

| FOREST FOLD BAPTIST CHURCH              | REGULAR SERVICES   | RISK ASSESSMENT DURING COVID                       | UPDATED AND ADOPTED BY ELDERS AND DEACONS ON 16 JANUARY 2021   | NATIONAL LOCKDOWN RESTRICTIONS IN FORCE AND RELIANCE ON GOV GUIDANCE | Gov UK Guidance COVID-19: guidance for the safe use of places of worship and special religious services and gatherings during the pandemic Dated 11/1/2021 |                   |             |                          |
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| <b>COVID RISK PREVENTION</b>            |  |  |  |  |  |                   |             |                          |
| <b>RISKS</b>                            | AIRBOURNE SPREAD OF VIRUS<br>SURFACE CONTAMINATION / SPREAD  |  |  |  |  |                   |             |                          |
| <b>MAIN PROCEDURES TO MINIMISE RISK</b> | MAINTAIN SOCIAL DISTANCING OF 2.0 METRES OR 1.0 METRE PLUS IF MITIGATION MEASURES IN PLACE. (SEE MEASURES TO BE ADOPTED OPPOSITE )<br>KEEP RECORD OF THOSE ATTENDING EVENT IN CASE OF NEED TO NOTIFY |  |  |  |  |                   |             |                          |
| <b>MAIN METHODS</b>                     | PHYSICAL CHANGES AND PROCEDURES<br>INITIAL AND REGULAR NOTIFICATION OF CONGREGATION OF PERSONAL RESPONSIBILITIES<br>USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) WHERE NECESSARY                       |  |  |  |  |                   |             |                          |
| <b>EVENT</b>                            | <b>REGULAR WORSHIP SERVICES</b>  |  |  |  |  |                   |             |                          |
| <b>LOCATION</b>                         | <b>POTENTIAL RISK AND COVID TRANSMISSION FROM ANYONE TO ANYONE</b>   | <b>DEGREE OF COVID RISK</b>                        | <b>PREVENTATIVE ACTION</b>   | <b>WHO NEEDS TO CARRY OUT ACTION</b>                                 | <b>WHEN IS ACTION NEEDED BY</b>  | <b>CHECKED BY</b> | <b>DONE</b> | <b>SUBSEQUENT REVIEW</b> |
| PRE ARRIVAL                             | AN INDIVIDUAL HAS COVID SYMPTOMS   | VERY HIGH RISK TO EVERYONE                         | STAY AT HOME AT LEAST 14 DAYS / NOTIFY RECENT CONTACTS + DEACONS . PRIOR BOOK ATTENDANCE VIA CHURCH EMAIL CONTACT  | INDIVIDUALS  |  |                   |             |                          |
| LIFTS TO SERVICES                       |  | MEDIUM MAINLY THOSE INVOLVED & EVERYONE            | NO LIFTS TO BE GIVEN UNLESS IN FAMILIES OR SOCIAL BUBBLES  | INDIVIDUALS  |  |                   |             |                          |
| ARRIVAL & DEPARTURE                     | CAR PARK & GROUNDS   | LOW RISK AS OUTDOORS                               | ADEQUATE SPACING OF CARS/ STAGGER EXITS FROM ADJACENT CARS . KEEP 1.0 M PLUS FROM OTHERS . AVOID HANDING OVER ANYTHING TO OTHERS. LEAVE THE SITE AS SOON AS POSSIBLE .   | INDIVIDUALS  |  |                   |             |                          |
| ENTRY TO BUILDING                       |  | MEDIUM RISK AS OUTDOORS                            | KEEP 1.5 + M GAPS . ALLOW OLDER/ VULNERABLE IN FIRST/ ONE DOOR ONLY ENTRANCE & KEEP OPEN TO AVOID DOOR HANDLE CONTAMINATION. AVOID USING OUTSIDE HAND RAILS & ARRANGE FOR THEIR CLEANING   | STEWARDS TO SUPERVISE  |  |                   |             |                          |
| FOYER                                   |  | HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES   | HAND CLEANSING. COATS & BAGS TO BE KEPT BY OWNERS. IMMEDIATE ENTRY TO WORSHIP AREA . NO HANDSHAKING  | STEWARDS TO SUPERVISE  |  |                   |             |                          |
| MAIN WORSHIP AREA AND GALLERY           |  | MEDIUM RISK  | STEWARDS TO DIRECT PEOPLE TO ROWS AND SEATS. NO "REGULAR" SEATS PERMITTED. .1.0 M + BETWEEN INDIVIDUALS OR FAMILY GROUPS WITH WINDOWS OPEN AND MITIGATION IN PLACE. IN COLD WEATHER WITH LESS VENTILATION INCREASE TO 2.0 M DISTANCING . CHILDREN TO STAY WITH PARENTS. NO COMMUNAL BIBLES / PRINTED HYMNS OR SINGING .ROWS TO LEAVE IN ORDER AS DIRECTED BY STEWARDS.LEAVE BUILDING IMMEDIATELY. NO GATHERING IN FOYER. | STEWARDS TO SUPERVISE  |  |                   |             |                          |
| SUNDAY SCHOOL HALL                      |  | MEDIUM RISK  | START USING ONLY WHEN WORSHIP AREA IS AT CAPACITY. SAME MEASURES AS MAIN WORSHIP AREA . NO SUNDAY SCHOOL OR OTHER GROUP USE.   | STEWARDS TO SUPERVISE  |  |                   |             |                          |
| W/CS                                    |  | HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES   | USE BY MAXIMUM OF 2 PEOPLE AT A TIME. 1.5M DISTANCING INSIDE AND QUEUING . AVOID PASSING IN CORRIDORS IF POSSIBLE. SOAP / SANITISER/ PAPER TOWELS.   | STEWARDS TO SUPERVISE  |  |                   |             |                          |
| CLOAKROOM ALCOVE                        |  | HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES   | OUT OF USE. NO COATS/ BAGS TO BE LEFT. OUT OF USE BY ALL EXCEPT FOR ESSENTIAL NEEDS.   | STEWARDS TO SUPERVISE  |  |                   |             |                          |
| KITCHEN                                 |  | HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES   | RESTRICT USE AS FAR AS POSSIBLE. LEAVE FOYER /CORRIDOR DOOR OPEN   | STEWARDS TO SUPERVISE  |  |                   |             |                          |
| CIRCULATION SPACES WITHIN BUILDING      |  | HIGH RISK AS CONFINED AREA WITH DOORS & SURFACES . | OUT OF USE EXCEPT FOR THOSE NEEDING TO LEAVE WORSHIP SERVICE. 1.0M + SPACING   | STEWARDS TO SUPERVISE  |  |                   |             |                          |
| REST ROOM                               |  | MEDIUM RISK  |  | STEWARDS TO SUPERVISE  |  |                   |             |                          |
| CRECHE                                  |  | HIGH RISK  | NO CRECHE TO OPERATE   | STEWARDS TO SUPERVISE  |  |                   |             |                          |

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| LIBRARY   |                    | LOW RISK                   | OUT OF USE EXCEPT FOR PASTOR / ELDERS BEFORE SERVICES  | STEWARDS TO SUPERVISE  |  |  |  |  |
| YP ROOMS  |                    | LOW RISK                   | OUT OF USE   | STEWARDS TO SUPERVISE  |  |  |  |  |
| FIRST FLOOR OFFICE  |                    | LOW RISK                   | USE RESTRICTED TO ESSENTIAL PURPOSES BY ONE PERSON AT A TIME   | STEWARDS TO SUPERVISE  |  |  |  |  |
| LOWER CLASSROOM   |                    | LOW RISK                   | OUT OF USE   | STEWARDS TO SUPERVISE  |  |  |  |  |
| DOORS   |                    | VERY HIGH RISK TO EVERYONE | LEAVE ALL DOORS OPEN EXCEPT W/C CUBICLES. LOCK DOORS OF ROOMS OUT OF USE WHERE POSSIBLE. FIRE DOORS TO BE CLOSED BY STEWARDS IN EVENT OF FIRE DURING MEETINGS & CLOSED WHEN BUILDING IS VACANT.  |  |  |  |  |  |
| AUDIO/ VISUAL OPERATORS   |                    | HIGH RISK                  | TO BE POSITIONED IN THE GALLERY WITH NO OTHER PEOPLE USING GALLERY   | STEWARDS TO SUPERVISE  |  |  |  |  |
| SIGNAGE   |                    |                            | POSITION APPROPRIATE DISTANCING ,DIRECTION HAND SANITISING SIGNS .   |  |  |  |  |  |
| <b>OTHER GENERAL ARRANGEMENTS AND PROCEDURES</b>                |                    |                            |  |  |  |  |  |  |
| PREPARATION FOR NEXT USE OF BUILDING FOR SERVICES               |                    |                            | SANITISE SPRAY IN ALL AREAS BETWEEN SERVICES . WIPE DOWN HANDLES/ CLEAR SEATS / FLOORS ETC / REPLACE /TOP UP SANITISER , TOWELS ETC  | DESIGNATED INDIVIDUALS WITH APPROPRIATE PERSONAL SAFETY EQUIPMENT  |  |  |  |  |
| ATTENDANCE RECORDS  |                    |                            | LIST OF ATTENDEES OR PHOTO OF CONGREGATION OR OTHER RECORD TO BE KEPT FOR 21 DAYS MINIMUM . ANY VISITORS NAMES & PHONE NUMBERS TO BE TAKEN. CENTRAL LIST OF ALL REGULAR WORSHIPPERS TO BE MAINTAINED INCLUDING PHONE NUMBERS.                            | ANYONE TESTING POSITIVE FOR COVID TO NOTIFY NHS AND DEACONS. CHURCH TO PROVIDE NHS WITH LIST OF POTENTIAL CONTACTS     |  |  |  |  |
| CASH DONATIONS  |                    | LOW RISK                   | CASH DONATIONS ARE VERY STRONGLY DISCOURAGED . COLLECTION BOXES TO BE CHECKED OCCASIONALLY . ANY CONTENTS TO BE EMPTIED, BAGGED AND COUNTED AFTER ANY RECOMMENDED TIME DELAY AND USE OF APPROPRIATE PPE.   | TREASURER  | APPROPRIATE NOTICES AND REMINDERS TO BE GIVEN TO WORSHIPPERS . |  |  |  |
| SINGING   |                    | VERY HIGH RISK             | NO SINGING DURING SERVICES. ONLY PIANO/ELECTRIC ORGAN AND RECORDED SONGS.  |  |  |  |  |  |
| VENTILATION   |                    |                            | KEEP OCCUPIED ROOMS WELL VENTILATED.   | STEWARDS TO ACTION   |  |  |  |  |
| CHURCH WORKERS/ ELDERS/ DEACONS/ KEY HOLDERS/ CLEANERS/ WORKMEN |                    | HIGH RISK                  | ALL TO BE AWARE OF REQUIREMENTS.ENSURE USE OF APPROPRIATE PPE. MAINTAIN SOCIAL DISTANCING. REMIND WORSHIPPERS OF REQUIREMENTS WHEN NECESSARY   | ELDERS/ DEACONS TO DISCUSS/ EMAIL  |  |  |  |  |
| WELCOMERS/STEWARDS  |                    |                            | BE PRO ACTIVE IN DIRECTING , REMINDING AND SUPERVISING SAFETY PRECAUTIONS INSIDE AND OUT OF BUILDINGS AND FEEDING BACK ANY CONCERNS FOR AMENDMENT / REVISION OF PROCEDURES . ANY GENERAL REMINDERS / CHANGES TO BE SENT OUT BY EMAIL AND PUT ON WEBSITE. |  |  |  |  |  |
| LATE ARRIVALS   |                    |                            | TO USE SUNDAY SCHOOL . NO JOINING FAMILIES /OTHERS IN FILLED ROWS.STEWARDS TO SUPERVISE.   |  |  |  |  |  |
| EMERGENCIES   |                    |                            | WORSHIPPERS TO REMAIN IN SEATS SO FAR AS POSSIBLE UNTIL INSTRUCTED . STEWARDS TO SUPERVISE. ANYONE PROVIDING FIRST AID TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT  | STEWARDS   |  |  |  |  |
| CLINICALLY VULNERABLE / SHEILDING                               |                    | VERY HIGH RISK             | GOVERNMENT ADVICE IS TO STAY AT HOME   | INDIVIDUALS TO DECIDE  |  |  |  |  |
| OVER 70'S   |                    | HIGH RISK                  | GOVERNMENT ADVICE IS TO STAY AT HOME AS MUCH AS POSSIBLE.  | INDIVIDUALS TO DECIDE  |  |  |  |  |
| GENERAL   |                    |                            | NOTIFICATION OF PLANS & PROCEDURES. UPDATE PROCEDURES AND NOTIFICATIONS AS NECESSARY.  | PASTOR/ ELDERS TO EMAIL CHURCH MEMBERS AND OTHERS ABOUT RE OPENING ARRANGEMENTS. DETAILS TO GO ON WEBSITE AND BULLETIN |  |  |  |  |
| <b>LATER RISK ASSESSMENT UPDATES NEEDED BEFORE MEETINGS</b>     |                    |                            |  |  |  |  |  |  |
|   | COMMUNION SERVICES |                            |  |  |  |  |  |  |
|   | SUNDAY SCHOOL      |                            |  |  |  |  |  |  |

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|  | Yps                                  |  |  |  |  |  |  |  |  |
|  | FIRST TUESDAY                        |  |  |  |  |  |  |  |  |
|  | FIRST STEPS                          |  |  |  |  |  |  |  |  |
|  | MEETINGS                             |  |  |  |  |  |  |  |  |
|  | BAPTISM SERVICES                     |  |  |  |  |  |  |  |  |
|  | WEDDINGS                             |  |  |  |  |  |  |  |  |
|  | REFRESHMENTS BEFORE / AFTER SERVICES |  |  |  |  |  |  |  |  |