



CORONAVIRUS RISK ASSESSMENT

Salendine Nook Baptist Church

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 in England](#) or [the Guidance for Places of Worship in Wales](#).

The creation of such a specific coronavirus risk assessment is a legal requirement in both England and Wales. The risk assessment must satisfy the requirements of regulation 3 of the Management of Health and Safety at Work Regulations 1999. These regulations include specific requirement to review the risk assessment if circumstances change significantly and to specifically consider the risks to those under 18. The Health & Safety Executive publish [guidance on risk assessment](#) which will help churches to comply with these regulations. In Wales there is an additional requirement in law that in formulating the risk assessment there is consultation with those working on the premises (which includes paid staff or volunteers). We recommend that churches in England do this as well as it represents good practice.

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 template 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: 04 February 2021 (updated to reflect legal requirements in Wales)

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
	Severity 5
	Overall Risk 35
Risk Rating after control measures	Likelihood 3
	Severity 2
	Overall Risk 10

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y		Letter and other means of communication will be sent to all regular attendees before recommencing Sunday Services.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y		This will be included in all correspondence that is sent out.
3. Verbal symptom checks on entry	Y		People attending will be asked if they have any Coronavirus symptoms.
4. Ask those who are vulnerable to consider whether to attend in person	Y		This will be included in all correspondence that is sent out.
5. Everyone to use hand sanitiser on entry to the building	Y		Hand sanitiser will be provided at the main door entrance to the Church. A steward will direct people to sanitise their hands.
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y		
7. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).			
8. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y		These will be placed at the main entrance to the Church.
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y		Those gathered will be reminded of this at both the beginning and end of each service.
10. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).			

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
	Severity 5
	Overall Risk 35
Risk Rating after control measures	Likelihood 2
	Severity 2
	Overall Risk 8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y		Signage is in place to remind people to keep at least 1m, if not 2m apart and to regularly wash their hands.
2. No physical contact between persons from different households/bubbles	Y		A reminder will be given at the beginning of each service.
3. All attendees required to wear a face covering	Y		A reminder of this will be in the letter sent out to people.
4. One-way system of flow through building to avoid pinch points	Y		Floor markings and signage in place to remind people which way to move around the areas that are in use.
5. Areas marked out of bounds where appropriate	Y		
6. Seating arrangements adapted for social distancing	Y		Chairs in the main Sanctuary will be set out to reflect 2m distancing and in household/bubble settings.
7. Capacity monitored and entry stopped when capacity reached	Y		A steward will monitor those entering the building, until capacity is reached.
8. No congregational singing during services	Y		This will be announced at the beginning of each service.
9. Signage in place to remind people of safe practices	Y		Signage will be in place to remind people.
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		

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		This will be communicated at the beginning of each service.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y		
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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	3
	Severity	5			Severity	2
	Overall Risk	35			Overall Risk	10

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		
2. Regular cleaning of surfaces likely to be touched regularly with appropriate disinfectant.	Y		
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y		The offering bags/plates will not be used during a Sunday service. People will be invited to contribute by electronic means (Direct Debit, Bank Transfer etc.) or by placing their offering into a marked offering box at the back of the church sanctuary.
4. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y		
5. No serving of food and drink items prior to, during or after the service.	Y		
6. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y		
7. Microphones and other equipment kept to a single individual	Y		
8. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and where appropriate Cleaning Checklist for suspected Coronavirus contamination (Appendix 3 of Guidance on Re-opening churches)			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Keep Register of attendees	Y		
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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
	Severity 5
	Overall Risk 35
Risk Rating after control measures	Likelihood 3
	Severity 2
	Overall Risk 10

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate disinfectant.	Y		
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser.	Y		
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and where appropriate Cleaning Checklist for suspected Coronavirus contamination (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		
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y		
6. Ask people to spray clean toilet after use			
7. Children under 11 to be accompanied to the toilet	Y		
8. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y		
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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
	Severity 5
	Overall Risk 35
Risk Rating after control measures	Likelihood 2
	Severity 2
	Overall Risk 8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y		
2. All waste to handled appropriately, observing good hygiene practices.	Y		
3. Anyone handling waste to be trained in suitable working practices			
4. All waste handled with suitable PPE (see cleaning guidance for details).			
5. All bins lined with disposable liners	Y		
6. Lidded bins operated by foot-pedal to be provided			
7. Keep records of who has carried out cleaning and the tasks completed			
8. Where a known/suspected case of coronavirus has been present all waste to be double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.	Y		
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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
	Severity 5
	Overall Risk 35
Risk Rating after control measures	Likelihood 3
	Severity 1
	Overall Risk 5

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y		
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y		
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y		
4. Provide hand sanitiser in rooms used for meetings.	Y		
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y		
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		
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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
28th March 2021	Rev. Ian Lovell	Updated review of previous Risk Assessment. A review needs to be carried out at least every few months.

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
Rev. Ian Lovell		28th March 2021

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