

Coronavirus Risk Assessment for Opening and Using Baptist Churches: This Risk Assessment uses the template provided by the Baptist Union for the opening of church buildings, who advise that this is regularly reviewed and updated. Despite the Government lifting most Covid restrictions from 19th July 2021, the infection rate is still quite high. Fundamental risks still remain and control measures need to be in place. **It is considered that there is a significant reduction in risk because a) the vaccine roll out, and now Booster Jabs, will mean that the majority of attendees (if not all) will have been vaccinated, and b) the listed control measures and thorough thought and planning in to the practical arrangements (including H&S and Covid) will all reduce the likelihood of infection and transmission.** However, everyone needs to remain cautious and play their part in 'Keeping Everyone Safe'!!



Blisworth Baptist Church

RISK ASSESSMENT FOR USE OF THE CHURCH BUILDINGS (SUNDAY SERVICES, OTHER CHURCH ACTIVITIES & HIRING OF PREMISES)

Risk Assessment last reviewed on 1st October, 2021

Risk Assessment Matrix: RISK ASSESSMENT FOR USE OF THE CHURCH BUILDING (Sunday Services, Church Activities & Hiring of Premises)

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 ASSESSMENT FOR USE OF THE CHURCH BUILDING (FOR ALL PURPOSES 1ST OCTOBER ONWARDS)

Risk: Coronavirus entering the premises and potentially infecting users of the building			
Persons at risk: Ministers, leaders, members, attendees, contractors, cleaners, members of the public attending activities			
Risk Rating before control measures	Likelihood	5	
	Severity	5	
	Overall Risk	35	
Risk Rating after control measures	Likelihood	3	
	Severity	3	
	Overall Risk	15	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	RP, LH, KB, Activity Leaders	Policy, all correspondence, announcements
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	RP, Everyone	Policy, Government announcements
3. Verbal symptom checks on entry	Y	Stewards Activity Leaders	As part of their welcome greeting just check on this.
4. Ask those who vulnerable to consider whether to attend in person	Y	RP, LH, KB	Policy, all correspondence, Activity Leaders
5. Everyone to use hand sanitiser on entry to the building	Y	KB, RP Activity Leaders	Announcements, signage, Stewards supervise on entry.
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	RP	Asked to leave. Advised to RP for appropriate action.
7. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).	Y	KB/RP/LH	K/R/L will do this on the morning as a final check.
8. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y	RP/LH/KH	
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Stewards	Advised with signage and all communications
10. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	NA		

Risk:	Transmission of Coronavirus to an individual direct from infected person					
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners, members of the public attending activities					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	4
	Overall Risk	35			Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”) STILL RECOMMENDED	Y	Stewards Activity Leaders	RP/KB/LH in all communications ADVISED
2. No physical contact between persons from different households/bubbles STILL RECOMMENDED	Y	Stewards Activity Leaders	RP/KB/LH in all communications ADVISED
3. All attendees required to wear a face covering (This is still Government and Baptist Union RECOMMENDED GUIDANCE , but it is no longer mandatory.)	Y	Stewards on the day Activity Leaders	RP/KB/LH all communications: Everyone is EXPECTED to wear masks FOR MOVEMENT INSIDE & ENCOURAGED to continue wearing masks FOR SEATING (conscious that most will choose not to wear the face covering which means the hand hygiene, social distancing and other measures become even more crucial!!)
4. One-way system of flow through building to avoid pinch points	N		Space and open areas created
5. Areas marked out of bounds where appropriate	N/A		
6. Seating arrangements adapted for social distancing	Y	LH/KB/RP Activity Leaders	Alternate pews to be used. Spaced for refreshments. Tables and chairs used are to be spaced out!!
7. Capacity monitored and entry stopped when capacity reached	NA		Numbers highly unlikely to reach capacity.
8. No congregational singing during services	N/A		Singing is now allowed inside.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Signage in place to remind people of safe practices	Y	RP/LH/KB	Signage throughout!
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	RP/LH/KB Activity Leaders	
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	N/A	RP/LH / KB Stewards Activity Leaders	Communications. Advised. Personal responsibility. Very difficult to enforce!!
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	N	RP/KB/LH Activity Leaders	Personal choice!! Everyone will be advised in advance of policy, procedures and safety measures in place.
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)					
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners, members of public attending activities					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

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	LH/KB/Stewards Activity Leaders	As many doors as possible will be left open to avoid touch and improve ventilation. Much more difficult as colder weather arrives – cannot afford to let heating just disappear outside (too expensive!!).
2. Regular cleaning of surfaces likely to be touched regularly with appropriate disinfectant.	Y	Cleaner (Leaders and individual responsibility on the day)	Cleaner cleans whole building twice per week. Activity Leaders need to take responsibility for some cleaning after their activity. Appropriate sprays and wipes located around.
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	RP/LH/KB	Bags for collection will be handled only by Deacons with face covering and gloves on. People will not touch the bags. Collected after the service but not counted for 72 hours. Handles to be sanitised.
4. Building not used again for 72 hours or building thoroughly deep cleaned between uses	N	Cleaner Activity Leaders	Whole building, all areas and all surfaces and handles cleaned on Mondays and a day later in the week. Activity Leaders should take responsibility for checking and surface cleaning after use (appropriate sprays and wipes located around).
5. No serving of food and drink items prior to, during or after the service.	N/A	Refreshment Rota, Coffee House, Activity Leaders	Refreshments will be served after the Sunday Service, and as part of some of the organised activities. Appropriate controls re. Handling, space and cleaning need to be in place.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
6. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	KB/LH	Hymn books and Bibles not to be used. If anyone specifically requests a book then they will be asked to borrow and retain this so that no-one else has contact with it during this time of infection risk.
7. Microphones and other equipment kept to a single individual	Y	LH/KB	Microphones on stand – no/reduced contact.
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)	Y	KB/LH/or RP Activity Leaders	To be completed prior to each service or event/activity on the day. Activity Leaders should be aware of this and carry out their own basic checks linked to their risk assessment for their activity and those attending.
9. Keep Register of attendees	Y	RP/Stewards Activity Leaders	Register required (with record of people's choice of seating in the Chapel). Contact details required for any visitors for whom information is not already held by Blisworth Baptist Church. Activity Leaders are encouraged to maintain some form of register of attendees in case you need to contact them in an emergency (e.g. that someone has tested positive for Covid). If you ask for anyone's contact details you should be aware of Data Protection Law and not being able to hold the data for more than 21 days!

Risk:	Transmission of Coronavirus to an individual via toilet facilities		
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners, members of public attending activities		
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity	5	
	Overall Risk	35	
	Likelihood	3	
	Severity	3	
	Overall Risk	15	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate disinfectant.	Y	Cleaner/ Leaders on the day/ Individuals	Cleaner in advance. Sprays and wipes on the day.
2. Toilets supplied with disposable hand towels or dryers (not a reusable linen towel), hand sanitiser.	Y	KB/LH/Cleaner	Paper towels, hand wash, wipes and lidded pedal bins provided in all four toilets
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	KB/LH/RP	Announcements, signage (info to Cleaner)
4. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	KB/RP	Lidded, pedal bins and cleaning aids added
5. Ask people to spray clean toilet after use	N		Antibacterial wipes will be available for use on taps, door handles and seats as individuals choose to use.
6. Children under 11 to be accompanied to the toilet	Y	LH	Yes, at Toddlers' Group.
7. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y		They only accommodate one person.
8.			
9.			

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	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	NA		
2. All waste to be handled appropriately, observing good hygiene practices.	Y	Individuals	Gloves to be worn to handle paper and bins.
3. Anyone handling waste to be trained in suitable working practices	“Y”	RP/KB/Cleaner	Gloves will be available and also spare masks. Instructions and advice to Cleaner.
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	RP/KB/Cleaner	Gloves to be worn for collecting and disposing of paper towels/wipes. (Further PPE to be worn when cleaning after a known Covid Positive case.)
5. All bins lined with disposable liners	Y	KB/Cleaner	
6. Lidded bins operated by foot-pedal to be provided	Y	KB	
7. Keep records of who has carried out cleaning and the tasks completed	NA		
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	KB/RP (Cleaner)	
9.			
10.			

