks. Seating should fill from the back and empty from the front to avoid people brushing past in close proximity to each other.

KNBC Various departments status

It is going to be hard to see how we can run the following and expect to maintain social distancing.

- BapChap Youth Closed for now
- Crusaders Closed for now
- Playgroup Closed for now
- Lunch clubs Closed for now

Church members meeting

We are overdue a Church members meeting which we will plan in soon.

Instructions for attenders

Dear member / friend, we are glad you can attend with us on Sunday morning. When we meet we are adopting the guidelines put forward by the Government and the Baptist Union. Firstly:

- Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the place of worship due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household.

As you attend there a number of things for you to consider as we seek to maintain a Covid safe environment. The basic principle is in normal circumstances to aim for 2m between people outside your family group. This can reduce down to 1m where there are other mitigating factors that make it safer, such as people facing the other way.

- As you approach the door if there are others there then keep a distance standing by the cones.
- On entering please avoid contact with door handles as much as possible, (the front door should be already open weather permitting). As you enter you will be welcomed and your

name taken as a record of your attendance for track and trace purposes (kept for 21 days) See the Privacy policy on the Bulletin. Please wash your hands with the hand sanitizer.

- Ahead of you on the door is a seating plan. As much as possible please adhere to this so as to make the best use of our limited space. There will be someone around to help if needed.
- Seats have been allocated with 1m in front and 1.5 m on the side (two chairs)
- It is a requirement (from 8th August) to wear a face mask in a place of worship. Spare masks are available by the door. A 'shield' does not constitute a face covering which has to be over/cover the nose and mouth. The purpose of this is not for oneself but to save others.
- Avoid coming close when we bring greetings one to another so no handshakes, kissing or hugging. So do not gather in groups apart from your own household, otherwise it is 2m.
- Bibles will be placed in the seat in front for you to use, please leave them in place after use. Please don't share with anyone outside of your family group. Do of course bring your own if you prefer.
- Wash hands with the hand Sanitizer which are placed at six points around the building including the loos. Wash your hands more often than usual, and for 20 seconds using soap and water or hand sanitizer. Do so after coughing, sneezing and blowing your nose. The government says: 'when you cough or sneeze, cover your mouth and nose with a tissue, or the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically immediately afterwards and then wash your hands thoroughly.'
- The advice is that 'services should be concluded in the shortest reasonable time', which means it is better we don't have refreshments or continue to linger.
- Good planning will mean you, where possible, visit the toilet prior to arriving and/or when you return home. If you do use the toilets please wipe the seat before, and after, would be best.
- Please keep any children you bring close with you and restrain them from running around and coming close to others. Only one family group in the vestry.
- If you show symptoms please leave immediately and inform Francis by text (07951866124)

When you do not need to wear a face covering

As mentioned in the above face coverings are necessary in places of worship from 8th August 2020.

In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering. 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.

This includes (but is not limited to):

- children under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons)
- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- *employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer service) or transport workers (see section 6) - although employers may consider their use where appropriate and where other mitigations are not in place, in line with COVID-19 Secure guidelines
- police officers and other emergency workers, given that this may interfere with their ability to serve the public

- where putting on, wearing or removing a face covering will cause you severe distress
- if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity

There are also scenarios when you are permitted to remove a face covering:

- if asked to do so in a bank, building society, or post office for identification
- if asked to do so by shop staff or relevant employees for identification, for assessing health recommendations (e.g. by a pharmacist), or for age identification purposes including when buying age restricted products such as alcohol
- if required in order to receive treatment or services, for example when getting a haircut
- in order to take medication
- if you are delivering a sermon or prayer in a place of worship
- if you are the persons getting married in a relevant place
- if you are undertaking exercise or an activity and it would negatively impact your ability to do so

*The principles that apply to shop staff carry over to those in similar role in a church that is those with responsibility i.e. the trustees. This in practice means that ‘staff’ (as in shop staff) that is those who officiate in proceedings do not need to wear face coverings, nor those who volunteer. So someone involved in a service by contributing a Bible reading or prayer does not need to wear a face covering.

The ‘worship’ leader

Prior to the start of the service the leader will remind those before him of the importance of maintaining the social distancing principles, the KNBC planned approach, the need for use of hand sanitizer, the restraint of children, the seating arrangements week by week, the use of side aisle and the planning of movement to avoid brushing past people.

Privacy policy for collecting attendance information

Privacy statement (this appears on the Bulletin for each person)

This is the Kings Norton Baptist Church’s Privacy Notice for collecting contact information from church attendees.

This privacy notice is an addendum to Kings Norton Baptist Church’s main privacy statement and notices. The Charity Trustees of KNBC (as Data Controller) can be contacted by ringing 0795 1866 124 or emailing GDPR@knbc.org .

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Kings Norton 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 KNBC 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 [please provide detail of how details will be stored and kept secure]. 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 Kings Norton 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.

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 for guidance notes and links

Appendix I – Government advice

Clinically vulnerable and over 70

We know that people 70 and over, those with certain underlying conditions and pregnant women may be more clinically vulnerable, so we have advised them to take particular care to avoid contact with others.

Although such individuals can meet people outdoors and, from 4 July, indoors, you and they should be especially careful and be diligent about social distancing and hand hygiene. Never take a chance on visiting a clinically vulnerable person if you think you have COVID-19 symptoms, however mild.

Source: <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>

2. Vulnerable groups, shielding, 70 year olds and over, and care homes

2.1 Does easing restrictions apply to 70 year olds and over?

Yes. However, the advice for those aged 70 and over continues to be that they should take particular care to minimise contact with others outside their household.

If they do go out, they should be careful to maintain distance from others. They and everyone should continue to comply with any general social distancing restrictions.

We know that those aged 70 and over can be absolutely fit and healthy and it's not the case that everybody over 70 has an underlying disease.

But unfortunately, we also know that as you get older, there is a higher risk of coronavirus infection resulting in more serious disease. Complications and deaths are more common in the elderly, even those without pre-existing conditions.

2.2 How is guidance to those shielding (clinically extremely vulnerable) being relaxed?

From 6 July, the government will be advising that the clinically extremely vulnerable: may, if they wish, meet in a group of up to 6 people outdoors, including people from different households, while maintaining strict social distancing no longer need to observe social distancing with other members of your household in line with the wider guidance for single adult households (either an adult living alone or with dependent children under 18) in the general population, may from this date, if you wish, also form a 'support bubble' with one other household. All those in a support bubble will be able to spend time together inside each other's homes, including overnight, without needing to socially distance.

This is a small advisory change that brings those affected a step nearer others in their communities. However, all the other current shielding advice will remain unchanged at this time.

From 1 August, the government will be advising that shielding will be paused. From this date, the government is advising you to adopt strict social distancing rather than full shielding measures. Strict social distancing means you may wish to go out to more places and see more people but you should take particular care to minimise contact with others outside your household or support bubble.

In practice, this means from 1 August you are advised that you no longer need to shield. This means that from 1 August, the government will be advising: you can go to work, if you cannot work from home, as long as the business is COVID-19 Secure. Children who are clinically extremely vulnerable can return to their education settings if they are eligible and in line with their peers. Where possible children should practise frequent hand washing and social distancing you can go outside to buy food, to places of worship and for exercise but you should maintain strict social distancing you should remain cautious as you are still at risk of severe illness if you catch coronavirus, so the advice is to stay at home where possible and, if you do go out, follow strict social distancing.

The [guidance for the clinically extremely vulnerable group](#) remains advisory. More detailed advice will be updated into this guidance as the changes in advice come into effect on 6 July and 1 August.

See also those who extremely vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#parents-and-schools-with-clinically-extremely-vulnerable-children>

7. Defining clinically vulnerable people

If you have any of the following health conditions, you may be clinically vulnerable, meaning you could be at higher risk of severe illness from coronavirus. Although you can meet people outdoors and, from 4 July, indoors, you should be especially careful and be diligent about social distancing and hand hygiene.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions - and who have been advised to 'shield'. We are relaxing advice to those shielding in two stages - as long as the incidence rate in the community remains low:

From 6 July:

Those shielding can spend time outdoors in a group of up to 6 people (including those outside of their household). Extra care should be taken to minimise contact with others by maintaining social distancing. This can be in a public outdoor space, or in a private garden or uncovered yard or terrace. Those shielding no longer need to observe social distancing with other members of their household. Those who are shielding will be able to create a 'support bubble' with one other household, as long as one of the households in the bubble is a single adult household (either an adult living alone or with dependent children under 18). All those in a support bubble can spend time together inside each others' homes, including overnight, without needing to maintain social distancing. This follows the same rules on support bubbles that apply to the wider population now.

From 1 August:

Advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless you are in a support bubble) and robustly practising good, frequent hand washing.

The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure. Support for those shielding will continue to the end of July so that people can plan for these changes.

Appendix II – Detailed government advice regarding places of worship from 4th July

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>

1. Introduction

The UK is currently experiencing a public health emergency as a result of the coronavirus (COVID-19) pandemic. The [transmission characteristics of COVID-19](#) are outlined by Public Health England. The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact.

This guidance for places of worship has been drafted on the basis of the scientific evidence available and will be updated as necessary as more data becomes available on this novel virus.

Places of worship play an important role in providing spiritual leadership for many individuals, and in bringing communities and generations together. However, their communal nature can make them places that are particularly vulnerable to the spread of COVID-19.

Through its Places of Worship Taskforce, the government has worked with faith leaders and representatives to develop this guidance to enable the safe reopening of places of worship for a broader range of activities from 4 July 2020.

This guidance will come into effect from 4 July 2020 in England alongside the relevant associated changes to the [Health Protection \(Coronavirus, Restrictions\) \(England\) Regulations 2020](#). Until 4 July you should continue to refer to the [current guidance online](#), which also sets out the current regulations.

This guidance remains under review and may be updated in line with the changing situation.

Changes from 4th July

From 4 July, gatherings of more than 30 people will be permitted but only in certain public places as set out in law. This will include places of worship and their surrounding premises. There are however activities where it is advisable to restrict numbers to 30 within a place of worship for public health reasons. This guidance sets out those activities as well as how to ensure your place of worship is COVID-19 secure.

Whilst engaging in an activity in the place of worship or surrounding grounds, all parties should adhere to social distancing guidelines. From 4 July, 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) between households are acceptable.

For acts of worship taking place away from the place of worship and surrounding grounds, as defined below, please follow the relevant guidance on the number of people permitted to gather in those spaces.

The following table sets out where it is advisable to limit the number of people within a place of worship due to the potential for increased spread of COVID-19.

Table 1

Activity	Advised gathering limit
Communal worship, including led prayers, devotions or meditations by a Minister of Religion or lay person.	Limits for communal worship should be decided on the basis of the capacity of the place of worship following a risk assessment (see Section 5 ‘Restrictions on capacity’). Social distancing should be strictly adhered to (see Section 5 ‘Social distancing’).
Marriage ceremonies	Marriage ceremonies should have no more than 30 people in attendance, and social distancing should be strictly adhered to. See more detail in the Guidance for small marriages and civil partnerships during the coronavirus (COVID-19) pandemic .
Funerals	Funerals should have no more than 30 people in attendance, and social distancing should be strictly adhered to. See more detail in the COVID-19: guidance for managing a funeral during the coronavirus pandemic .
Other life cycle ceremonies (definition in Table 2).	Other life cycle ceremonies should have no more than 30 people present, unless the life cycle rite takes place during routine communal worship. Social distancing should be strictly adhered to (see Section 5 ‘Social distancing’).

This guidance applies to places of worship when being used for a religious purpose or in preparation for a religious purpose.

Where a place of worship’s premises is used by other user groups, only those activities permitted by law should take place. Businesses which cannot yet operate are [listed in this guidance](#) (such as indoor fitness, indoor soft play, indoor performances in front of a live audience, etc).

For permitted uses of a place of worship not included in this guidance, you should refer to the specific guidance linked below:

- [Tourism, retail and restaurants](#) and [other hospitality industries](#)
- Meetings or small gatherings, as now permitted in other multi-use settings. (To be published shortly.)

2. Purpose of this guidance

This guidance is designed to assist places of worship in England to prepare to open for a broad range of worship activities, in accordance with the associated legislation which will come into effect on 4 July 2020. The guidance sets out how this can be done in a manner that is COVID-19 secure and in line with social distancing guidelines, in order to minimise the risk of exposure to infection.

Table 2

Definitions for the purpose of this guidance

“Place of worship”	<p>A place of worship refers to a building used for regular religious ceremonies, communal worship or similar gatherings by religious organisations. It includes the use of surrounding grounds, for example, adjoining car parks, courtyards or gardens for which the venue managers are also responsible.</p> <p>The guidance also covers premises when being used for religious gatherings, even when their primary purpose is not for religious gatherings, such as a community centre. These premises will only be able to be used where they are permitted to be open and additional guidance may be applicable.</p> <p>This guidance does not cover public parks, private homes, cultural sites or other open spaces, such as woodlands which may be used for religious purposes. If people do want to engage in worship in these spaces, then the guidance relevant to that place should be adhered to.</p>
“Life cycle event”	<p>Religious ceremonies to mark rites of passage, which are separate, self-contained ceremonies as opposed to marking a life cycle event or rite in the course of routine communal worship.</p>
“Worshippers” or “Visitors”	<p>Those entering the place of worship to engage in worship or other activity for which the place of worship may be used.</p>
“Venue managers”	<p>The person or persons responsible for the management of an individual place of worship, including assessment of compliance with the following guidelines. This may be a religious leader or lay person.</p>
“Household” and “Support Bubble”	<p>A household is a person or a group of people who live together in the same accommodation.</p> <p>A support bubble is where a single adult living alone, or a single parent with children under 18, can form an exclusive network with one other household where social distancing does not have to be observed.</p> <p>The two households that form a support bubble count as one household for the purposes of this guidance.</p>
“Must”	<p>Where the guidance states that an activity must take place this is because it is a requirement under the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020, and therefore is a requirement in law.</p>
“Should”	<p>Where the guidance states that an activity should take place this is not a legal requirement under the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020, however it is strongly advised that consideration is given to following the advice being given to reduce the risk of transmission of COVID-19.</p>

3. Key principles for safely opening places of worship

Each individual place of worship is strongly advised to apply this guidance with reference to its own specific circumstances, including its size and type of activities, how it is organised, operated, managed and regulated.

Venue managers of places of worship will have discretion over when they consider it safe to open and should decide to remain closed if they are not able to safely adhere to the guidelines outlined below.

Many places of worship are also workplaces and should therefore be aware of their responsibilities as employers under existing health and safety law. Places of worship also have a duty of care to volunteers, to ensure that as far as reasonably practicable they are not exposed to risks to their health and safety.

Consideration should be given to how fair and equal access can safely be provided for all users to be able to undertake faith practices within a place of worship, in line with government guidelines and considering requirements under the Equality Act 2010 where these apply.

To help decide which actions to take, a COVID-19 risk assessment should be completed by each place of worship. This will be in addition to any risk assessment already in place.

This link provides generic [guidance on completing a risk assessment](#). Assessments should be done in consultation with unions or workers (including volunteers and contractors) if relevant. It may also be beneficial to include worshippers or other stakeholders (such as neighbouring tenants or property owners) in the risk assessment to assist understanding among faith communities and local communities and improve reopening design and execution. Failure to complete a COVID-19 risk assessment could constitute a breach of [Health & Safety legislation](#), as could having a risk assessment with insufficient measures set out. Places of worship are encouraged to make their risk assessments available online where possible.

Venue managers are strongly advised to take action to minimise the potential for spreading of COVID-19 among worshippers, and those working/volunteering within the building and surrounding grounds. You may want to engage worshippers in co-designing an informal community behaviour agreement. Venue managers should take all possible steps to ensure the safety of the public, ensuring that gathering limits where set locally are adhered, and where the advised limit is set in this guidance as 30 people.

Individual venues should consider the cumulative impact of many venues re-opening in a small area. This means working with local authorities, neighbouring businesses and travel operators to assess this risk and applying additional mitigations. These could include:

- Further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel to and from, or enter and exit the venue.
- Staggering entry times with other local venues and taking steps to avoid queues building up in surrounding areas.
- Arranging one-way travel routes between transport hubs and venues.
- Advising visitors to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.

4. Adapting practices to reduce the spread of infection

Religious leaders should adopt the guidance below and seek to include additional changes that could be made to their religious rituals that usually involve close contact and shared items between individuals.

Places of worship and faith communities should adapt religious services, especially where ceremonies would otherwise have taken place over a number of hours or days, to ensure the safety of those present and minimise spread of infection. It is advised that the ceremonies and services should be concluded in the shortest reasonable time.

Once completed, participants should be encouraged to move on promptly, to minimise the risk of contact and spread of infection. If appropriate, you should reconfigure spaces to enable worshippers to be seated rather than standing which reduces the risk of contact.

It is recommended that, where possible, places of worship continue to stream worship or other events to avoid large gatherings and to continue to reach those individuals who are self-isolating or particularly vulnerable to COVID-19.

More specific guidance is as follows.

The use of shared items

- Individuals should be prevented from touching or kissing objects that are handled communally. Barriers and/or clear signage should be put in place where necessary to avoid this taking place.
- Individuals should also avoid touching property belonging to others such as shoes which, if removed, should be placed and collected by their owner while adhering to social distancing principles.
- Reusable and communal resources such as prayer mats, service sheets, religious texts or devotional material should be removed from use. Single use alternatives should be provided as long as they are removed and disposed of by the worshipper.
- Items owned by the individual to aid worship such as a prayer mat or religious text, can be brought in but should be removed again by the worshipper.
- In circumstances where worshippers cannot bring their own books, places of worship should keep a selection of clean books for individuals to use. Clean books should be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use. Items which cannot be easily cleaned should also be subject to the 48 hour quarantine after use.

Please also refer to specific cleaning advice below.

Food and drink

- Where food or drink ('consumables') are essential to the act of worship, they can be used, however the sharing of food should be avoided, as should the use of communal vessels.
- If it is necessary to handle consumables as a part of a faith practice, those giving and receiving food items should wash their hands thoroughly before and after consumption, or wear gloves.
- The person distributing the consumable should release it, into the hand only, in such a way to avoid any contact between them and those receiving it, or wear gloves. If accidental contact does occur, both people should cleanse their hands immediately.
- Other mitigations should also be considered, for example, foodstuffs should be prewrapped, and a system should be in place to prevent individuals from coming into contact with consumables and any dishes and/ or cutlery other than their own (for example the use of shared bowls).
- Speaking, singing and chanting should not happen across uncovered consumables (other than consumables to be used by the celebrant alone). Instead consumables must be securely covered, and prior to the receptacle being opened, should be cleaned, hands must be washed or gloves worn.
- Hospitality spaces within a place of worship, such as cafes, are permitted to open but should be limited to table-service, social distancing should be observed, and with minimal staff and customer contact in line with [hospitality guidance](#).

Singing, chanting and the use of musical instruments

- People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from aerosol and droplets.
- Therefore, spoken responses during worship should also not be in a raised voice.
- Activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided in worship or devotions and in rehearsals. This is because there is a

possible additional risk of infection in environments where individuals are singing or chanting as a group, and this applies even if social distancing is being observed or face coverings are used.

- Where essential to an act of worship, one individual only should be permitted to sing or chant, and the use of plexi-glass screens should be considered to protect worshippers from them, as this will further prevent transmission and the screen can be easily cleaned.
- Where music plays a big part in worship, and recordings are available, we suggest you consider using these as an alternative to live singing.
- You are advised only to play musical instruments that are not blown into. Organs can be played for faith practices, as well as general maintenance, but should be cleaned thoroughly before and after use.

The government and the medical and scientific communities are urgently engaged in research around transmission risk and how such activities can best be managed safely, and further guidance will follow when available.

Weddings and other life cycle events

It is strongly advised that only essential aspects of the ceremonies take place at this time.

- No food or drink should be consumed as a part of the event unless required for the purposes of solemnisation.
- As stated in Table 1, weddings should have no more than 30 people present. Other life cycle ceremonies should also have no more than 30 people present, unless the event is part of a routine communal worship service. Worshippers should maintain social distancing.
- Large wedding receptions or parties should not take place after life cycle events. See [restaurants](#) and [other hospitality industries](#) guidance for further information.

Use of water

- Any pre-requisite washing/ablution rituals should not be done at the place of worship but carried out prior to arrival.
- In rare circumstances where it is necessary, washing facilities within the place of worship should be used in line with social distancing guidelines and hygiene measures applied.
- People should not wash the body parts of others.
- Where rituals or ceremonies require water to be applied to the body, small volumes can be splashed onto the body, but full immersion should be avoided.
- Others present should move out of range of any potential splashing.
- Where an infant is involved a parent/guardian or other member of the infant's regular household should hold the infant.
- All individuals involved should thoroughly wash their hands before and after and ensure good hygiene.

Cash donations

- Where possible faith leaders should discourage cash donations and continue to use online or contactless giving and resources.
- Where this is not an option, cash should be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.

Young people and children attending places of worship

- Young children should be supervised by the parent or guardian. They should wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser ensuring that all parts of the hands are covered. Places of worship can help remind children and young people, and their parents and guardians, of the important actions they should take during the COVID-19 outbreak to help prevent the spread of the virus. Posters on general hand hygiene can be found on the [eBug website](#).

- Any shared facilities for children, such as play corners, soft furnishings, soft toys and toys that are hard to clean, should be removed and/or put out of use.
- Outdoor playgrounds are permitted to open where venue managers risk assess that it is safe to do so, see relevant [guidance](#). Particular attention should be paid to cleaning frequently touched surfaces by children and those that are at child height.
- Principles in general guidance from the Department for Education should also be followed for any separate children's activities being organised by the place of worship alongside or within a service.
- For formal childcare and educational settings refer to the relevant [guidance](#).

5. General actions to reduce the spread of infection

People should act in a safe and responsible way in order to reduce the spread of infection in our communities.

Test and trace

The government has launched an [NHS Test and Trace service](#) to manage the risk of the virus re-emerging. The service:

- provides testing for anyone who has symptoms of COVID-19 to find out if they have the virus
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had; and
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.

Further information can be found online including for contacts of people with possible or confirmed COVID-19 infection who do not live with the person and for [places of work](#).

The opening up of public places following the COVID-19 outbreak is being supported by the NHS Test and Trace service. In line with other government guidance for other venues including in the retail and hospitality sector, you should assist this service by keeping an accurate temporary record of visitors for 21 days, in a way that is manageable for your place of worship, and assist NHS Test and Trace with requests for that data if needed for contact tracing and the investigation of local outbreaks.

We will work with faith leaders and organisations to make the process for recording your customers and visitors compliant with data protection legislation and as manageable as possible, including the development of digital solutions. This may be an additional reason for places of worship to consider a booking system for visitors, in addition to limiting numbers in order to adhere to with social distancing guidelines.

Restrictions on capacity

Limits for communal worship should be decided locally on the basis of the capacity of the place of worship following a risk assessment. The number of people permitted to enter the place of worship at any one time should be limited, so that a safe distance of at least 2 metres, or 1 metre with risk mitigation (where 2 metres is not viable) between households.

- The size and circumstance (including ventilation) of the premises will determine the maximum number of people that can be accommodated whilst also facilitating social distancing; this may therefore be lower than the maximum 30 people who can attend life-cycle events such as weddings.
- The safe number of people should be decided by the venue manager.
- In defining the number of people that can reasonably follow social distancing, the total floorspace as well as likely pinch points and busy areas should be taken into account (such as entrances, exits) and where possible alternative or one-way routes introduced.

Social distancing

All managers and all visitors to a place of worship should follow the guidelines on social distancing including:

- Where possible, adhere to social distancing of at least 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) between households. For frequently used places, mark areas using floor tape or paint to help people maintain social distance.
- You should consider and set out the additional mitigations you will introduce in your risk assessment. These could include, for instance, avoiding any face-to-face seating by changing layouts, reducing the number of people in enclosed spaces, improving ventilation, using protective screens and face coverings, and closing non-essential social spaces, as outlined throughout this guidance.
- Queue management is important so the flow of groups in and out of the premises can be carefully controlled in a socially distanced way, reducing the risk of congestion or contact. Considerations should be made for how to manage those waiting outside a place of worship, including the introduction of socially distanced queuing systems.

All religious practices should be carried out such that adherence to social distancing can be maintained between individuals from different households. This is to reduce the transmission of the virus. There should only be a closer distance when absolutely essential to enable a faith practice to be carried out (for example contact with the faith leader). Time spent in contact should be kept to an absolute minimum.

Other mitigations to support social distancing could include:

- Those leading the worship reminding congregants of the importance of social distancing and hygiene.
- Introducing a one-way flow in and out of the premises with appropriate floor markings or signage, with restrictions on accessing non-essential areas. At the end of worship, this could include worshippers leaving one row at a time, in order to prevent crowding at entry or exit points.
- Multiple entry points could be opened, and clear signposting or assistance could be offered to guide worshippers and to avoid congestion.
- Staggering arrival and departure times will reduce the flow at exits and entrances as well as reduce any impacts on public transport. Venues could also consider introducing a booking system to help facilitate this. You may want to consider how prioritisation could be given to people who may have a specific need or requirement.
- Sing screens, barriers or alternative rooms and spaces to separate worshippers.
- Any changes to entrances, exits and queues should take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.
- Introducing a booking system to help with managing numbers, particularly for services where demand will be high.
- Venue managers advertising set days or times when places of worship are open solely for those particularly vulnerable to COVID-19, such as those over 70 or clinically vulnerable.
- Leading worship in different spaces of the place of worship to limit the number of people in any one location - while avoiding risk of crowding at entry/exit points.
- Where social distancing cannot be maintained, extra attention needs to be paid to cleaning and hygiene to reduce the risk of transmission. Consider how well ventilated the venue is and improve this where possible, for example by fixing doors open where appropriate.
- Following the guidance on hand hygiene:
 - Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, or after being in public areas.
 - When you cough or sneeze, cover your mouth and nose with a tissue, or the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically immediately afterwards. Then wash your hands thoroughly for at least 20 seconds using soap and water or hand sanitiser if hand washing facilities are not available.

The above advice on social distancing also applies when travelling to and from a place of worship. Decisions to reopen car parks are to be made locally and practical measures such as changing the car park layout to help people socially distance should be considered.

Guidance on social distancing relevant to transport, parking and the public realm can be found in the latest [guidance for passengers who need to travel during the coronavirus outbreak](#). This is being regularly reviewed and updated.

People who are symptomatic

Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the place of worship due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household. Remote participation should be considered, for example by live streaming. This applies equally to individuals who work at the place of worship.

Individuals who are self-isolating due to a possible or confirmed case of COVID-19 in the household

Where individuals are self-isolating due to a possible or confirmed case of COVID-19 in the household, or because they have been requested to so by NHS Test and Trace, they should participate remotely. See [stay at home guidance for households with possible or confirmed COVID-19](#). Guidance is different for funerals, see guidance on [managing a funeral during the coronavirus pandemic](#).

Hygiene

- On entering and leaving a place of worship, everyone, including staff, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available. Download a [Public Health England poster](#).
- There should be signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into the crook of your sleeved arm if a tissue is not available.
- You should provide hand sanitiser in multiple locations in addition to toilet facilities.

Toilets

Toilets inside or linked to places of worship should be kept open and carefully managed to reduce the risk of transmission of COVID-19. Steps that will usually be needed to make the use of toilets as safe as possible:

- Using signs and posters (see Hygiene above).
- Using social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).
- To enable good hand hygiene make hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand dryers) are available. Communal towels should be removed and replaced with single use paper towels.
- Set clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider the use of disposable cloths or paper roll to clean all hard surfaces.
- Keep the facilities well ventilated, for example by fixing doors open where appropriate and safe to do so.
- Special care should be taken for cleaning of portable toilets and larger toilet blocks.
- Putting up a visible cleaning schedule that is kept up to date and visible.
- Providing more waste facilities and more frequent refuse collection.

Cleaning

- All surfaces, especially those most frequently touched such as door handles and rails, should be regularly cleaned using standard cleaning products. See [guidance](#). Sufficient time needs to be allowed for this cleaning to take place, particularly before reopening for the first time. Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning.
- Historic England has also produced [guidance on cleaning historic surfaces](#), which might not be suitable for cleaning using standard cleaning products.
- A decision should be made locally on how frequently cleaning should take place based on an assessment of risk and use of the building.

Face coverings

- Evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.
- Face coverings are not a replacement for the other ways of managing risk, including social distancing, minimising time spent in contact, and increasing hand and surface washing. These other measures remain the best ways of managing risk in a place of worship. If you have symptoms of COVID-19, you and your household should isolate at home: wearing a face covering does not change this.

Worshippers, volunteers and staff, may choose to wear face coverings to offer protection to others and if so it is important to use them properly:

- Thoroughly wash hands before putting them on and taking them off.
- The key thing is they should cover the mouth and nose and fit well around the face. See [guidance on making face coverings at home](#).
- Face coverings should not be used by young children or those who may find it difficult to manage them correctly. For example, primary age children unassisted, or those with respiratory conditions.
- A face covering is not the same as the surgical masks or respirators used by healthcare and other workers as part of personal protective equipment. These masks and respirators should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings, like those exposed to dust hazards who already use these in their daily work.
- In England, members of the public are strongly urged to wear a face covering in hospital and it is mandatory to wear a face covering on public transport, except for those who are excepted in the list here.

Protecting the vulnerable

There should be a particular focus on protecting people who are clinically vulnerable and more likely to develop severe illness. Actions should include:

- Religious leaders, lay people, family, volunteers, staff and members of the public, including children, [staying at home and self-isolating](#) if they have a new, continuous cough or a high temperature or loss of or change to sense of smell or taste. This is to minimise risk of spread of COVID-19 to friends, the wider community, and particularly the vulnerable.
- Individuals who are shielding should continue to follow the government's [advice on shielding](#).
- If anyone becomes unwell with symptoms of COVID-19 in a place of worship they should go home immediately and be advised to follow the [stay at home guidance](#) which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.

Other people who may have been in contact with the person who has become unwell should wash their hands thoroughly after the interaction, but they do not need to take any other specific action

unless they develop symptoms themselves or are advised to do so by NHS Test and Trace. If they do develop symptoms they should follow the [stay at home guidance](#).

Individuals aged 70 years and over attending the place of worship

- Certain groups of people may be at increased risk of severe disease from COVID-19, including people who are aged 70 or older, regardless of medical conditions.
- Individuals who fall within this group are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household.
- You should consider informing these groups in particular of the symptoms of COVID-19 and [current stay alert and social distancing guidance](#).

Individuals who are extremely clinically vulnerable/shielding

The NHS has written to around 2.2 million who are considered to be extremely clinically vulnerable to COVID-19, advising them to shield. See the current [guidance for this group](#). Shielded patients are currently advised not to meet more than one person from outside of their own household, and therefore not currently advised to attend places of worship.

From Monday 6 July, those shielding individuals may choose to gather in groups of up to 6 people outdoors and form a support bubble with another household, they will therefore still be advised not to attend places of worship indoors. Advice for both the clinically vulnerable and extremely clinically vulnerable is however advisory and they can choose how to manage their own risks.

6. How can places of worship communicate this guidance to visitors?

- Each place of worship is strongly advised to implement the measures set out in this guidance to ensure that visitors comply with government's guidance, and any risk assessments completed for the venue, for the safety of all those who visit and work there. The government strongly advises each place of worship ensures that visitors comply with the social distancing guidelines.
- Many faiths have issued specific guidance to their faith communities about some of these issues. You may wish to make the government's information on COVID-19 available to your faith community and others, in order to challenge misinformation.
- You should consider informing [certain groups of people](#) who may be at increased risk of severe disease from COVID-19, of the symptoms of COVID-19 and [current stay at home and social distancing guidance](#), and strongly discourage them from attending faith gatherings during this time or set aside a time for them to attend for individual devotions.
- Places of worship and faith leaders should consider how guidance can be communicated to visitors, including before they visit, in a way that is accessible and appropriate for the cultures, languages and reading levels of communities served by the place of worship.

7. Protective security

- Adapting a place of worship to COVID-19 measures will inevitably result in changes to operating policies, processes and procedures at the place of worship. Any changes to these should always be considered with regard to security implications.
- In implementing this guidance places of worship should continue to take account of protective security considerations to maintain effective security of the premises, all staff and visitors, especially around entry and exit procedures, and any queueing or crowding outside the building where people can be more exposed.
- Individuals with responsibility for the security of the venue should be consulted and involved throughout to help ensure good security is maintained as far as possible and that there are not any unintended security consequences as a result of any changes that are made. A risk assessment should be undertaken on any new measures or changes in operation to ensure risks have been considered and all practical mitigations identified and implemented.
- It is up to each place of worship to assess the level of risk, and places of worship may choose to delay opening if they do not feel they are able to safely do so under current social distancing measures.

In the process of completing a risk assessment you should consider the security factors at Annex A.

8. Enforcement

It is important to be aware of the enforcement provisions, as is the case for other sectors.

Where the enforcing authority (your local authority), identifies responsible individuals who are not taking action to comply with the relevant public health legislation and guidance to control public health risks (including this guidance), they will consider taking a range of actions to improve control of risks. For example, this would cover employers not taking appropriate action to ensure social distancing, where possible.

Under existing [Health & Safety legislation](#), failure to complete a COVID-19 risk assessment could constitute a breach, as could having a risk assessment with insufficient measures. The actions the enforcing authority can take include the provision of specific advice to employers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements. Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to two years.

Employers are expected to respond to such actions of any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authority. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the Government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

Annex A: Risk assessment for protective security – factors to consider

A risk assessment that considers protective security should be conducted in addition to, or as part of, any health and safety/fire safety or other broader assessment of the hazards and threats to the people in and around the place of worship as a result of changes made to how that place of worship functions.

Queues, social distancing and security

Whilst dense crowding is unlikely if social distancing is operating correctly, the revised layout of spaces could present new security risks, particularly where multiple queues are created.

Consideration should be given to the following:

- Venue managers should wherever possible, and in line with social distancing, organise queuing within existing protected areas; venue managers should not remove any security features or useful street furniture items without considering protective security in the round.
- If queuing is only possible outside of protected areas then venue managers should consider and mitigate any vulnerabilities by: routing queues behind permanent physical structures (such as street furniture, bollards, trolley parks and bike racks) to provide a visual deterrent and delay; closing off vehicle access to shared spaces; adjusting servicing and delivery times; reducing the opportunities for vehicles to interact with pedestrians; erecting robust barriers; introducing a reduced speed limit mandated using traffic calming.
- Venue managers should avoid making public at the site or online, detailed information about queue locations, times and number of people or removal of security features such as street furniture and bollards.

Staff, security officers/ volunteers and stewarding

It is vital for staff to remain vigilant and act on potential security threats including terrorism and wider criminality. They should:

- Continue to ensure that awareness of security threats is raised alongside health and safety risks through staff briefings.
- Whilst stewards, and in some cases security officers, may be focussed on managing people and queues for COVID-19 safety reasons, they should continue to remain vigilant for and report any suspicious activity as soon as possible.

- Ideally consider having separate stewarding for managing social distancing and health and safety aspects, and for security as this will allow proper due attention to be given to keeping the site safe from threats.
- Ensure there is a good communication system in place to inform people of any incident. Carry out a short exercise or test to check procedures and equipment for this are working correctly.

For further information see the Centre for Protection National Infrastructure (CPNI) and National Counter Terrorism Security Office (NaCTSO) for [specific security advice related to COVID-19](#).

Helpful information can also be found at the following websites:

CPNI advice:

- [All COVID-19 security advice](#)
- [Advice on protecting queues from hostile vehicles](#)
- [Advice on hostile reconnaissance](#)
- [COVID-19 workplace actions campaign \(messaging about distancing and hygiene\)](#)

NaCTSO advice:

- [General security advice](#)
- [Sector specific crowded places guidance](#)
- [Action counters terrorism e-learning](#)
- Action counters terrorism mobile app – available at download the Urim app in [Google Play](#) or [App Store](#). Then email ct@highfieldelearning.com to request a user name and password. Please note access is for business/professional use only.

Government Guidance on Face coverings from 8th Aug 2020

explaining the new law from 8th August (Updated 7 August 2020)

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

This page explains what face coverings are, their role in reducing the transmission of coronavirus (COVID-19), the settings in which they are recommended, and how they should be safely used and stored. This information is based on current scientific evidence and is subject to change.

This information relates to the use of face coverings in public spaces where social distancing is not always possible. It is important to follow all the other government advice on coronavirus (COVID-19) including [staying safe outside your home](#).

1. What is a face covering?

In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face.

Face coverings are not classified as [PPE \(personal protective equipment\)](#) which is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings.

Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).

If you wish to find out more about the differences between surgical face masks, PPE face masks, and face coverings see the MHRA's (Medicines and Healthcare products Regulatory Agency) [regulatory status of equipment being used to help prevent coronavirus \(COVID-19\)](#).

2. When to wear a face covering

There are some places where you must wear a face covering by law. Different rules exist in different parts of the UK about which you can find out more on the relevant regional websites:

- [Northern Ireland](#)
- [Scotland](#)
- [Wales](#)

In England, you must wear a face covering in the following indoor settings (a list of examples for each is included in the brackets):

- public transport (aeroplanes, trains, trams and buses)
- transport hubs (airports, rail and tram stations and terminals, maritime ports and terminals, bus and coach stations and terminals)
- shops and supermarkets (places which offer goods or services for retail sale or hire)
- shopping centres (malls and indoor markets)
- auction houses
- premises providing professional, legal or financial services (post offices, banks, building societies, high-street solicitors and accountants, credit unions, short-term loan providers, savings clubs and money service businesses)
- premises providing personal care and beauty treatments (hair salons, barbers, nail salons, massage centres, tattoo and piercing parlours)
- premises providing veterinary services
- visitor attractions and entertainment venues (museums, galleries, cinemas, theatres, concert halls, cultural and heritage sites, aquariums, indoor zoos and visitor farms, bingo halls, amusement arcades, adventure activity centres, funfairs, theme parks)
- libraries and public reading rooms
- places of worship
- funeral service providers (funeral homes, crematoria and burial ground chapels)
- community centres, youth centres and social clubs
- public areas in hotels and hostels
- storage and distribution facilities

You are expected to wear a face covering before entering any of these settings and must keep it on until you leave unless there is a reasonable excuse for removing it. More detailed advice on the application of these requirements in different settings can be found in the Government's guidance for [working safely](#).

You should also wear a face covering in indoor places not listed here where social distancing may be difficult and where you will come into contact with people you do not normally meet.

Face coverings are needed in NHS settings, including hospitals and primary or community care settings, such as GP surgeries. They are also advised to be worn in care homes.

Enforcement measures for failing to comply with this law

Premises where face coverings are required should take reasonable steps to promote compliance with the law.

The police can take measures if members of the public do not comply with this law without a valid exemption and transport operators can deny access to their public transport services if a passenger is not wearing a face covering, or direct them to wear one or leave a service.

If necessary, the police and Transport for London (TfL) officers have enforcement powers including issuing fines of £100 (halving to £50 if paid within 14 days).

3. When you do not need to wear a face covering

In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering. 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.

This includes (but is not limited to):

- children under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons)
- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer service) or transport workers (see section 6) - although employers may consider their use where appropriate and where other mitigations are not in place, in line with COVID-19 Secure guidelines
- police officers and other emergency workers, given that this may interfere with their ability to serve the public
- where putting on, wearing or removing a face covering will cause you severe distress
- if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity

There are also scenarios when you are permitted to remove a face covering:

- if asked to do so in a bank, building society, or post office for identification
- if asked to do so by shop staff or relevant employees for identification, for assessing health recommendations (e.g. by a pharmacist), or for age identification purposes including when buying age restricted products such as alcohol
- if required in order to receive treatment or services, for example when getting a haircut
- in order to take medication
- if you are delivering a sermon or prayer in a place of worship
- if you are the persons getting married in a relevant place
- if you are undertaking exercise or an activity and it would negatively impact your ability to do so

Face coverings are not required in restaurants with table service, bars, and pubs. If removing your face covering to eat or drink in an indoor premises with a café or designated seating area, then you can remove your face covering in this area only.

Face coverings are not required in restaurants with table service, bars, and pubs. If other indoor premises have a café or seating area for you to eat and drink, then you can remove your face covering in this area only. You must put a face covering back on once you leave your seating area. If removing your face covering to eat or drink in an indoor premises with a café or designated seating area, then you can remove your face covering in this area only.

The government's [guidance for keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services](#) clearly advises that designated indoor seating areas

for customers to eat or drink should at this time only be open for table service, where possible, alongside additional infection control measures.

Exemption Cards

Those who have an age, health or disability reason for not wearing a face covering should not be routinely asked to give any written evidence of this, this includes exemption cards. No person needs to seek advice or request a letter from a medical professional about their reason for not wearing a face covering.

Some people may feel more comfortable showing something that says they do not have to wear a face covering. This could be in the form of an exemption card, badge or even a home-made sign.

This is a personal choice and is not necessary in law.

[Access exemption card templates](#)

For exemptions in different parts of the UK please refer to the specific guidance for [Northern Ireland](#), [Scotland](#) and [Wales](#).

4. The reason for using face coverings

Coronavirus (COVID-19) usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first. This is why social distancing, regular hand hygiene, and covering coughs and sneezes is so important in controlling the spread of the virus.

The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others.

Because face coverings are mainly intended to protect others, not the wearer, from coronavirus (COVID-19) they are not a replacement for social distancing and regular hand washing. It is important to follow all the other government advice on coronavirus (COVID-19) including [staying safe outside your home](#). If you have recent onset of any of the most important symptoms of coronavirus (COVID-19):

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of smell or taste (anosmia)

you and your household must isolate at home: wearing a face covering does not change this. You should [arrange to have a test to see if you have COVID-19](#).

5. How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus

- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

6. Face coverings at work

There is no universal face coverings guidance for workplaces because of the variety of work environments in different industries. The Department for Business, Energy and Industrial Strategy (BEIS) has provided [detailed guidance for specific workplace settings](#). Employers must make sure that the risk assessment for their business addresses the risks of COVID-19 using BEIS guidance to inform decisions and control measures including close proximity working.

It is important to note that coronavirus (COVID-19) needs to be managed through a hierarchy or system of control including social distancing, high standards of hand hygiene, increased surface cleaning, fixed teams or partnering, and other measures such as using screens or barriers to separate people from each other.

These measures remain the best ways of managing risk in the workplace, but there are some circumstances when wearing a face covering may be marginally beneficial and a precautionary measure; this will largely be to protect others and not the wearer. If employees choose to wear a face covering, normal policies relating to occupational workwear and PPE will continue to apply.

Staff in indoor settings

Employees should continue to follow guidance from their employer based on a workplace health and safety assessment.

Face coverings are not required by law for employees as employers already have a legal obligation to provide a safe working environment. Employers should assess the use of face coverings on a case by case basis depending on the workplace environment, other appropriate mitigations they have put in place, and whether reasonable exemptions apply.

For example, there will be times when screens or visors are in use, or when a staff member is not in close proximity to people they do not normally meet, and so it will not be necessary for staff to wear a face covering. For recommendations and requirements in specific settings please check the Government's [workplace settings guidance](#).

Coronavirus (COVID-19): What has changed – 9 September

The government has announced new measures to suppress the virus and keep the number of infections down. Published 9 September 2020 From: [Cabinet Office](#)

The government has a plan to control the virus and protect the public, as well as keeping the economy and society open. That plan is working: with great collective effort, we have reduced infections significantly from its peak, and enabled the return of more normality to our lives. This is not the time for complacency; we have seen big increases in the spread of the virus in Europe and other countries. With cases increasing in the UK, we all – businesses, individuals, and government – need to take action to suppress the virus.

It is critical that everybody observes the following key behaviours:

- **HANDS** – Wash your hands regularly and for 20 seconds.
- **FACE** – Wear a face covering in indoor settings where social distancing may be difficult and where you will come into contact with people you do not normally meet.
- **SPACE** – Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place.

The government has announced new measures to suppress the virus and keep the number of infections down:

- From Monday 14 September, you must not meet with people from other households socially in groups of more than 6. This will apply indoors and outdoors, including in private homes. This change will simplify and clarify the rules on social gatherings, so they are easier to understand and easier for the police to enforce. There will be a limited number of exemptions. COVID-19 Secure venues, such as places of worship, restaurants and hospitality venues, can still host larger numbers in total but groups of up to 6 must not mix or form larger groups. This rule will not apply to individual households or support bubbles of more than 6 who will still be able to gather together. Education and work settings are unaffected, and organised team sports will still be able to proceed, as will weddings and funerals up to 30. From Monday, this limit will be enforceable in law.
- Businesses will have a clear duty to support NHS Test and Trace. From 18 September, it will be mandatory for certain businesses to have a system to collect NHS Test and Trace data, and keep this for 21 days. Core COVID-19 Secure requirements will be mandated for hospitality businesses, and egregious breaches enforced. The government has also published simplified COVID-19 Secure guidance, available [here](#).
- The government will support Local Authorities and police forces to respond to breaches of COVID-19 Secure guidelines. We will launch a register of newly qualified and recently retired Environmental Health Officers (EHOs) so that Local Authorities can recruit more quickly and fill any gaps. In addition, we will introduce COVID-19 Secure Marshals to help local authorities support social distancing in towns and city centres.
- The government will take steps to improve compliance with border requirements. We will simplify the Passenger Locator Form needed for travelling to the UK, and take measures to ensure passengers have filled out their form before departure. Border Force will step up and target their enforcement efforts at the border to ensure arrivals are complying with the rules.
- The government will review plans to pilot larger audiences in venues this month. Planned sports pilot events will be limited to smaller, safer numbers, with strict conditions to ensure social distancing, and will not take place in areas where incidence is high. We will review our intention to return audiences to stadia and conference centres from 1 October.
- The government will restrict the opening hours of premises, initially in local lockdown areas, with the option of national action in the future. This has been introduced in Bolton, following a steep rise in cases, and will seek to restrict activities that may lead to a spread in the virus.

These measures apply to England – but there may be different rules if you live in an area under local lockdown and you should check those rules [here](#). If you are in [Wales](#), [Scotland](#) and [Northern Ireland](#), different rules may apply.

New guidance / Law on Sept 9th 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

Coronavirus (COVID-19): Meeting with others safely (social distancing)

This is guidance that applies to England only. If you live in an area where local restrictions are in place you should also consult the [local restrictions guidance](#), for information about what you can and can't do to manage the outbreak.

It is critical that everybody observes the following key behaviours:

HANDS - Wash your hands regularly and for 20 seconds.

FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.

SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors).

1. Social distancing

To reduce the risk of catching or spreading coronavirus, try to keep at least 2 metres away from people you do not live with. Social distancing is essential to stop the spread of the virus, as it is more likely to spread when people are close together. An infected person can pass on the virus even if they do not have any symptoms, through talking, breathing, coughing or sneezing.

When with people you do not live with, you should also avoid: physical contact; being close and face-to-face; and shouting or singing close to them. You should also avoid crowded areas with lots of people; and touching things that other people have touched.

Where you cannot stay 2 metres apart you should stay more than 1 metre apart, as well as taking extra steps to stay safe. For example:

[wear a face covering](#): on public transport and in many indoor spaces, you must wear a face covering by law, unless you are exempt

move outdoors, where it is safer and there is more space

if indoors, make sure rooms are well ventilated by keeping windows and doors open

You do not need to socially distance from anyone in your household, meaning the people you live with. You also do not need to socially distance from someone you're in a relationship with, or anyone in your legally-permitted [support bubble](#) if you are in one. It may not always be possible or practicable to maintain social distancing when providing care to a young child, or person with a disability or health condition. You should still limit close contact as much as possible when providing these types of care, and take other precautions such as washing hands and opening windows safely for ventilation.

2. Seeing friends and family

When seeing friends and family you do not live with you should:

- follow social distancing rules
- limit how many different people you see socially over a short period of time
- meet people outdoors where practical: meeting people outdoors is safer than meeting people indoors because fresh air provides better ventilation

Limits on the number of people you can see socially are changing. From Monday 14 September, when meeting friends and family you do not live with you must not meet in a group of more than 6 indoors or outdoors.

From 14 September - when the new rules apply - it will be against the law to meet people you do not live with in a group larger than 6 (unless you are meeting as a household or support bubble). The

police will have the powers to enforce these legal limits, including to issue fines (fixed penalty notice) of £100, doubling for further breaches up to a maximum of £3,200.

There will be exceptions where groups can be larger than 6 people, including:

- where everyone lives together or is in the same support bubble, or to continue existing arrangements where children do not live in the same household as both their parents
- for work, and voluntary or charitable services
- for education, training, or registered childcare (including wraparound care)
- fulfilling legal obligations such as attending court or jury service
- providing emergency assistance, or providing support to a vulnerable person
- for you or someone else to avoid illness, injury or harm
- participate in children's playgroups
- wedding and civil partnership ceremonies and receptions, or for other religious life-cycle ceremonies - where up to 30 people will be able to attend
- funerals - where up to 30 people will be able to attend
- organised indoor and outdoor sports, physical activity and exercise classes (see the list of [recreational team sports, outdoor sport](#) and exercise allowed under the [gyms and leisure centre guidance](#))
- youth groups or activities
- elite sporting competition or training
- protests and political activities organised in compliance with COVID-19 secure guidance and subject to strict risk assessments
- More information can be found on our [Frequently Asked Questions](#) page.

3. Rules in other venues and activities

Venues following [COVID-19 secure guidelines](#) will be able to continue to host more people in total - such as religious services in places of worship - but no one should visit in a group of greater than 6. When you visit one of these places, such as a pub, shop, leisure venue, restaurant or place of worship you should:

- follow the limits on the number of other people you should meet with as a group - no more than six people unless you all live together (or are in the same support bubble)
- avoid social interaction with anyone outside the group you are with, even if you see other people you know
- provide your contact details to the organiser so that you can be contacted if needed by the [NHS Test and Trace programme](#)

Appendix III – BU advice

Coronavirus - Essential advice for churches.

Main page for information

https://www.baptist.org.uk/Articles/570475/Coronavirus_essential_advice.aspx

Coronavirus: Guidance on re-opening Baptist church buildings.

This twenty-six page pdf on reopening churches is too large to print here. Click on this link

https://www.baptist.org.uk/Articles/582203/Coronavirus_Guidance_on.aspx

Coronavirus: Guidance on church worship

https://www.baptist.org.uk/Articles/582206/Coronavirus_Guidance_on.aspx

Appendix IV – FIEC Advice

FIEC - <https://fiec.org.uk/resources/relaxation-of-lockdown-for-church-buildings>

30th June 2020

How to Prepare for a COVID Secure Church

As the Government continues to relax lockdown restrictions in England, churches are finally able to start planning to resume services in person. Now is a good time to start thinking through how you can re-open your church building safely and legally. (*Manny Kemp 30 Jun 2020*)

Much of what follows will have pastoral and theological implications, as well as practical and legal ones. Therefore, these steps are for prayerful consideration by the whole leadership team.

Each church must make its own decision based on its specific needs and convictions, and there will be a range of views within each church on what should be done. We must be prepared to show grace to those we disagree with and recognise that there isn't a single 'correct' pattern. Effective and transparent communication between leaders and congregations will be essential. We must also remember that there may be a difference between the level of risk we accept for ourselves and that which we explicitly or implicitly expect others to take.

We must also be prepared for Government guidance to continue to change as the situation evolves – and to adapt accordingly. You can read the Government guidance for the safe use of places of worship in England (published 29 June) on [the gov.uk website](https://www.gov.uk).

Tackling a problem of this scale will require a comprehensive approach; at some point someone (or better, a team) will need to conduct a robust risk assessment. This does not mean producing a huge document but it does mean some sort of structured approach, otherwise important points will be overlooked.

The Association of Church Accountants and Treasurers (ACAT) has developed a training course in risk and safety for churches which we hope to launch online soon. All FIEC affiliated churches are part of a block membership with ACAT so this may be something for you to take advantage of.

Minimising the Transmission Risk

Now we come to the nuts and bolts of being 'COVID secure'.

Consider the following:

1. **Numbers:** how many can you accommodate? Which rooms can be used for what? How do you determine who can attend (eg. ticketing)?
2. **Crowd management:** can you maintain 2 metres distance? How do you manage entry and egress (eg. one-way systems, staggered arrivals/departures)? How do you maintain social distance (eg. placement of chairs, cordoning off, demarcation on the floor)? People should be encouraged to move on promptly after a service; what alternatives can you use for social interaction (eg. 'coffee time' on Zoom afterwards)?
3. **Cleaning before and after services:** what needs cleaning? Who will do it? Who will check?
4. **Hygiene:** where should you provide hand soap, sanitiser and surface cleaner? What about reminding people not to touch their faces?
5. **Minimising contact with 'touchpoints':** do you prop doors open to avoid door handles? What about fire doors?
6. **Self-isolation:** how do you ensure people with symptoms stay away? How do you respond if you spot someone coughing (and do you know if there is another reason, for example, hay fever)?
7. **Ventilation:** can you maintain a natural draft? Do you need fans? Will you need to review arrangements when the weather gets cooler?

8. **Personal Protective Equipment:** people may choose to wear masks - how can they be helped to do so? Can you provide gloves for handling food, drink, and cash offerings?
9. **Toilet facilities:** should these be allocated to seating 'zones'? Do you encourage people to use their facilities at home before coming out? How will you ensure they are cleaned regularly and thoroughly? How can you ensure social distancing for queues?
10. **Food and drink:** can you safely serve refreshments? What about Communion?
11. **Music:** congregational singing and chanting are not permitted, so what are the alternatives? Instruments? Recordings?
12. **Remote attendance:** how do you ensure people don't feel under pressure to attend if they are unsure? Can remote arrangements still be maintained, for example, live streaming your service?
13. **Contact details:** how will you record attendance and capture contact details to assist with NHS Test and Trace?
14. **Offering:** can you avoid cash offerings and encourage contactless/online giving? Where this is not possible, how will you safely collect cash?
15. **BYOB:** how do you encourage people to 'Bring Your Own Bible' (and hymn books, if you use them)?
16. **Baptisms and weddings:** can you follow the government guidance for small marriages (30 people maximum attendance with social distancing)? What about baptisms (splashing permitted but "full immersion should be avoided")?

Managing Your Other Risks

After you've thought about minimising the transmission of the coronavirus, you may find there are still several other risks arising from leaving your building underused, or completely unused, for the extended lockdown period:

1. **General maintenance and hygiene:** it would be best to conduct some general inspections, checking in particular for water ingress, high levels of dust (which can be a respiratory irritant and a fire hazard), or just something rotting at the bottom of a bin! Also, run the taps for a while to clear stagnant water from the pipes to minimise legionella risk.
2. **Lapsed inspections and service visits:** arrange any needed inspections such as on gas systems, electricals, portable appliance testing, firefighting equipment, legionella, asbestos, alarm tests or statutory inspections on stairlifts.
3. **Risk assessments:** are your activities going to be sufficiently altered by your COVID secure measures that their risk assessments are no longer valid? Are you planning to run activities in a different manner that requires a new risk assessment (eg. outdoor events)? Templates and guidance are available from [the Government's Health and Safety Executive website](#).
4. **Resilience:** how resilient are you if a key person (eg. the pastor, or whoever runs the live streaming) suddenly has to self-isolate? Do you have 'reserves' for the key roles? Do you have a plan if the entire congregation needs to self-isolate due to a positive case?

Conclusions

This article is unlikely to cover every eventuality but should provide you with a starting point for your own risk assessments so that you can make a decision which appropriately balances the competing desires to come together again as a physical church, and also to keep our congregations safe.

Please also remember that Government guidance is fluid and churches will need to adapt accordingly – even if that means going back to the full lockdown conditions.

You can read the Government guidance for the safe use of places of worship (published 29 June) on [the gov.uk website](#).

FIEC Key points

The UK Government published [guidance for places for worship \(in England\)](#) on Monday 29 June. It includes nothing significant that is unexpected.

The key elements at this stage are:

- There is no limit for public worship, but there is a limit of 30 for weddings, funerals & other ‘life cycle ceremonies’ outside of routine communal worship. All parties ‘should adhere to strict social distancing’;
- If premises are used by other user groups, then it must only be for activities otherwise permitted by law (eg. no indoor fitness/soft play);
- A ‘place of worship’ includes surrounding grounds, car parks, courtyards, gardens, so it could be used for outdoor worship gatherings subject to all the other guidance applying to worship gatherings;
- Other outdoor meetings outside church premises have to comply with Government guidance (ie. currently only six individuals from multiple households or up to 30 maximum from two households)
- Places of worship are also workplaces so have to comply with COVID secure guidance for workplaces for safety of their employees;
- It is advised that services be "conducted in the shortest reasonable time". Once completed, participants should be encouraged to move on promptly, to minimise the risk of contact and spread of infection: this clearly limits social interaction and coffee etc. after the service in the place of worship;
- Avoid using shared items: no touching or kissing objects handled communally;
- If worshippers cannot bring their own books (eg. Bibles or hymn books), shared books should be quarantined for 48 hours;
- Use of food essential for an act of worship is permitted but you should avoid the use of communal vessels. Those handling food for use in a faith practice should wash their hands or wear gloves and the person distributing should release into the hand in a way that avoids contact. No singing/chanting/speaking across uncovered consumables. No food and drink as part of weddings or other life-cycle events;
- “People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting”;
- Where essential to an act of worship, one person may sing/chant – the use of plexiglass screens should be considered to protect worshippers. Organs can be used (if cleaned afterwards) but not wind instruments;
- “Where rituals or ceremonies require water to be applied to the body, small volumes can be splashed onto the body, but full immersion should be avoided”;
- Cash giving is discouraged. If necessary, a single receptacle handled by one individual should be used and gloves worn;
- Shared facilities for children - such as play corners, soft furnishings, or soft toys - should be removed and/or put out of use;
- Formal childcare/education settings need to comply with Department of Education guidance;
- Churches should keep an accurate temporary record of visitors for 21 days to assist NHS Test and Trace;

- Numbers or people permitted must be limited so that a safe distance of 2m (or 1m with other mitigation) can be maintained between households. Additional mitigating might include avoiding face-to-face seating, reducing number in enclosed spaces, improving ventilation, use of masks or screens, closing non-essential social space, one-way flow, multiple entry points, staggering arrival/departure times, a booking system to manage numbers, advertising set days when open solely for people particularly vulnerable to COVID-19 or over 70. There should be extra cleaning if social distancing cannot be maintained;
- Guidance on social distancing also applies when travelling to and from a place of worship;
- Everyone entering a place of worship should wash their hands for 20 seconds or use hand sanitiser if hand washing facilities are not available. Provide posters of good hand washing techniques.
- Use toilets safely by social distance marking in areas where queues form and set clear use and cleaning guidance;
- Clean all surfaces - especially frequently touched surfaces such as door handles and rails – and give sufficient time for cleaning;
- Pay particular attention to protecting the clinically vulnerable: those with symptoms should stay at home, individuals shielding should continue to observe Government guidance, over 70s are advised to stay at home as much as possible. From 6 July shielding individuals can gather in groups of up to 6 outdoors and form a support bubble with one other household. They are advised not to attend places of worship.
- All places of worship are ‘strongly advised’ to implement the guidance: there is a need to complete a risk assessment for the venue. Failure to complete a risk assessment would be a breach of Health and Safety legislation. Local authorities will enforce guidance, and potential action includes giving specific advice to enable churches to achieve the required standard through to enforcement notices to secure improvements. Serious breaches and failure to comply with enforcement will constitute a crime with a serious fine and imprisonment of up to two years. Inspectors will be carrying out compliance checks nationwide.

This is just my initial summary of key points, and I don’t guarantee complete accuracy.

We will be discussing the implications of the guidance for churches in [our Leadership in Lockdown webinar](#) on Wednesday 1st July at 12noon.

Updated advice on face coverings after 8th August

Review of new face mask implications for churches

<https://www.youtube.com/watch?v=Hx4ngyxS8Y8>

Accompanying presentations slides

<https://fiec.org.uk/assets/audio/Leadership-in-Lockdown-Face-Masks.pdf>

Appendix V – BU Solicitors

Advice from Anthony Collins solicitors regarding reopening of churches

(after 4th July as directed from the BU)

https://www.baptist.org.uk/Articles/570475/Coronavirus_essential_advice.aspx)

Last month, the UK Government set out its three-step Covid-19 recovery plan to end lockdown. Whilst churches across the country currently remain closed, a careful and safe reopening of places of worship is now finally on the horizon. The Government recently announced that places of worship would be able to reopen for individual prayer from 15 June. The wider reopening of churches is not expected until Stage 3 of the Government's recovery plan, currently scheduled to be 4 July (at the earliest). In light of the recent developments, many church leaders will be thinking about how churches can reopen safely.

Under the Health and Safety at Work Act 1974, churches have an obligation to ensure the health, safety and welfare of their employees so far as is reasonably practicable. Churches also have a similar obligation under the 1974 Act to ensure the health and safety of members of the public who attend their properties or are affected by their activities. This obligation will extend to doing all that is reasonably practicable to ensure those individuals do not contract Covid-19 because of their interaction with the church or its facilities.

To consider what measures are reasonably practicable, churches should complete a Covid-19 risk assessment covering their reopening and all planned activities. On completion of the assessment, churches should implement suitable and sufficient measures to mitigate the risks identified. These measures could include:

Where the church is to be used for live streaming, churches could implement rotas for ministers/leaders to reduce the number of people in the building at any one time.

Churches could implement increased handwashing and ensure the facilities are subject to an enhanced cleaning regime.

Churches may put measures in place to ensure social distancing can be practiced and to stop the use of shared items, such as hymn books and bibles.

The Government has set up the new Places of Worship Taskforce to develop a strategy to safely reopen churches and other places of worship. We expect further guidance on how places of worship can reopen safely to be published soon by the Taskforce and the Ministry of Housing, Communities and Local Government. Complying with such guidance is typically a strong indicator that an organisation is complying with its health and safety obligations.

Where buildings, or parts of buildings, have been closed for some time, churches should review all relevant risk assessments to identify any changes or additional risks that may have arisen during lockdown. Churches may also wish to undertake a thorough health and safety check before buildings are reopened; churches should also ensure the church building is cleaned thoroughly and perform general maintenance tasks regularly, such as testing fire alarm systems, running taps and flushing toilets.

In particular, churches should be aware of the possibility of Legionella. Church buildings may have been left unoccupied (or minimally occupied) during the lockdown period, meaning that there may be an increased risk of Legionella growth in water systems. Churches should, therefore, review their water hygiene risk assessments for all water systems.

Vulnerable and shielded individuals

Particular care and thought should be given to vulnerable and shielded individuals. The use of live streaming and virtual meetings will be ongoing for some time and will likely continue after restrictions are lifted. Churches may wish to bear in mind how inclusive these methods of communication are. Often it will be the most vulnerable who do not have access to live streaming and virtual meetings, so it may well be worth thinking about ways to make sure that these people feel included in and have a method of accessing the church community.

Nurseries info omitted, Employer info omitted

Appendix VI – Coronavirus Risk Assessment for Opening Baptist Churches



Coronavirus Risk Assessment for Opening Baptist Churches

The Baptist Union of Great Britain has developed this risk assessment template working with health and safety consultants from Ellis Whittam to assist churches as they plan for re-opening their premises. Prior to completing this document, it is recommended that churches read our leaflet [Coronavirus: Guidance For Reopening Church Buildings](#) and review the [government guidance and regulations relating to churches re-opening](#).

This template is designed to allow Trustees of a Baptist Church to consider the specific risks relating to Coronavirus in opening their premises. It should be considered as a supplement to a general risk assessment of the premises.

This risk assessment contains some generic risks, and potential control measures but you may wish to add some risk or control measures of your own that are specific to your church building and church circumstances. Space has been left in the template for this, but feel free to add additional pages if you believe this to be necessary.

You may also find some of the risks and control measures to not be suitable for your circumstances. If that is the case, we would recommend you make notes as to why these are not suitable as this will allow you to explain your position if it is questioned in future.

It is also important to say that this document should be a living document subject to regular review. You should certainly review it after the first few times your church gathers and after any change in government regulations or guidance to ensure that the assessment of risks remains appropriate and the control measures are appropriate and are functioning as intended.

We also recommend that churches conduct a [general risk assessments relating to staff and volunteers returning to work at church buildings](#) using the template provided on our website and an [individual risk assessment relating to each volunteer](#), also using this template provided on our website.

Date of issue: 30 June 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 individuals. This goes to emphasize 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

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	
	Severity	5			Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend			
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.			
3. Verbal symptom checks on entry			
4. Ask vulnerable not to attend in person			
5. Everyone to use hand sanitiser on entry to the building			
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises			
7. Temperature/symptom checks on entry			
8. Undertake the Ellis Whittam's 'Daily Management Checklist' (Appendix 4).			
9. Display 'Staying COVID-19 Secure in 2020' poster (Appendix 3) at entrance(s).			
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. All contractors to complete the 'Contractor Checklist' (Appendix 5).			
12.			
13.			
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19.			
20.			

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
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)			
2. No physical contact between persons from different households/bubbles			
3. All attendees required to wear a face covering			
4. One-way system of flow through building to avoid pinch points			
5. Areas marked out of bounds where appropriate			
6. Seating arrangements adapted for social distancing			
7. Capacity monitored and entry stopped when capacity reached			
8. No singing during services			
9. Signage in place to remind people of safe practices			
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.			
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.			
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.			
13.			

14.			
15.			
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19.			
20.			

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	
	Severity	5			Severity	
	Overall Risk	35			Overall Risk	

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)			
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.			
3. No passing of collection plate/bag and collection not counted for 72 hours after service.			
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.			
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses			
6. No serving of food and drink items prior to, during or after the service.			
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.			
8. Microphones and other equipment kept to a single individual			
9. Undertake the 'Pre-Event Checklist' (Appendix 2 of guidance) and Cleaning Checklist (Appendix 3 of guidance)			
10. Keep Register of attendees			
11.			
12.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

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
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.			
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.			
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of guidance) and Cleaning Checklist (Appendix 3 of guidance)			
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.			
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.			
6. Ask people to spray clean toilet after use			
7. Children under 11 to be accompanied to the toilet			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
15.			
16.			
17.			
18.			
19.			
20.			

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
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible			
2. All waste to be assumed contaminated and handled appropriately			
3. Anyone handling waste to be trained in suitable working practices			
4. All waste handled with suitable PPE (see cleaning guidance for details).			
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.			
6. Lidded bins operated by foot-pedal to be provided			
7. Keep Register of attendees			
8.			
9.			
10.			
11.			
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16.			
17.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
18.			
19.			
20.			

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	
	Severity	5			Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.			
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.			
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.			
4. Provide hand sanitiser in rooms used for meetings.			
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.			
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.			
7. Implement cleaning procedures for goods and items entering the premises.			
8.			
9.			
10.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Risk:
Persons at risk

Risk Rating before control measures	Likelihood		Risk Rating after control measures	Likelihood	
	Severity			Severity	
	Overall Risk			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11.			
12.			
13.			
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19.			
20.			

Review/Revision Record

Date of Review	Confirmed by	Comments

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



Kings Norton Baptist Church

Assessment carried out by:

Date of next review:

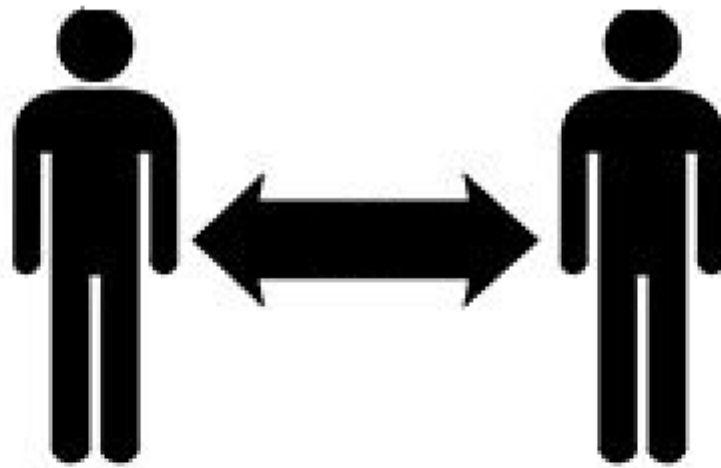
Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

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

HEALTH FIRST

**PRACTICE SOCIAL
DISTANCING**



Please...
No coughing or sneezing