

Coronavirus Risk Assessment for Opening Baptist Churches

This risk assessment is for **Chester Road Baptist Church** Chester Road, Sutton Coldfield, West Midlands B73 5HU, and is based on the [government guidance and regulations relating to churches re-opening](#). We have also taken advice from The Baptist Union of Great Britain's leaflet [Coronavirus: Guidance For Reopening Church Buildings](#) We have used The Baptist Union of Great Britain's risk assessment template which was developed working with health and safety consultants from Ellis Whittam to assist churches as they plan for re-opening their premises.

This risk assessment contains some generic risks, and potential control measures for returning to worship at Chester Road Baptist Church. Other church groups who meet in the building will also have a risk assessment according to the type of group and these will be added as appendices as each group re-opens up.

This risk assessment will be updated as government guidance changes.

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.

In 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 emphasis the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

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		Suggested Timeframe for Action
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	Likelihood	4
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	18

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Emails/letters – DB Information sheet – working group Facilities team	NOTICE DISPLAYED AT ALL ENTRANCES EMPLOYEES If you should have symptoms then you should phone in to your line manager to report that you are suffering symptoms and NOT go to work. You should immediately book yourself for a test. When you get the results of the test, you should inform your line manager. Should the test result be positive, those working with you should self isolate, following government guidance. MEMBERS/ATTENDEES: In emails or letters to members and potential attendees, inform people that they are not to attend if they have symptoms – specify these symptoms. On ‘Informal information sheet’ state that if you are symptomatic, you should not attend.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Church admin	Ensure that the latest government guidance is available – link on church website. On ‘guidance sheet’ state that if an attendee should develop symptoms they should immediately get a test and that if it is positive, they should follow guidance

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			<p>for track and trace. On email/letter to members/potential attendees, on risk assessment and on guidance sheet, state that those who are returning from foreign travel should be self-isolating as directed by the government where required.</p>
3. Verbal symptom checks on entry	Y	Host team	As part of welcome ... Hello, how are you etc...
4. Ask vulnerable not to attend in person	Y	Ministry team through pastoral contact	<p>Guidance sheet.</p> <p>Any potential attendees who are considered to be extremely clinically vulnerable (NHS written to 2.2million people) should be reminded that they should be following the current advice from government.</p> <p>Anyone in a group which is considered to be at an increased risk of severe disease from COVID 19 should be advised to stay at home as much as possible and minimise contact with other households. Worship for these groups of people can be accessed via website/ Facebook/ DVD/CD and postal comms etc as since 22.3.2020</p>
5. Everyone to use hand sanitiser on entry to the building	Y	Facilities staff to ensure that hand sanitizers are in place and full.	<p>ALL BUILDING USERS: Hand sanitizer at entrance of church and at other key points in the building. Employees/ volunteers to use as they enter and regularly throughout the day. On entry, attendees asked to use the hand sanitizer Sign to ask people to sanitize hands.</p>

Control Measures	Control in place (Y/N)	Person Responsible	Comments
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	Host team Leadership team	Church Management System (Church Insight + MailChimp) – a register of those attending will be kept on the system. Leadership to co-operate with track and trace should they be contacted.
7. Undertake the Ellis Whittam’s ‘Pre-Event Checklist’ (Appendix 2 of Guidance on Re-opening churches).	Y	Facilities team	Facilities team to complete and ensure that all requirements are met
8. Display suitable posters to ask people with symptoms not to enter the building	Y	Facilities team	See above
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Facilities team responsible for putting in place Host team to ensure that people follow social distancing requirements	See below
10. All contractors to complete the ‘Contractor checklist’	Y	Facilities team	Member of Facilities team responsible for contractor to do as required.

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	4
	Severity	5			Severity	3
	Overall Risk	25			Overall Risk	18

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Facilities team Host team	<p>Outside – attendees to enter through ‘main’ front door with 2m markings on the ground to indicate direction of queue – along the Boldmere Road side of the building. Boldmere Road gate to be closed to avoid moving traffic close to the queue.</p> <p>Member of host team to monitor the queue to ensure that distance is maintained between households and to ensure that the queue follows the direction along the side of the church.</p> <p>Welcome host to stand outside door as attendees enter. Only one household in entrance at any time.</p> <p>Continue 2m markers through the building as one-way system (see below) and down corridor to toilets.</p> <p>Guidancel information needs to include information to say that attendees may be asked to queue outside (no specifics) and 2m social distancing to be maintained throughout, using the markers as a guide. Ask people to fill up from the front of the church first so that people are not walking past others as they walk down the aisle.</p> <p>Guidance sheet and information video on website</p>
2. No physical contact between persons from different households/bubbles	Y	Host team	No physical greetings with handshakes etc.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
3. All attendees required to wear a face covering	Y	Host team	It is mandatory that those attending worship and volunteers on site such as the host team should wear a face covering unless they are exempt from doing so. Those leading the service do not need to wear a face covering whilst speaking to the congregation from the front of the church
4. One-way system of flow through building to avoid pinch points	Y	Taped arrows to floor – Facilities team.	From main entrance – to front LH aisle up, other 2 aisles ‘down’ This allows for toilet visit – down either middle of RH aisle, then back up LH aisle, across back and down back into pew where left. Foyer – arrows on floor 1-way system to maintain 2m distance between each direction of movement.
5. Areas marked out of bounds where appropriate	Y	Facilities team to put up signs	Rooms not in use – ‘room not in use’ signs (all rooms except for main church and toilets. One person will need to access office for the safe)
6. Seating arrangements adapted for social distancing	Y	Facilities team Host team	Seating in alternate pews. Tape off pews not to be used. Pews split into ‘seats’ with tape. Leave 2 clear spaces between households. Welcome host to direct people to pew, ‘filling up’ from the front first. Guidance sheet and video explains this.
7. Capacity monitored and entry stopped when capacity reached	Y	Host team	If capacity is reached, a member of the host team inside the church to inform those on the door that we are unable to admit any more people. The tin tab room will be set up as an overflow room and used as required from week 2 of opening.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. No singing during services	Y	Ministry team	No sung worship at all until advice changes
9. Signage in place to remind people of safe practices	Y	Facilities team	1 way signs Signs for entrance (see above) 2m distance signs Out of bounds signs, Reminders not to mix with other households
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	Host team	Priority access will be given to people with needs.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Facilities team	Information on informal guide. Signs on exit doors to remind people. At the end of services, people to leave one row at a time as directed by a member of the host team.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	Ministry team to discuss with those as required.	Provide these groups of people with information about how we are minimising risk and they can make personal decision as to whether they attend. Video to be sent out and put onto church website.

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	4
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	18

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	Host team Member of leadership team responsible for opening/locking up	One person to be responsible for opening up the church building and ensuring that doors are open accordingly. Wipe all handles as doors are opened and shut. Doors open on mag locks Security – a member of host team on each open external door
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Facilities team Tech team	Microphones – main speakers to be allocated their own microphone. Mixing desk Computer Screen Remote controls All of the above should be operated by one person only per service and wiped with appropriate sanitiser spray after each use. Host teams should be regularly wiping door handles/other touch areas/
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Host team	Promote giving online ChesterRoadBaptist.org.uk/Give or by Standing Order. If a collection is need, place on exit route. Cash stored in safe and safe handles to be wiped. Guidance sheet and video– include info how to give

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			online.
4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser.	Y	Facilities team	2m markings in corridor Keep main toilet doors open One person max in male toilet; 2 in female toilets – other cubicles to be ‘out of order’ and locked. Urinals in male toilets to be out of use Hand sanitizer between entrances of male/female toilets and by disabled toilet. Check the soap in the toilets is sufficiently replenished. Handwashing posters. Hand dryers and paper towels available. Disinfectant spray available for use Every other sink to be blocked off to ensure that 2m distance can be maintained whilst hand washing.
5. Building not used again for 72 hours or room(s) cleaned between uses	Y	Facilities team	Cleaning to take place 3 days after leaving building. Areas of building used to be ‘sealed’
6. No serving of food and drink items prior to, during or after the service.	Y	-	No food to be served. Include on information sheet and video.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Ministry team/host team	People invited to bring their own. They must also take them away and not leave at church. Include on information sheet and video.
8. Microphones and other equipment kept to a single individual	Y	Ministry team/tech team	See above
9. Undertake the ‘Pre-Event Checklist’ and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y	Facilities team	Facilities team to do and ensure that all requirements are met.
10. All attendees/ visitors to the building asked to use NHS Test & Trace app to ‘check-in to a venue’	Y	Facilities team	NHS Test & Trace QR code displayed in all entrances

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. In addition, to keep Register of attendees	Y	Host team/leadership team	Church management system (Church Insight) used to keep attendance. Those not previously registered on church register to leave their details as required.

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	4
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	18

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	Facilities team	Spray by sinks for taps
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	Facilities team	2m markings in corridor Keep main toilet doors open One person max in male toilet; 2 in female toilets – other cubicles to be ‘out of order’ and locked. Urinals in male toilets to be out of use Hand sanitizer between entrances of male/female toilets and by disabled toilet. Check the soap in the toilets is sufficiently replenished. Handwashing posters. Hand dryers and paper towels available. Disinfectant spray available for use Every other sink to be blocked off to ensure that 2m distance can be maintained whilst hand washing.
3. Undertake the ‘Pre-Event Checklist’ and Cleaning Checklist	Y	Facilities team	Facilities team to do and ensure that all requirements are met.
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	Facilities team	See information above and include key information on informal information sheet.
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Facilities team	Enhanced cleaning of toilets on schedule of cleaning for cleaners in line with guidance.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			Additional pedal bins in each room and included in cleaning schedule.
6. Ask people to spray clean toilet after use	Y	Facilities team	Provide spray in toilets. Information on the back of cubicle door to ask people to clean toilet.
7. Children under 11 to be accompanied to the toilet	Y	Host team	On information sheets

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	4
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	18

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Everyone	On sheet. Pedal bins at entrance and exit and in each room .
2. All waste to be assumed contaminated and handled appropriately	Y	Facilities staff	Bins emptied wearing appropriate protective clothing straight into outside bins
3. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Facilities staff	PPE available for Facilities staff
4. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	Facilities staff	Ensure adequate number of disposable liners purchased
5. Lidded bins operated by foot-pedal to be provided	Y	Facilities staff	To be purchased and placed into male and female toilets, kitchen, one in each room
6. Keep Register of attendees	Y	Facilities team	Church management, contractors and other church users.

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	4
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	18

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Leadership team to ensure that any face-to-face meetings are kept to a minimum.	Continue using Zoom. Facilities staff to work on site to make preparations for re-opening as needed, maintaining 2m distance.
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y		Continue with online meetings unless the meeting specifically requires people on site. Identify maximum safe number of people per room for meetings Face coverings to be worn by people on site other than those for whom it is their place of work or if they are exempt.
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Attendees at meetings	People to bring own pens etc for meetings.
4. Provide hand sanitiser in rooms used for meetings.	Y	Facilities team	Hand sanitizer dispensers in all rooms.
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Facilities team	Small groups may meet outside where government guidelines followed.
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	Facilities team	Maximum number of people identified for each room depending on the type of meeting. Separate appendices to be added for different regular groups – job club, messy church, brigades, one to one etc
7. Implement cleaning procedures for goods and items entering the premises.	Y	Facilities team	Where government guidelines indicate, items may need quarantining before use. These should be placed

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			in the church lounge until the quarantine period is over.
8. Rooms cleaned thoroughly between uses	Y	Facilities team	Main church building closed off for 3 days before cleaning. Cleaning schedule will be updated as groups return to ensure that each room is cleaned thoroughly between uses.