

# BIBLES FOR CHILDREN

Registered Charity No. 1187754 (England and Wales) and SC050350 (Scotland)

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## COVID-19 RISK ASSESSMENT and POLICY STATEMENT

The purpose of this Risk Assessment is to identify the risks and the measures taken to minimise those risks in order to protect everyone involved with the charity.

### Risks

The risks identified are those of spreading the Covid-19 virus by inhaling airborne particles from an infected person or by touching contaminated surfaces.

### Safety of staff

Under normal conditions all staff work from home, communicating with each other and with users of the charity through email, telephone and post.

The charity has therefore not had to make any changes to continue operating under pandemic conditions. On the few occasions when face to face meetings would have occurred, as in handing over physical items like cheques or stationery provisions, the items have been placed by one party in an agreed location from where they have been collected by the other party.

### Safety of Trustees

Normally the Trustees meet in one room for a regular meeting every two months.

These meetings have been replaced by email and telephone contact and by meeting using the on-line Zoom facility.

### Incoming deliveries

**Bibles:** These are printed abroad and transported in sealed containers by sea to this country. As this takes many weeks, the stock has been through an extensive period of quarantine before reaching the warehouse storage facilities in Abingdon, Oxford. They are stored there for many months before being distributed to schools. This further period of quarantine ensures maximum safety before they are distributed to schools.

**Stationery:** Consignments of stationery are regularly received from a firm in Leicester. In view of the relatively high rate of Covid-19 infection in that city, all parcels and packets undergo a minimum of 72 hours of quarantine in a shed at the home of the Deputy Chairman before being opened and the contents used.

**Mail:** Post is received via Royal Mail as usual by all staff. It is recommended that normal hygiene methods are rigorously applied, by safely discarding used envelopes and wrappings and washing hands thoroughly after handling mail. Touching one’s face should be avoided whilst incoming mail is being handled.

Outgoing mail is taken to the Post Office, where social distancing rules are followed.

**Money:** All invoices are paid via the digital BACS system so no cheques are involved.

Donations and invoice payments received by cheque are banked by post to avoid the need to visit a bank.

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The Trustees reviewed and approved this policy on 15th September 2020.  
Next review due in September 2021 or earlier if the need arises.

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