

Coronavirus Risk Assessment for Opening Barrow Baptist Church

Risk Assessment Matrix

The following tables give the framework used for assessing the risks identified. 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. Highly likely	(i.e. >80% chance)
4. Likely	(i.e. 50-80% chance)
3. Moderate	(i.e. 10-50% chance)
2. Unlikely	(i.e. 3-10% chance)
1. Rare	(i.e. <3% chance)

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	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Service leader	All communication regarding meetings to include this.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Service leader	All communication regarding meetings to include this.
3. Clear signage on entry re. restrictions for entry i.e. those displaying symptoms	Y	Administrator	
4. Individuals shielding told to follow Government advice	Y	Service leader	All communication regarding meetings to include this.
5. Those in vulnerable groups advised not to attend general gatherings, separate provision will be offered i.e. vulnerable only services	Y	Service leader	All communication regarding meetings to include this.
6. Everyone to wear a face covering; from 8 August the wearing of a face covering is mandatory by law (other than those with exemptions for health reasons). Face shields / visors do not meet the requirement to wear a face covering.	Y	Service leader	All congregation and leaders should wear a face mask; leader can wear a clear visor when they're actually leading to enable lip readers to understand (but must wear a mask before and after the service). Disposable masks to be available at the entry point.
7. Everyone to use hand sanitiser on entry to the building	Y	Stewards	
8. 'Stewards' Pre-Event Checklist' will be undertaken prior to each service	Y	Stewards	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Display appropriate posters at entrance(s)	Y	Administrator	
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Stewards	One-way system in place and staggered exit when necessary.
11. All contractors to complete the 'Contractor Checklist'	Y	Contractor and staff	
12. Windows and doors to be opened for ventilation, where possible. Ceiling fans in Sanctuary to be on 'summer' setting, drawing air up and out.	Y	Stewards	

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	2
	Severity	5			Severity	5
	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”)	Y	Stewards / Trustees	It is possible to maintain a 2m distance, so this must be kept at all times.
2. Seating arrangements adapted for social distancing	Y	Stewards / Trustees	
3. Maximum capacity to be determined by the number of seats available when all household groupings are set two metres apart. Weddings and funerals to be further limited by legal maximum.	Y	Stewards	
4. Balcony can only be used if not been used 72 hours previously, and only to be used when Sanctuary is at capacity. Stairs to be used by one person at a time so no one passes.	Y	Stewards	
5. Layout and activities will ensure no physical contact between persons from different households/bubbles	Y	Stewards / Trustees	
6. One-way system of flow through building to avoid pinch points. Disabled access will always be available to those who need it	Y	Stewards / Trustees	
7. Areas not in use for service will be closed off / locked where appropriate	Y	Stewards	
8. Where possible attendance at services will be pre-booked. Otherwise, capacity will be monitored and entry stopped when capacity reached	Y	Service Leader / Stewards	Pre-booking should allow for one or two spaces for walk-ins

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. No singing during services	Y	Service Leader	
10. Signage in place to remind people of safe practices	Y	Administrator	
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building	Y	Service Leader	
12. Individuals shielding told to follow Government advice	Y	Service leader	All communication regarding meetings to include this.
13. Those in vulnerable groups advised not to attend general gatherings, separate provision will be offered i.e. vulnerable only services	Y	Service leader	All communication regarding meetings to include this.
14. Action Plan in place, and communicated to leaders, for in the event of a Coronavirus case being known to enter premises or someone becoming symptomatic during a service	Y	Trustees	

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	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

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	Stewards	
2. Surfaces likely to be touched regularly will be cleaned after each event.	Y	Cleaner	
3. No passing of collection plate/bags. Any donations will not be counted for 72 hours after service.	Y	Administrator	A box will be provided for anyone wishing to give cash / cheque offerings.
4. Where possible, services will be planned so that rooms are not used within a 72-hour period of each event.	Y	Administrator	
5. Areas that are used within 72 hours of another event will have a deep clean.	Y	Cleaner	
6. No serving of food and drink items prior to, during or after the service, with the exception of communion.	Y	Service Leader	
7. Where possible, communion to be given in the form of pre-packaged communion sets, otherwise the BU guidance on distributing the elements will be followed.	Y	Service Leader	Pre-packaged communion set to be placed under each chair prior to service, using gloves.
8. Attendees encouraged to bring their own Bibles, notebooks and pens and take them away with them.	Y	Service leader	All communication regarding meetings to include this.
9. Should any church material be used it will be placed aside and not used for 72 hours.	Y	Stewards	
10. Any headset or lapel microphone to be kept to a single individual and not used for 72 hours by anyone else.	Y	Service Leader	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. Lectern style microphone should be kept on a stand and users told not to adjust it.	Y	Service Leader	
12. 'Stewards' Pre-Event Checklist' will be undertaken prior to each service	Y	Stewards	
13. Cleaning Checklist will be completed between each event	Y	Cleaner	
14. Register of attendees with name and contact number should be obtained, for NHS Track and Trace, and kept for 21 days, in line with the Privacy Policy	Y	Stewards / Administrator	
15. WEDDINGS: Before handling the pen to sign the register, signatories should either put on disposable gloves or use hand sanitiser Should anyone other than the bride / groom handle the rings, hand sanitiser should be used for each person involved	Y	Service Leader	

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	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Toilets supplied with disposal hand towels or dryers.	Y	Cleaner / Stewards	Hand towels in a dispenser to avoid multiple contact
2. Encourage a one-in one-out system in order to limit to one person per toilet unit.	Y	Service Leader	Poster displayed on route to toilets
3. Handwashing / good hygiene posters will be displayed	Y	Administrator	
4. 'Stewards' Pre-Event Checklist' will be undertaken prior to each service	Y	Stewards	
5. 'Cleaning Checklist' will be completed between each event	Y	Cleaner	
6. More frequent cleaning of toilet facilities, including after every event.	Y	Cleaner	
7. Bins to be emptied after every event.	Y	Cleaner	
8. Cleaning materials to be provided for individuals to use on contact surfaces i.e. toilet seat.	Y	Cleaner	
9. Children under 11 to be accompanied to the toilet	Y	Service Leader	

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	2
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Bins without a foot-pedal operation to have lids removed or be left open	Y	Stewards	
2. A suitable number of bins provided at locations that are easy to access	Y	Stewards	Include on exit route
3. Attendees encouraged to dispose of any waste upon leaving to reduce unnecessary movement	Y	Service Leader	
4. All waste to be assumed contaminated and handled appropriately	Y	Cleaner	
5. Anyone handling waste to be trained in suitable working practices	Y	Cleaner	
6. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Cleaner	
7. All bins lined with disposable liners and all waste double bagged prior to disposal.	Y	Cleaner	
8. Keep Register of cleaners / staff	Y	Administrator	

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	2
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Trustees	Elders and Trustees meetings to remain on Zoom
2. Restrict in-person meetings to those absolutely necessary and maintain social distancing throughout.	Y	Trustees	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Meeting host	
4. Provide hand sanitiser in rooms used for meetings.	Y	Meeting host	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Meeting host	
6. Quarantine goods and items entering the premises for 72 hours where possible.	Y	Staff	
7. Keep a register of all entering the building	Y	Administrator	Staff sign-in sheet available on entry

Review/Revision Record

Date of Review	Confirmed by	Comments
08 August 2020	Trustees	RA updated to reflect that it is mandatory by law to wear a face covering from 08/08/2020

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

Name (Print)	Role(s)	Signature	Date