

Coronavirus Risk Assessment for Opening Baptist Churches

The Baptist Union of Great Britain has developed this risk assessment template working with health and safety consultants from Ellis Whittam to assist churches as they plan for re-opening their premises. Prior to completing this document, it is recommended that churches read our leaflet [Coronavirus: Guidance For Reopening Church Buildings](#) and review the [government guidance and regulations relating to churches re-opening](#).

This template is designed to allow Trustees of a Baptist Church to consider the specific risks relating to Coronavirus in opening their premises. It should be considered as a supplement to a general risk assessment of the premises.

This risk assessment contains some generic risks, and potential control measures but you may wish to add some risk or control measures of your own that are specific to your church building and church circumstances. Space has been left in the template for this, but feel free to add additional pages if you believe this to be necessary.

You may also find some of the risks and control measures to not be suitable for your circumstances. If that is the case, we would recommend you make notes as to why these are not suitable as this will allow you to explain your position if it is questioned in future.

It is also important to say that this document should be a living document subject to regular review. You should certainly review it after the first few times your 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 also recommend that churches 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: 20 August 2020

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 **formula used** deliberately places additional emphasis on risks with the most severe consequences but are not very likely (by adding 2 x severity to the score) over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks. Please note that this framework is a generic one for evaluating risks and not specific to Coronavirus.

During the **pandemic** it is likely that the virus risk 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 emphasise the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk as far as possible.

It is unlikely that the severity score will reduce until such time as there are effective treatments or a vaccine. The control measures you put in place will mostly impact upon the likelihood of occurrence, but you may conclude their impact is sufficient to reduce it below a rating of 5. This does not mean your control measures are not of value because the scoring bands are fairly broad. For example, reducing the likely rate of occurrence from once a week to once every 50 weeks would be a factor of 50 improvement in likelihood but still have a score of 5.

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
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

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)

Summary		Recommended timeframe for implementing any identified control measures
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	1

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Welcome Team	Signage displayed at the entrance way, notice on and website
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Welcome Team	Signage displayed at the entrance way and website
3. Verbal symptom checks on entry	Y	Welcome Team	Prior to entering the building
4. Ask vulnerable not to attend in person	Y	Welcome Team	
5. Everyone to use hand sanitiser on entry to the building	Y	Welcome Team	Available at entrance way
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	Welcome Team	Booking system implemented to record personal contact information
7. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).	Y	Deacons	
8. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y	Welcome Team	Signage displayed at entrance way
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Welcome Team	Signage needs to be displayed
10. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	Y	Administrator	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
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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	1

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Deacons	
2. No physical contact between persons from different households/bubbles	Y	Welcome Team	Website
3. All attendees required to wear a face covering	Y	Welcome Team	Medical exception and children
4. One-way system of flow through building to avoid pinch points	Y		1m+ mitigation
5. Areas marked out of bounds where appropriate	Y	Administrator	Remember SD signs for CAP/Admin Office/ creche
6. Seating arrangements adapted for social distancing	Y	Welcome Team	First attempt of adjusting the worship room implemented
7. Capacity monitored and entry stopped when capacity reached	Y	Welcome Team	
8. No singing during services	Y	Worship leader	
9. Signage in place to remind people of safe practices	Y	Administrator	
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.	Y	Welcome Team	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Welcome Team	Website/Notice sheet/handout
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	Welcome Team	
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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	1

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)	Y	Welcome Team	
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Welcome Team	Need to notify cleaner when church is being used
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Welcome Team	
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.	Y	Welcome Team	Signage on doors
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	Deacons	Cleaner to be kept informed when church is being used to enable deep cleaning when required
6. No serving of food and drink items prior to, during or after the service.	Y	Welcome Team	Kitchen remains locked and signage displayed DO NOT ENTER
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Welcome Team	Bibles have been removed from the worship room and stored in the print room
8. Microphones and other equipment kept to a single individual	Y	Welcome Team	Laptop if used antibioticallly clothe to be used
9. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	y		

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. Keep Register of attendees	Y	Welcome Team	New Welcome station implemented and sign in book created.
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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	1

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Deacons/ Staff/Cleaner	Staff/Deacons/Welcome Team/Cleaner
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.	Y	Welcome Team	Signage displayed
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	y		
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	Welcome Team	Welcome Team to maintain. Cleaner to kept informed of church events
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Welcome Team	Cleaner to kept informed of church events
6. Ask people to spray clean toilet after use	Y	Welcome Team	
7. Children under 11 to be accompanied to the toilet	Y	Welcome Team	Parents/Guardians to accompany
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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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	1

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Welcome Team	Notices
2. All waste to be assumed contaminated and handled appropriately	Y	Cleaner	
3. Anyone handling waste to be trained in suitable working practices	Y	Cleaner	Cleaner to be kept informed of church events
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Welcome Team	
5. All bins lined with disposable liners and all waste double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.	Y	Welcome Team	Cleaner to check and keep us informed when needing more supplies
6. Lidded bins operated by foot-pedal to be provided	Y	Welcome Team	By front entranceway
7. Keep records of who has carried out cleaning and the tasks completed	Y	Welcome Team	System implemented asking Welcome Team to keep records
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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Risk:		Transmission of Coronavirus to an individual via working in the church 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	1

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Welcome Team	
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Group Leaders/Deacons	All meetings currently done via Zoom
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Group Leaders/Deacons	
4. Provide hand sanitiser in rooms used for meetings.	Y	Group Leaders/Deacons	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Group Leaders/Deacons	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y		
7. Implement cleaning procedures for goods and items entering the premises.	Y	Administrator	
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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Risk:						
Persons at risk						
Risk Rating before control measures	Likelihood			Risk Rating after control measures	Likelihood	
	Severity				Severity	
	Overall Risk				Overall Risk	


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

Date of Review	Confirmed by	Comments
21 st August 2020	Bev Smith & Trevor Glover	Risk rate reviewed all measures now in place. No additional actions required

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
Trevor Glover		24 th July 2020

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