



Coronavirus Risk Assessment for Opening Cowplain Evangelical Church (CEC)

Background and guidance

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. The Managing Trustees of CEC have used this template to establish the control measures that need to be put in place prior to opening CEC. The government guidelines were also reviewed before the risk assessment was undertaken. This risk assessment is specific to the risks posed by COVID-19 and is a supplement to a general risk assessment of the premises.

It is also important to say that this document is a living document and will be subject to regular review whilst the risks caused by the coronavirus pandemic exist and will continue to follow 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.

Date of issue: 28 August 2020



Cowplain Evangelical Church

Risk Assessment Matrix

The following tables give a framework for assessing the risks specific to COVID-19. The scoring system deliberately places additional emphasis on risks with the most severe consequences 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.

During the Coronavirus pandemic it is likely that most risks, before controls are implemented, will be scored as high probability and 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 significantly until such time as there are effective treatments or a vaccine. The control measures put in place will mostly impact upon the likelihood of occurrence.

Using the current government recorded infection rates for the SE & Hampshire, the likelihood scores have been adjusted assuming the prescribed control measures have been put in place and are being maintained. Consequently, this assessment assumes that no vulnerable people will attend services until government guidelines state the risk for them is considered to be sufficiently low.

In order to maintain 2m safe distances in accordance with current government guidelines, this scoring assumes that the maximum number of people are in the church estimated at between 30 and 58 depending upon grouping sizes.



Cowplain Evangelical Church

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	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	High
	Overall Risk	High		Overall Risk	Medium

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	ELDERS	Part of weekly comms to attenders
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	ELDERS	Part of weekly comms to attenders
3. Verbal symptom checks on entry	N		This covered by risks 1&2
4. Advise vulnerable not to attend in person	Y	ELDERS	Include in comms
5. Everyone to use hand sanitiser on entry to the building	Y	ALL	Fitted
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	MANAGING TRUSTEES	Employ track & trace
7. Undertake the Pre-Event Checklist	Y	MANAGING TRUSTEES	Checklist completed and agreed
8. Display suitable posters to ask people with symptoms not to enter the building	Y	ADMIN	
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	STEWARDS	Implementing agreed instructions and following signage.



Cowplain Evangelical Church

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. All contractors to complete the Contractor Checklist	Y	CONTRACTORS	Checklist to be issued. (Also to include others if breakdown callout.)
11. First Aid Responder to treat each person as potentially COVID infected. To put on full PPE (Face shield, Apron and gloves) before attending injured person.	Y	MANAGING TRUSTEES	
12. If disabled person attending needs assistance then person assisting to be instructed to wear appropriate PPE. i.e. wear gloves when pushing wheelchair.	Y	WELCOME TEAM / STEWARDS	Gloves to be made available at church entry.



Cowplain Evangelical Church

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	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	Med
	Overall Risk	High		Overall Risk	Medium

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	MANAGING TRUSTEES (STEWARDS)	Appropriate layout in place. Stewards to implement
2. No physical contact between persons from different households/bubbles	Y	STEWARDS	To be included in their instructions
3. All attendees required to wear a face covering	Y	WELCOME	Although AS recommends optional. Face masks to be issued by Welcome Team for those without.
4. One-way system of flow through building to avoid pinch points	Y	MANAGING TRUSTEES	Part of approved layout plan
5. Areas marked out of bounds where appropriate	Y	MANAGING TRUSTEES	
6. Seating arrangements adapted for social distancing	Y	MANAGING TRUSTEES	
7. Capacity monitored and entry stopped when capacity reached	Y	WELCOME TEAM	Only those booked in can attend
8. No singing during services	Y	ELDERS	



Cowplain Evangelical Church

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Signage in place to remind people of safe practices	Y	MANAGING TRUSTEES (ADMIN)	
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	MANAGING TRUSTEES (ADMIN)	Booking system should accommodate adjustments. Admin to advise seating changes. NB Disabled people will need to leave via main entrance.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	ELDERS / SERVICE LEADER	Include in service notices
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	ELDERS	If necessary follow action(s) by Elders as appropriate.
13. First Aid Responder to treat each person as potentially COVID infected. To put on full PPE (Face shield, Apron and gloves) before attending injured person.	Y	MANAGING TRUSTEES	PPE identified to be made available.



Cowplain Evangelical Church

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	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	Medium
	Overall Risk	High		Overall Risk	Low

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	MANAGING TRUSTEES	Where possible except Fire Doors. Also door handles & pushes fitted with sanitisers
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	STEWARDS	Only in areas not protected by sanitisation process
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	ELDERS	
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	STEWARDS	Paper towels already in place. Dryers disabled.
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	N		Electrostatic sanitisation by Green Fox valid for 28 days and intend to get them to repeat monthly.
6. No serving of food and drink items prior to, during or after the service.	Y	STEWARDS / WELCOME TEAMS	Kitchen for foreseeable future.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	MANAGING TRUSTEES	Store all church Bibles and literature / leaflets in loft.
8. Microphones and other equipment kept to a single individual for each Sunday	Y	TECH TEAM	Make sure informed and can agree



Cowplain Evangelical Church

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Undertake the 'Pre-Event Checklist	Y	MANAGING TRUSTEES	Checklist completed and agreed
10. Keep Register of attendees	Y	ADMIN	



Cowplain Evangelical Church

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	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	Medium
	Overall Risk	High		Overall Risk	Low

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	CONTRACTOR / CLEANERS	Ensure all cleaners have instructions
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	STEWARDS / CLEANERS	Hands dryers isolated so only paper towels used.
3. Undertake the Pre-Event Checklist	Y	MANAGING TRUSTEES	Checklist completed and agreed
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	MANAGING TRUSTEES / CLEANERS	MT to manage
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	STEWARDS	Empty bins after every service
6. Ask people to spray clean toilet after use	Y	MANAGING TRUSTEES	Provide sanitisers
7. Children under 11 to be accompanied to the toilet	Y	PARENTS / GUARDIANS	Ensure properly instructed



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	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	Low
	Overall Risk	High		Overall Risk	Low

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	ELDERS	Include in services introduction
2. All waste to be assumed contaminated and handled appropriately	Y	ALL	Include in services introduction
3. Anyone handling waste to be trained in suitable working practices	Y	MANAGING TRUSTEES (STEWARDS)	
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	MANAGING TRUSTEES (STEWARDS)	
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	MANAGING TRUSTEES	Hold in outside path until safe to dispose.
6. Lidded bins operated by foot-pedal to be provided	N		Not needed (see control measure 1 above).
7. Keep records of who has carried out cleaning and the tasks completed	Y	MANAGING TRUSTEES / ADMIN	



Risk:		Transmission of Coronavirus to an individual via working in the church building			
Persons at risk		Ministers, members, contractors, cleaners			
Risk Rating before control measures	Likelihood	High	Risk Rating after control measures	Likelihood	Low
	Severity	High		Severity	Low
	Overall Risk	High		Overall Risk	Low

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	MANAGING TRUSTEES / PASTOR / ADMIN	
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	ELDERS / MANAGING TRUSTEES	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	ELDERS / MANAGING TRUSTEES	
4. Provide hand sanitiser in rooms used for meetings.	Y	ALL	Fitted
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	N		No outdoor mtgs envisaged or planned
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	N		No regular mtgs envisaged or planned



Cowplain Evangelical Church

Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. Implement cleaning procedures for goods and items entering the premises.	Y	ADMIN	Deliveries received are either isolated for 72 hours, or immediately opened, the packaging disposed of (assumed contaminated) and hands washed. Any surfaces that have come into contact with the delivery are then cleaned.
8. Ensure contractors wear appropriate PPE and use hand sanitisers upon entry. Maintain safe distance whilst working. Also provide contact detail to Admin.	Y	MANAGING TRUSTEES (ADMIN)	Admin to hold register of visits



Review/Revision Record

Date of Review	Confirmed by	Comments
28/08/2020	Managing Trustees	1st issue to web site