

## 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 a specific coronavirus risk assessment is currently 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](#) and specific [guidance on risk assessment during the Coronavirus pandemic](#) which will help churches to produce a risk assessment. 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 risks 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.

In England from 19 July 2021, it is our understanding that no specific measures to limit the spread of Coronavirus will be required in law. However, churches still have a responsibility to consider the risks involved in their activities. We recommend that it is both sensible and appropriate for churches to continue to take some measures to limit the spread of Covid-19. Churches have a responsibility to protect their staff, congregations, communities, and other users of their buildings. However, it is now down to each church to determine for itself what these measures should be based on the trade-off between the negative impact of any measures and the benefits in terms of risk reduction.

This document should be 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 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: 15 July 2021

**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

<b>Risk:</b> Coronavirus entering the premises and potentially infecting users of the building			
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners, Pre-School staff, parents, pre-schoolers			
<b>Risk Rating before control measures</b>	Likelihood	5	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	35	
	Likelihood	5	
	Severity	4	
	Overall Risk	28	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Staff team & Stewards	<b>ACTION:</b> reiterate in Letter 21.07.21. Done 21/07
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Trustees	<b>ACTION:</b> reiterate in Letter 21.07.21 Done 21/07
3. Verbal symptom checks on entry	Y	Stewards	
4. Ask those who vulnerable to consider whether to attend in person	Y	JR	<b>ACTION:</b> reiterate in Letter 21.07.21 Done 21/07
5. Everyone to use hand sanitiser on entry to the building	Y	Stewards Individuals	
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	JR	<b>ACTION:</b> remind Stewards and Leadership Done 21/07
7. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ).	Y	Staff team Stewards	<b>ACTION:</b> ask Stewards to start completing this for Sunday services Done 21/07
8. Display suitable posters to ask people with symptoms not to enter the building (see our <a href="#">Coronavirus poster library</a> )	Y	JR	<b>ACTION:</b> Enlarge 'hands, face, space' poster; source suitable 'mask' poster Done 21/07
9. All contractors to complete the 'Contractor Checklist' (Appendix 6 of <a href="#">Guidance on Re-opening churches</a> ).	Y	JR	
10.			

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual direct from infected person</b>	
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners	
<b>Risk Rating before control measures</b>	Likelihood	5	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	35	
	Likelihood	5	
	Severity	4	
	Overall Risk	28	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. One-way system of flow through building to avoid pinch points where necessary.	N	JR	Only potential pinch point at the moment is Sunday services: Stewards are managing this.
2. Stewards continue to manage access / egress to and from services.	Y	Stewards	
3. Signage in place to remind people of safe practices.	Y	JR	
4. Ventilation maximised to disperse virus particles.	Y	Stewards Staff team Activity leaders	
5. Worshippers may sing but must wear face coverings whilst doing so.	Y	Trustees	
6. Face coverings must be worn when entering and moving around the premises.	Y	Trustees	
7. Social distancing is no longer a requirement, but sensitivity must be shown to members of the fellowship may choose to maintain it. No socialising in the chapel: people must move outside or into the Manna House if weather allows the large doors to be open.	N	Trustees	Whilst the control is not strictly in place, there are measures to mitigate the risk of the virus spreading. It is not a free-for-all hug-a-thon.
8. Seating will continue to be spaced out more than pre-COVID times. Worshippers should continue to sit in household bubbles.	Y	Trustees	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Small groups may book to meet at the premises. Attendees should maintain social distancing as far as is possible.	Y	Activity leaders	
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21.			

<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)</b>		
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners		
<b>Risk Rating before control measures</b>	Likelihood	5	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	35	
	Likelihood		
	Severity		
	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	Activity leaders	
2. Regular cleaning of surfaces likely to be touched regularly with appropriate disinfectant.	Y	Activity Leaders / Cleaners	
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Stewards	The offering box is placed on a table inside the chapel. Stewards wear disposable gloves to empty contents and place in wall safe at the end of the gathering.
4. Building thoroughly cleaned between uses	Y	Staff team	Fogging machine will be used where necessary.
5. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	JR	<b>ACTION:</b> Email with letter of 21.07.21
6. Microphones and other equipment kept to a single individual	Y	Tech team	
7. Undertake the 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ) and where appropriate Cleaning Checklist for suspected Coronavirus contamination (Appendix 3 of <a href="#">Guidance on Re-opening churches</a> )	Y	Stewards Staff team	(Where necessary)
8. Keep Register of attendees	Y	Stewards Activity Leaders	
9. We do not plan to serve refreshments after services until the Autumn. If small groups meet and chose to have	Y	Trustees	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
refreshments, one person will make the drinks and serve them to attendees as they remain seated.			

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via toilet facilities</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	5
	Severity	5			Severity	4
	Overall Risk	35			Overall Risk	28

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate disinfectant.	Y	JR	
2. Toilets supplied with soap/hand sanitiser and disposable paper towels or dryers (not a reusable linen towel).	Y	JR	
3. Implement regime for regular waste disposal from toilets.	Y	JR	
4. Setup appropriate policies for use of toilets (e.g. limited numbers at one time, children accompanied)	N	Trustees	We have decided to allow two people to use the toilets in the Manna House if they need to. Wipes are still in place if people would like to use them.
5. Undertake the 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ) and where appropriate Cleaning Checklist for suspected Coronavirus contamination (Appendix 3 of <a href="#">Guidance on Re-opening churches</a> )	Y	JR	(Where necessary)
6.			
7.			
8.			
9.			



<b>Risk:</b> Transmission of Coronavirus to an individual via contaminated waste	
<b>Persons at risk</b> Cleaners and anyone else handling waste	
<b>Risk Rating before control measures</b>	Likelihood 5
	Severity 5
	Overall Risk 35
<b>Risk Rating after control measures</b>	Likelihood 5
	Severity 4
	Overall Risk 28

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	JR	This is in place for church services and other events, but staff are using bins in offices.
2. All waste to handled appropriately, observing good hygiene practices.	Y	Cleaning staff	Disposable gloves are available.
3. Anyone handling waste to be trained in suitable working practices	Y	Cleaning staff	
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Cleaning staff	
5. All bins lined with disposable liners	Y	Cleaning staff	
6. Lidded bins operated by foot-pedal to be provided	N	JR	Impractical.
7. Keep records of who has carried out cleaning and the tasks completed	Y	JR	Rotas are in place.
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	JR	
9.			
10.			
11.			

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via working in the church building</b>				
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	5
	Severity	5			Severity	4
	Overall Risk	35			Overall Risk	28

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	N	Staff team	We are working in the offices and meet together in a socially distanced way.
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Staff team Activity Leaders	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Staff team Activity Leaders	
4. Provide hand sanitiser in rooms used for meetings.	Y	JR	
5. Hold meetings outdoors or in well-ventilated rooms when practical.	Y	JR	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	N	JR	We are managing without this.
7. Implement cleaning procedures for goods and items entering the premises.	N/A	JR	
8.			
9.			
10.			

## Review/Revision Record

Date of Review	Confirmed by	Comments
20 <sup>th</sup> July 2021	Joanna Reeves	We are scaling back restrictions a little over the summer period (from 19 <sup>th</sup> July to 31st August). At the moment the number of COVID cases is rising rapidly, and the Delta variant remains a concern. We will reassess the situation again in September.

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