

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: 2 July 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 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
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						
	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		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	
	Severity			Severity		
	Overall Risk	35		Overall Risk		

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	RI	This will be communicated both in advance by email and with signs at the door.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	RI	This will be communicated by email as well as on a case by case basis.
3. Verbal symptom checks on entry	Y	RI	Part of check in procedures for each individual.
4. Ask vulnerable not to attend in person	Y	SC	Will be communicated generally by email as well as through conversation with individuals.
5. Everyone to use hand sanitiser on entry to the building	Y	RI	Hand sanitizer will be provided and hand sanitation is part of procedures
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	RI	In procedures
7. Temperature/symptom checks on entry	N		No temperature checks
8. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y	RI	Suitable posters will be displayed at the entrance.
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	RI	One meter plus distancing at seats with mitigations. Otherwise two meters encouraged with signage placed.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	N		The school is responsible for all contractors and their work. Their risk assessment accounts for contractors.
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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	
	Severity				Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	RI	Seating will be 1m plus. Minister will be 2m plus for their safety.
2. No physical contact between persons from different households/bubbles	Y	RI	Congregating will be discouraged both inside and outside the building.
3. All attendees required to wear a face covering	Y	RI	This will be communicated in advance, at the door, and throughout the building. Disposable face coverings will be provided for volunteers and those who may have forgotten.
4. One-way system of flow through building to avoid pinch points	Y	RI	One way system will be in place.
5. Areas marked out of bounds where appropriate	Y	RI	Security tape will be available to mark out of bounds areas.
6. Seating arrangements adapted for social distancing	Y	RI	1m plus distancing between seats.
7. Capacity monitored and entry stopped when capacity reached	Y	RI	Reservation required with 5-10% capacity reserved for walk ups. Attendant on the door will be required to turn away once capacity is reached.
8. No singing during services	Y	RI	Singing will be prohibited both congregational and by soloist or choirs.
9. Signage in place to remind people of safe practices	Y	RI	Signage will be placed throughout the facility.
10. Any changes to entrances, exits and queues will take into	Y		One way system may need reversing for individuals

Control Measures	Control in place (Y/N)	Person Responsible	Comments
account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.			with limited mobility, but this is manageable.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	RI	This will be communicated in advance by email, by signage, and verbally by the minister.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	N		Those that fall into the vulnerable category will be asked not to attend the service will be streamed online.
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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	
	Severity				Severity	
	Overall Risk	35			Overall Risk	

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	RI	Door handles to be regularly cleaned.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	RI	Sanitizer spray to be provided
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	RI	Offering will not be taken
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	RI	Toilet monitor to be in place for duration of service to maintain hygiene standards.
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	RI	In Summer the school will not be used for at least 72 hours after services conclude. In term time deep cleaning to be undertaken by trained volunteers.
6. No serving of food and drink items prior to, during or after the service.	Y	RI	
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	RI	Service sheets to be provided and congregation asked to take home for disposal.
8. Microphones and other equipment kept to a single individual	Y	RI	To be cleaned and stored in bag for 72 hours after service.
9. Keep Register of attendees	Y	RI	Will be kept for 21 days in accord with government guidance.

	Control Measures	Control in place (Y/N)	Person Responsible	Comments
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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	
	Severity				Severity	
	Overall Risk	35			Overall Risk	

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	RI	Sanitizer spray and a toilet monitor will be in place.
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	RI	
3. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	RI	Toilets to be cleaned before and after service and after each individual use.
4. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	RI	Toilets to be cleaned after each use. Appropriate bins to be placed.
5. Ask people to spray clean toilet after use	Y	RI	Sanitizing spray will be provided
6. Children under 11 to be accompanied to the toilet	Y	RI	Parents required to accompany children to toilets.
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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	
	Severity				Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	RI	This will be communicated by email, verbally by minister, and using signage.
2. All waste to be assumed contaminated and handled appropriately	Y	RI	Volunteers dealing with waste will be trained and PPE will be provided.
3. Anyone handling waste to be trained in suitable working practices	Y	RI	See above
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	RI	See above
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.	Y	RI	
6. Lidded bins operated by foot-pedal to be provided	Y	RI	
7. Keep Register of attendees	Y	RI	Register to be kept for 21 days in line with government guidance.
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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	
	Severity				Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	RI	
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	RI	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	RI	
4. Provide hand sanitiser in rooms used for meetings.	Y	RI	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	RI	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	RI	
7. Implement cleaning procedures for goods and items entering the premises.	Y	RI	
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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 the childcare (crying) space.			
Persons at risk			
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity		
	Overall Risk	35	
	Likelihood		
	Severity		
	Overall Risk		

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Area will be carefully monitored by an usher during service	Y	RI	
2. Regular cleaning of chairs and high touch surfaces	Y	RI	
3. No communal toys will be in the space	Y	RI	
4. Families encouraged to bring what they need from home and not to share items.	Y	RI	
5. Hand sanitizer available in the space.	Y	RI	
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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
04.08.2020	Rob Ilderton	Added section on childcare area.

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

