

This Wilton Baptist Church (WBC) COVID 19 Risk Assessment has been completed based on: Government COVID-19 guidance for the safe use of places of worship during the pandemic (as updated **1 December 2020** – this is a live document, which doesn't show changes)

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

& Baptists Together Coronavirus: Guidance on church worship (as updated **1 December 2020**, this will show changes to the previous update)

https://www.baptist.org.uk/Articles/582206/Coronavirus_Guidance_on.aspx

Particular attention should be applied by the following groups:

Individuals aged 70 years and over attending the place of worship

- Certain groups of people may be at increased risk of severe disease from COVID-19, including people who are aged 70 or older, regardless of medical conditions.
- Individuals who fall within this group are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household.
- You should consider informing these groups in particular of the symptoms of COVID-19 and [current stay alert and social distancing guidance](#).

Individuals who are extremely clinically vulnerable/shielding

- The NHS has written to around 2.2 million who are considered to be extremely clinically vulnerable to COVID-19, advising them to shield. See the current [guidance for this group](#). Shielded patients are currently advised not to meet more than one person from outside of their own household, and therefore not currently advised to attend places of worship. Those shielding individuals may choose to gather in groups of up to 6 people outdoors and form a support bubble with another household, they will therefore still be advised not to attend places of worship indoors. Advice for both the clinically vulnerable and extremely clinically vulnerable is however advisory and they can choose how to manage their own risks.

Coronavirus Risk Assessment for Opening Baptist Churches

The Baptist Union of Great Britain has developed this risk assessment (RA) template working with health and safety consultants from Ellis Whittam to assist churches as they plan for re-opening their premises. Prior to completing the RA, it is recommended that churches read the BU leaflet and review the Govt Guidance hyperlinked at the beginning of this RA.

This template is designed to allow Trustees (Deacons) 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 RA of the premises.

This RA contains some generic risks, and potential control measures but you may wish to add some risk 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.

It is also important to say that this document should be a living document 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 appropriate and 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 of BU RA template: 16 July 2020

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. Please note that this framework is a generic one for evaluating risks and not specific to Coronavirus.

During 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 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:		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	1
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	PS	Post the RA on the WBC Website & on the notice board at the foot of the main stairs with posters on external notice board & glass inner door
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	PS	Post the RA on the WBC Website & on the notice board at the foot of the main stairs
3. Verbal symptom checks on entry	Y	Door Keeper	JR prep script "please don't come in if you are not well"
4. Ask vulnerable not to attend in person	Y	PS	Post the RA on the WBC Website & on the notice board at the foot of the main stairs
5. Everyone to use hand sanitiser on entry to the building	Y	JR	Purchase and position hand sanitiser
6. Action Plan in place in case, and communicated to leaders as in event of Coronavirus case known to enter premises	Y	AG	Contact NHS 111 and report Track & Trace be prepared to close building.
7. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).	Y	DD/Event Organiser	
8. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y	JR	Outside noticeboard, inside main door on glass
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	All	2m social distancing remains the ideal situation and should be observed wherever possible. However 1m distance is permissible. Self-provisioned face coverings are to be worn within the building.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	Y	JR	
11. For full church service/meeting Duty Deacon Open church, check measures in place & open windows & internal doors to aid ventilation prior to and after meeting. Windows & external doors can be shut during the meeting.	Y	DD	For House/Prayer Group meetings the Activity leader is responsible. This will require review when heating is required.
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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	1
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Self-provisioned face coverings are to be worn within the building. 2m social distancing remains the ideal situation and should be observed wherever possible, however 1m distance is permissible.	Y	PS/DD	Post the RA on the WBC Website & on the notice board at the foot of the main stairs
2. No physical contact between persons from different households/bubbles	Y	PS/DD	Post the RA on the WBC Website & on the notice board at the foot of the main stairs
3. All attendees required to wear a face covering which they provide. Activity leader can speak without a face covering, as can worship group singers.	Y	PS/DD	Post the RA on the WBC Website & on the notice board at the foot of the main stairs – except those with exemptions (under 11's & medical) – although individuals are to provide their own face coverings hold a back-up supply of disposable face coverings.
4. One-way system of flow through building to avoid pinch points	Y	JR	Meeting start + 15 minutes – entrance through front door, upstairs into worship room. Exit down rear stairs, through Baptistery, to foyer – Door Keepers to traffic control out through main door. Meeting End – reverse above
5. Areas marked out of bounds where appropriate	Y	JR	Once agreed – KITCHENS, OASIS, beyond OFFICE
6. Seating arrangements adapted for social distancing	Y	JR/DD/Activity Organiser	
7. Capacity monitored and entry stopped when capacity reached	Y	DD	Assisted by Doorkeepers

Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. No communal singing during services	Y	Deacons/Members	The worship group are permitted to sing.
9. Signage in place to remind people of safe practices	Y	JR	
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	DD	Those needing the lift will have to go to & from using the baptistery, only 1 in a lift at a time unless from same household/bubble. As hands sanitised on entry & doors pegged open to lift, minimal risk of contagion by pressing lift buttons.
11. Visitors instructed not to gather/socialise in groups, except with members of their own household/bubble, inside the building.	Y	DD	Assisted by doorkeeper on initial greeting. DD to include reminder in notices.
12. All individuals who fall into the vulnerable, clinically vulnerable, and clinically extremely vulnerable categories will be provided with current advice on attending places of worship.	Y	PS	Post the RA on the WBC Website & on the notice board at the foot of the main stairs with current government and BU advice and the risk assessment so they can decide their own suitability to attend
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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	1
	Severity	5			Severity	5
	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	DD	Part of Opening up drill, but doorkeeper to pull shut main door 5 minutes after meeting starts. If we had to evacuate building last person out to shut doors behind.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Duty Cleaner!	Primarily see this as the stair handrails & toilet doors. As hands sanitised on entry & most doors pegged open, minimal risk of contagion by using handrails & opening doors. Additional sanitizer at top of stairs & full hand washing available in loos.
3. No passing of collection plate/bag and collection not counted for 48 hours after service.	Y	SC/DD	
4. Toilets supplied with disposal hand towels. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	JR/DD	Paper towels are our normal protocol – signs/poster to limit WCs to 1 at a time.
5. Building not used again for 48 hours or building thoroughly cleaned between uses	Y	Deacons/Members	Unless additional volunteers to clean.
6. No serving of food and drink items prior to, during or after the service.	Y	Deacons/Members	We will need to develop a protocol for communion. People with special requirements will need to bring their own from home.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	DD	Assisted by top of stairs greeter Screen off bookcase.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. Musical Instruments, microphones and other equipment kept to a single individual	Y	DD	Assisted by Sound Desk Operator
9. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y	DD & JR	DD on the day. Prior to "event" JR to brief cleaner (Maureen) & or any additional volunteer cleaners.
10. Keep Register of attendees	Y	DD	To be passed to PS for 21-day retention then destruction
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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	1
	Severity	5			Severity	5
	Overall Risk	35			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 sanitiser spray.	Y	Individuals	Frequent hand hygiene is the best defence.
2. Toilets supplied with disposal hand towels. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	DD/JR	DD on the day Prior to JR to brief cleaner (Maureen)
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y	DD/JR	DD on the day Prior to JR to brief cleaner (Maureen) & or any additional volunteer cleaners
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	Deacons/Members	poster outside each loo
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	N	JR	As hands sanitised on entry & most doors pegged open, minimal risk of contagion using toilets. Full hand washing available in loos. Individuals can always use a squirt of soap on loo roll to wipe seats if believe necessary.
6. Ask people to spray/wipe clean toilet after use	N	Deacons/Members	See above
7. Children under 11 to be accompanied to the toilet	Y	Parents/Carers	poster outside each loo

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	1
	Severity	5			Severity	5
	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	Y	All/DD	
2. All waste to be assumed contaminated and handled appropriately	Y	All	
3. Anyone handling waste to be trained in suitable working practices	Y	DD/Cleaner	JR to brief Deacons & Cleaner
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	DD/Cleaner	JR to brief Deacons & Cleaner. Gloves to be available,
5. All bins lined with disposable liners so all waste will be double bagged prior to disposal and kept for 48 hours prior to disposal in general waste.	Y	DD/Cleaner	JR to brief Deacons & Cleaner. Small bins to have liners, to go into larger bin with liner before going into wheelie bin.
6. Lidded bins operated by foot-pedal to be provided	N		Do not currently have these in the loos, therefore lids removed to offer wide neck (no need to touch) & liner
7. Keep records of who has carried out cleaning and the tasks completed	Y		JR to brief Cleaner, and any additional volunteers
8.			

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	1
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y		Zoom/electronic wherever possible
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y		Zoom/electronic wherever possible
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y		Zoom/electronic wherever possible
4. Provide hand sanitiser in rooms used for meetings.	Y		Zoom/electronic wherever possible
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y		Zoom/electronic wherever possible
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	N		If becomes necessary
7. Implement cleaning procedures for goods and items entering the premises.	Y		Where provenance is in doubt supplies brought in to be quarantined for 48 hours or appropriately cleaned.
8.			

Revision Record

Date of Review	Confirmed by	Comments
30 Jul 20	Jonathan Rendall	First Issue of Risk Assessment (RA)
05 Sep 20	Jonathan Rendall	Amendment 1 – incorporating Govt Advice 14 Aug & BU advice 27 Aug 20
27 Sep 20	Jonathan Rendall	Amendment 2 – incorporating Govt Advice 24 Sep & BU advice 25 Sep 20
9 Nov 20	Jonathan Rendall	Amendment 3 – incorporating Govt Advice 6 Nov & BU advice 5 Nov 20
03 Dec 20	Jonathan Rendall	Amendment 4 – incorporating Govt Advice 1 Dec 20 & BU advice 1 Dec 20

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