

Coronavirus Risk Assessment for Opening Churches

Barton Evangelical Church is thankful to the Baptist Union of Great Britain for developing this risk assessment template working with health and safety consultants from Ellis Whittam to assist us as we plan for re-opening our premises. We have read the leaflet [Coronavirus: Guidance For Reopening Church Buildings](#) and reviewed the [government guidance and regulations relating to churches re-opening](#).

As trustees we have used this template to allow us to consider the specific risks relating to Coronavirus in opening our premises. It should be considered as a supplement to a general risk assessment of the premises.

It is also important to say that this document is a living document subject to regular review. We will certainly review it after the first few times our 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 will also 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: 12072020

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 emphasis 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

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)

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

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	1
	Severity	5			Severity	1
	Overall Risk	35			Overall Risk	3

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Yes	JH/DC/DS	By email to all potential attendees, at door if person showing symptoms turns up also add note to eekly Bulletin
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/ returning from foreign travel.	yes	JH/DS	by email prior to service and at start using announcements and in the Bulletin each attendee receives each week
3. Verbal symptom checks on entry	yes	DC/AM	At door entrance
4. Ask vulnerable not to attend in person	yes	JH	Advice provided by email to all potential attendees
5. Everyone to use hand sanitizer on entry to the building	yes	DC/AM	At the entrance DS covers the evening service)
6. Temperature/symptom checks on entry	No	DC/AM	Only symptom check
7. Display 'Staying COVID-19 Secure in 2020' poster at entrance(s).	yes	TH	TH to provide and put up signage
8. Social distancing measures to be maintained where possible,	yes	JH/ DC	Arrivals fill from the front of church /leaving people

Control Measures	Control in place (Y/N)	Person Responsible	Comments
including the arrival and departure of the venue.			leave from the back first

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	1
	Severity	5			Severity	1
	Overall Risk	35			Overall Risk	3

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or "1m plus mitigations")	yes	JH	Chairs arranged 2m apart
2. No physical contact between persons from different households/bubbles	yes	JH	Chairs arranged 2m apart
3. All attendees required to wear a face covering	No	JH/ DS	Only if not 2m apart but bring mask in case needed inform through Bulletin
4. One-way system of flow through building to avoid pinch points	yes	DC/AM	Fill from front /leave from the back
5. Areas marked out of bounds where appropriate	yes	JH	
6. Seating arrangements adapted for social distancing	yes	JH	
7. Capacity monitored and entry stopped when capacity reached	yes	DC/AM	Attendees register online

Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. No singing during services	yes	JH	
9. Signage in place to remind people of safe practices	yes	TH	TH to provide and put up signage
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.	yes	DC/AM	Disabled access via top door
11. Visitors instructed not to gather in groups, except with members of their own household, inside the building.	yes	JH/DS	In pre-service email, in Bulletin and announced in the service
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	yes	JH	All are advised not to attend at present via pre-service email and in Bulletin

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	1
	Severity	5			Severity	1
	Overall Risk	35			Overall Risk	3

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)	yes	DC/AM	
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	yes	MS	
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	yes	TH	
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.	Yes	TH	Toilet only in use for children under 11 and for baby change and in emergencies
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	yes	MS	
6. No serving of food and drink items prior to, during or after the service.	yes	JH/DS	By prior email and in Bulletin

Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	yes	JH/DS	By prior email and in Bulletin
8. Microphones and other equipment kept to a single individual	yes	JH	Preacher only to use and handle
9. Keep Register of attendees	yes	JH/AM	Online registration plus other new attendees from the public

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	1
	Severity	5			Severity	1
	Overall Risk	35			Overall Risk	3

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	yes	MS	Between am and pm services
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.	Yes	JH	Toilet only for baby change and children under 11 and in emergencies; note in bulletin
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	yes	MS	
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	yes	MS	Between am and pm services
6. Ask people to spray clean toilet after use	yes	MS/DS/TH	In Bulletin and on signage
7. Children under 11 to be accompanied to the toilet	yes	Parent	in bulletin and on signage

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	1
	Severity	5			Severity	1
	Overall Risk	35			Overall Risk	3

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	yes	JH/MS	In service announcements
2. All waste to be assumed contaminated and handled appropriately	yes	MS	
3. Anyone handling waste to be trained in suitable working practices	yes	MS	
4. All waste handled with suitable PPE (see cleaning guidance for details).	yes	MS	
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.	yes	MS	

Control Measures	Control in place (Y/N)	Person Responsible	Comments

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
Jeff Higgins JH		
Derek Carr DC		
Dave Stevens DS		
Mike Stanfield MS		
Terry Horscraft TH		

Aaron Meda AM		
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