

Guidance for Community Activities

The principal 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
- Requests to respect others who may wish to continue to maintain social distancing especially when moving around the building
- Requests to wear a face covering whilst moving around the building

Organisers should consider carefully how many people they can safely accommodate in the room in which their activity is booked. For any activity that involves sitting or lying on the floor, participants should 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 should ensure details are recorded on arrival 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.

Permission must be obtained from the Administrators for use of the kitchen and will be limited to smaller events. Separate guidance for the use of the kitchen will be provided to the event organiser where permission is granted.

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 should ensure that microphones are not shared between those taking part.

If any attendee arrives showing symptoms of COVID-19 or becomes unwell during an event, the Organiser should immediately isolate the individual (and any other party members) concerned in the Chapel, close the entrance doors to prevent anyone else entering the building and inform the Administrator

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

