

Guidance for Community Activities

The principle objective of this guidance is to reduce the risk of anyone attending an activity or event at Brighton Road Baptist Church spreading or developing COVID-19. This guidance is for the safety of all attendees, staff and volunteers and should be followed by everybody using the church premises. The church trustees reserve the right to cancel any future event if this guidance is not followed by a particular group of users.

Throughout this guidance the term event is used to describe any activity that takes place within the church. Each event must have an identified Event Organiser who will be responsible to the church trustees for ensuring this guidance is adhered to.

Each Event Organiser must undertake their own risk assessment to ensure their activity can be run safely within these guidelines and any concerns should be raised with the Church Administrator.

Prior to running any event each organiser must ensure that prospective attendees are aware of the following:

- When not to attend if suffering specific COVID-19 symptoms i.e.
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) or
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) or
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- When not to attend following symptoms and/or a positive test or contact tracing
- When not to attend after returning from travel to a foreign country not covered by an exemption
- Instructions not to gather in groups that are not from the same household inside or outside the building and to adhere to social distancing guidance at all times
- Instructions to wear a face covering at all times in communal areas of the building unless there is a legitimate reason not to
- The need to minimise use of the toilet facilities in the church and that parents must accompany children under 11 to ensure good hygiene is maintained

A maximum of 50 people will be allowed seated in the Main Church and 30 in the Sports Hall, smaller groups of 10 may use the Meeting Rooms. A maximum of 18 people will be allowed to take part in physical activity in the Sports Hall and 22 in the Main Church. For any activity that involves sitting or lying on the floor, participants must bring their own mats .

Where possible attendees to an event should register in advance providing contact details (either phone or e-mail) so that they can be contacted in the event of another attendee developing COVID-19. Where this is not possible the Event Organiser must ensure details are recorded on arrival. Event Organisers should keep these details in line with government guidance and must inform the Church Administrator if an attendee develops symptoms of Covid-19. The Church Administrator will inform the Event Organiser if a member of another user group develops symptoms.

Event Organisers are responsible for providing sanitiser for use by attendees and for ensuring safe hygiene practices are followed at all times. Please note that food or drink must not be served – attendees may bring their own refreshments but these must not be shared and any waste should be taken home. The kitchen will not be accessible for any event. Where children are

To assist with the safe running of events a Cleaning Checklist (Appendix 1), will be displayed at Reception, and on arrival each Event Organiser should check this has been completed and that all signage is in place and their room is laid out in accordance with social distancing requirements.

All attendees should use sanitiser on arrival at the church and where possible arrival times should be staggered to avoid queuing. Only the entrances and exits agreed at the time of booking should be used.

Any room being used for an event should be well ventilated – if an extract system is provided it should be active and windows should be opened. Access doors should be on automatic or fixed open at least during arrival of attendees to avoid the need to touch handles, but fire doors should be closed once an event has started.

Where an event is in an upstairs room, attendees should be encouraged to avoid holding the handrails unless necessary and parents should hold the hands of smaller children. Events that are likely to involve those with mobility issues should be held in Main Church as the lift will normally be kept out of service but can be made available to those who need it.

For events using the sound system Event Organisers must ensure that microphones are not shared between those taking part – ideally usage should be restricted to the pulpit and lectern microphones but other microphones can be used provided they are fixed on stands and not handled by other participants.

It is the Event Organiser's responsibility to ensure that all those involved in running the event are familiar with these guidelines.

