

**Coronavirus Risk Assessment for opening  
our church building for Sunday Services.  
September] 2020**



<b>Risk:</b>	<b>Coronavirus entering the premises and potentially infecting users of the building</b>
<b>Persons at risk</b>	Ministers, leaders, members, attendees, contractors, cleaners

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Yes	Staff	Email & Video
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Yes	Staff	Follow up with phone calls
3. Verbal symptom checks on entry	Yes	Door Stewards	Will be asking before entering the building
4. Ask vulnerable not to attend in person	Yes	Staff	Email & letters phone calls
5. Everyone to use hand sanitiser on entry to the building	Yes	Stewards	Before entering the building
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Yes	Elders & Deacons	Printed action plan in the office. And a brief given
7. Temperature/symptom checks on entry	Yes	Stewards	At registration
8. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ).	N/A		Due to the building being used for food bank and recording during the week. A walk down of the main auditorium performed fire alarm and emergency lighting checked
9. Display suitable posters to ask people with symptoms not to enter the building (see our <a href="#">Coronavirus poster library</a> )	Yes	P. Spill Deacon	
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Yes	P. Spill Deacon / Stewards	Cones will be placed @2m distance from the entrance point.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. All contractors to complete the 'Contractor Checklist' (Appendix 6 of <a href="#">Guidance on Re-opening churches</a> ).	N/A		None on site
12. Bibles & Literature	Yes	P Spill & Stewards Staff	All bibles to be removed and no literature to be given out
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

<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

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Yes	P.Spill Deacon	
2. No physical contact between persons from different households/bubbles	Yes	P.Spill Deacon	
3. All attendees required to wear a face coverings unless: (a) under the age of 11 or (b) a medical condition exempts the wearing of one	Yes		Government legislation requires face covering from 8/08/2020. Face masks provided for those who need one.
4. One-way system of flow through building to avoid pinch points	Yes	P.Spill Deacon	
5. Areas marked out of bounds where appropriate	Yes	P.Spill Deacon	
6. Seating arrangements adapted for social distancing	Yes	P.Spill Deacon	
7. Capacity monitored and entry stopped when capacity reached	Yes	Stewards	
8. No singing during services. No wind instruments.	Yes	Service Leader	Communicated Via email and video
9. Signage in place to remind people of safe practices	Yes	P.Spill Deacon	
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.	Yes	P.Spill Deacon	
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Yes	Service Leader/ Stewards	Reinforced by email and video and at the start of a meeting

Control Measures	Control in place (Y/N)	Person Responsible	Comments
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Yes	Staff/Deacons	Advised not to attend
13. Keep a Register of attendees	Yes	Stewards/Secretary	To be kept in secure place data protection act
14.			
15.			
16.			
17.			
18.			
19.			
20.			

<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

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)	Yes	Stewards	
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Yes	Deacon, Stewards & Cleaning Team	
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.	Yes	Cleaner & P.Spill	
3. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Yes	Cleaning Team	Cleaning Team will given a pre job brief
4. No serving of food and drink items prior to, during or after the service.	Yes	Elders & Deacons	
5. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Yes	Elders & Stewards	All removed
6. Microphones and other equipment kept to a single individual	Yes	PA controller & Staff	
7. Undertake the 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ) and Cleaning Checklist (Appendix 3 of <a href="#">Guidance on Re-opening churches</a> )	Yes	Cleaner	
8.			
9.			
10.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

<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

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Yes	Cleaning Team	
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.	Yes	P Spill & Cleaner	
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ) and Cleaning Checklist (Appendix 3 of <a href="#">Guidance on Re-opening churches</a> )	Yes	P Spill & Cleaner	
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Yes	P Spill Deacon	
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Yes	Cleaner	
6. Ask people to spray clean toilet after use	Yes	P Spill Deacon	Signs
7. Children under 11 to be accompanied to the toilet	Yes	Service Leader /Staff	Will be on a letter and announced at the meeting signs on doors
8.			
9.			
10.			



Control Measures	Control in place (Y/N)	Person Responsible	Comments
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via contaminated waste</b>
<b>Persons at risk</b>	Cleaners and anyone else handling waste

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. All waste to be assumed contaminated and handled appropriately	Yes	Deacons	Waste will be left in bins for greater than 72 hrs
2. Anyone handling waste to be trained in suitable working practices	Yes	Cleaner	Pre job brief will be given to cleaner
3. All waste handled with suitable PPE (see cleaning guidance for details).	Yes	Deacon/ cleaner	
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.	Yes	Deacon/ Cleaner	Only if a certified case is known of
5. Lidded bins operated by foot-pedal to be provided	Yes	Deacons	
6.			
7.			
8.			
9.			
10.			
11.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

<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

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Yes	Staff	Working from home where practical
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Yes	Staff	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Yes	Staff	
4. Provide hand sanitiser in rooms used for meetings.	Yes	Deacons	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Yes	Staff	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Yes	Staff/ Deacons	
7. Implement cleaning procedures for goods and items entering the premises.	Yes	Addressees	All staff given a brief on cleaning or quarantining items
8.			
9.			
10.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

<b>Risk:</b>	<b>Transmission of Coronavirus to congregation from Worship Leaders/Musicians with face masks removed</b>
<b>Persons at risk</b>	Congregation, Worship Leaders

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Greater than 2 meters distance from congregation set up	Y	P Spill	As per government guidelines worship leaders and those assisting in leading worship are exempt from wearing a face mask during the specific role. Also due to glasses steaming up which could cause personal injury while stepping up and down the staging
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

**Review/Revision Record**

Date of Review	Confirmed by	Comments

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





The above risk assessment was based on a template produced by the Baptist Union of Great Britain together with Ellis Whittam health and safety consultants. We're grateful for their generosity in providing this template for us to work through.

