

Downend Baptist Church Coronavirus Risk Assessment Rev 2 dated 18-07-2020

Rev 1: First Draft based on BU template issued 2 July 2020 – Not Issued

Rev 2: Amended to comply with revised BU template issued 16 July 2020. Controls completed.

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: 16 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. Please note that this framework is a generic one for evaluating risks and not specific to Coronavirus.

During 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 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
	Severity	5	
	Overall Risk	35	
		Likelihood	2
		Severity	2
		Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Event Leader	Publish on all event advertising, use 'DBC Pre-event Checklist' each meeting and see notes on 'DBC Event Attendance Register'
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Event Leader	Publish on all event advertising and use 'DBC Pre-event Checklist' each meeting and see notes on 'DBC Event Attendance Register'
3. Verbal symptom checks on entry	Y	Event Leader	See notes on 'DBC Event Attendance Register'
4. Ask vulnerable not to attend in person	Y	Event Leader	Publish on all event advertising
5. Everyone to use hand sanitiser on entry to the building	Y	Event Leader	Everyone encouraged to use hand sanitiser on exit as well as entry. See notes on 'DBC Event Attendance Register'
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	Event Leader	Use 'DBC Coronavirus Emergency Action Plan'
7. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).	Y	Event Leader	Use 'DBC Pre-event Checklist'
8. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y	Trustees	Sign erected on entrance door
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Event Leader	Signs erected and floor markings installed. Event Leader to encourage compliance

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).	Y	Person Supervising Contractor	Use 'DBC Contractor Checklist' before work commences
11. Other non-Church groups that use the premises to provide their own specific risk assessments	Y	Trustees	AA have provided their risk assessment 02-07-20 'Downend Monday Night Meeting of Alcoholics Anonymous – Covid 19 Risk Assessment for Re-Start'
12.			
13.			

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	2
	Overall Risk	35			Overall Risk	6

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Trustees	Signs erected and floor markings installed. Event Leader to encourage compliance. See notes on ‘DBC Event Attendance Register’
2. No physical contact between persons from different households/bubbles	Y	Event Leader	Manage use of chairs to maintain 2m distance between households when seated. If chairs are used at less than 2m distance face coverings/masks to be worn at all times (excluding the speaker)
3. All attendees required to wear a face covering when not seated in 2m distanced seats (can be removed only when instructed by Event Leader)	Y	Event Leader	Event Leader to ensure compliance. See notes on ‘DBC Event Attendance Register’ Disposable Masks available and bin
4. One-way system of flow through building to avoid pinch points	Y	Event Leader	Brief stewards (where required) and all attendees upon arrival. See notes on ‘DBC Event Attendance Register’
5. Areas marked out of bounds where appropriate	Y	Trustees	Signs erected.
6. Seating arrangements adapted for social distancing	Y	Trustees	Sanctuary and Lounge are the only rooms to be used by more than one person at a time. All other rooms have signs stating access restrictions
7. Capacity monitored and entry stopped when capacity reached	Y	Event Leader	‘DBC Event Attendance Register’ identifies capacity limits for each room.
8. No singing during services	Y	Event Leader	Screen provided for single worship leader singer

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Signage in place to remind people of safe practices	Y	Trustees	Signs erected
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	Trustees	All routes are fully accessible. Floor markings installed
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Event Leader	Signs erected. Event Leader to encourage compliance. See 'DBC Event Attendance Register'
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	Event Leader	People in these categories will be encouraged to not attend. Government COVID-19: guidance for the safe use of places of worship during the pandemic Published 4 July 2020 states "Advice for both the clinically vulnerable and extremely clinically vulnerable is however advisory and they can choose how to manage their own risks."
13. Other non-Church groups that use the premises to provide their own specific risk assessments	Y	Trustees	AA have provided their risk assessment 02-07-20 'Downend Monday Night Meeting of Alcoholics Anonymous – Covid 19 Risk Assessment for Re-Start'
14.			
15.			

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	2
	Overall Risk	35			Overall Risk	6

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	Event Leader	Included on 'DBC Pre-event Checklist'
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Cleaner	Zoono All Purpose Microbe Shield to be sprayed on surfaces every 30 days. Frequently touched areas and surfaces, e.g. doors, toilets, stair rails etc to be cleaned after each event.
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Treasurer	Collection plate to be placed adjacent hand sanitiser near entrance/exit from Sanctuary
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	Trustees	Disposable paper towels and bins provided. Signs limiting one person to each toilet i.e. one in Ladies, one in Gents and one in Disabled (exceptions for children under 11 and carers) See notes on 'DBC Event Attendance Register'
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	Cleaner	Zoono All Purpose Microbe Shield Surface Sanitiser to be sprayed on chairs and other surfaces at least every 30 days to provide lasting protection so allowing use without deep clean or 72 hour quarantine period between uses. Frequently touched areas and surfaces, e.g. doors, toilets, stair rails etc to be cleaned after each event.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
6. No serving of food and drink items prior to, during or after the service.	Y	Event Leader	
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Trustees	Cupboards taped and ‘Do not Use’ notice erected
8. Microphones and other equipment kept to a single individual	Y	Trustees	Operating instructions produced
9. Use of key cupboard and photocopier	Y	Trustees	Room to be used by one person at a time. Operating instructions stating users to wash/sanitise hands before and after use and wipe all surfaces before and after use with supplied wipes displayed
10. Undertake the ‘Pre-Event Checklist’ (Appendix 2 of Guidance on Re-opening churches)	Y	Event Leader	Use ‘DBC Pre-event Checklist’
11. Keep Register of attendees	Y	Event Leader	Use ‘DBC Event Attendance Register’
12. Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y	Cleaner	Use ‘DBC Cleaning Checklist’
13. Other non-Church groups that use the premises to provide their own specific risk assessments	Y	Trustees	AA have provided their risk assessment 02-07-20 ‘Downend Monday Night Meeting of Alcoholics Anonymous – Covid 19 Risk Assessment for Re-Start’
14.			
15.			

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	2
	Overall Risk	35			Overall Risk	6

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	Cleaner	Zoono All Purpose Microbe Shield to be sprayed on surfaces at least every 30 days. Frequently touched areas and surfaces, e.g. doors, toilets, stair rails etc to be cleaned after each event.
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		Disposable paper towels and bins provided. Signs limiting one person to each toilet i.e. one in Ladies, one in Gents and one in Disabled (exceptions for children under 11 and carers) See notes on 'DBC Event Attendance Register'
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches)	Y	Event Leader	Use 'DBC Pre-event Checklist'
4. Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y	Cleaner	Use 'DBC Cleaning Checklist'
5. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y		Signs and guidance poster in place. See notes on 'DBC Event Attendance Register'
6. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Cleaner	Zoono All Purpose Microbe Shield to be sprayed on surfaces every 30 days. Toilet facilities to be cleaned after each event.
7. Ask people to spray clean toilet after use	Y	Cleaner	Zoono All Purpose Microbe Shield to be sprayed on surfaces every 30 days instead of relying on individuals

Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. Children under 11 to be accompanied to the toilet	Y		Signs and guidance poster in place. See notes on 'DBC Event Attendance Register'
9. Other non-Church groups that use the premises to provide their own specific risk assessments	Y	Trustees	AA have provided their risk assessment 02-07-20 'Downend Monday Night Meeting of Alcoholics Anonymous – Covid 19 Risk Assessment for Re-Start'
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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	2
	Overall Risk	35			Overall Risk	6

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Event Leader	Everyone to be asked to take personal waste home with them if possible. See notes on 'DBC Event Attendance Register'
2. All waste to be assumed contaminated and handled appropriately	Y	Cleaner	Use 'DBC Cleaning Checklist'
3. Anyone handling waste to be trained in suitable working practices	Y	Cleaner	Use 'DBC Cleaning Checklist'
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Cleaner	Use 'DBC Cleaning Checklist'
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	Cleaner	Use 'DBC Cleaning Checklist'
6. Lidded bins operated by foot-pedal to be provided	Y	Trustees	Bins with flip lids removed provided.
7. Keep records of who has carried out cleaning and the tasks completed	Y	Cleaner	Cleaning record displayed in each toilet
8. Other non-Church groups that use the premises to provide their own specific risk assessments	Y	Trustees	AA have provided their risk assessment 02-07-20 'Downend Monday Night Meeting of Alcoholics Anonymous – Covid 19 Risk Assessment for Re-Start'
9.			

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	2
	Overall Risk	35			Overall Risk	6

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Trustees	Only business meetings to be held are those to ensure compliance with constitution e.g. Leadership Team, Church Meetings
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Event Leader	Use 'DBC Pre-event checklist' and 'DBC Event Attendance Register' and comply with all other Risk Assessment controls
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Trustees	Anybody working (other than the cleaner) to bring own equipment
4. Provide hand sanitiser in rooms used for meetings.	Y		Hand sanitiser in each room
5. Use of key cupboard and photocopier	Y		Room to be used by one person at a time. Operating instructions stating users to wash/sanitise hands before and after use and wipe all surfaces before and after use with supplied wipes displayed
6. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Event Leader	Room ventilation instructions included on 'DBC Pre-event Checklist'
7. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y		Sanctuary and Lounge are the only rooms to be used by more than one person at a time. All other rooms have signs stating access restrictions
8. Implement cleaning procedures for goods and items entering the premises.	Y	Trustees	Deliveries to be quarantined for 72 hours

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Other non-Church groups that use the premises to provide their own specific risk assessments	Y	Trustees	AA have provided their risk assessment 02-07-20 'Downend Monday Night Meeting of Alcoholics Anonymous – Covid 19 Risk Assessment for Re-Start'
10.			
11.			

Review/Revision Record

Date of Review	Confirmed by	Comments
Rev 1 02-07-2020	D Quintin	Draft – not issued
Rev 2 18-07-2020	D Quintin	

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