

Minchinhampton Baptist Church COVID 19 Risk Assessment Template

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	5

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Danny/ Welcome team	Information sent out in bookings email, repeated at entrance to church by welcome team.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Danny/ Welcome team	Information sent out in bookings email, repeated at entrance to church by welcome team.
3. Verbal symptom checks on entry	y	Welcome team	Conducted at entrance to church by welcome team.
4. Ask vulnerable not to attend in person	y	Danny	Information sent out in bookings email
5. Everyone to use hand sanitiser on entry to the building	y	Welcome team	Conducted at entrance to church by welcome team.
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	y	Steve	Communicated at beginning of the service.
7. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).	y	Danny	No actions needed
8. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	y	Danny	Conducted at entrance to church by welcome team.
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Welcome team. Steve, Danny	Communicated through back to church video, bookings email, at the door and in service notices.

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).	NA		No contractors on site

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	10

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or "1m plus mitigations")	y	Steve and Danny	Chairs are pre-arranged, arrival and exit system followed by welcome team.
2. No physical contact between persons from different households/bubbles	y	Welcome team	Chairs are pre-arranged, arrival and exit system followed by welcome team.
3. All attendees required to wear a face covering	y	Welcome team. Danny	Mentioned in the bookings email and by the welcome team
4. One-way system of flow through building to avoid pinch points	y	Bookings	Chairs are pre-arranged, arrival and exit system followed by welcome team.
5. Areas marked out of bounds where appropriate	N		N/A
6. Seating arrangements adapted for social distancing	y	Danny, Steve	Chairs are pre-arranged, arrival and exit system followed by welcome team.
7. Capacity monitored and entry stopped when capacity reached	y	Bookings. Danny	Pre-booking encouraged and maximum number of seating calculated.
8. No singing during services	y	Danny, Steve	Communicated through back to church video, bookings email and in service notices.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Signage in place to remind people of safe practices	Y	Danny	Using BU posters as previous control
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	Danny, welcome team	In welcome team briefing, front door can be used as the entrance for those with mobility issues.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	y	Danny, Steve and welcome team	Communicated through back to church video, bookings email, at the door and in service notices.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	y	Danny	As mentioned in previous control

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	5

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	Welcome team	Will be mindful of temperature and shut windows/doors if necessary
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	y	Welcome team	Will have disinfectant spray and instructed how and when to use it
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	y	LT	No offering will be taken
4. 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	Cleaners	This is in place
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	y	Naomi/bookings	Mitigation in place
6. No serving of food and drink items prior to, during or after the service.	Y	LT	This is in place
7. No distribution of Bibles or other books – attendees asked to bring their own and take them away with them.	Y	Danny, Steve	All Bibles have been removed
8. Microphones and other equipment kept to a single individual	Y	Sound team	This is in place
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	Danny	Actions are already in place

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. Keep Register of attendees	Y	Welcome team, Danny	Pre bookings are recorded, welcome team will add extras to this.

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
	Severity	5	
	Overall Risk	35	
	Likelihood	1	
	Severity	5	
	Overall Risk	5	

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	Welcome team	As mentioned before
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	Admin	As mentioned before
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	Danny	As mentioned before
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	Admin	As mentioned before
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Admin	In place
6. Ask people to spray clean toilet after use	Y	Danny	In Bookings email

Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. Children under 11 to be accompanied to the toilet	Y	Danny	In Bookings email

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
	Severity	5	
	Overall Risk	35	
		Likelihood	1
		Severity	5
		Overall Risk	5

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	y	Danny	In Bookings email
2. All waste to be assumed contaminated and handled appropriately	Y	Cleaners	In Place
3. Anyone handling waste to be trained in suitable working practices	Y	Cleaners	In Place
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Cleaners	In Place
5. All bins lined with disposable liners and all waste double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.	y	Cleaners	In Place
6. Lidded bins operated by foot-pedal to be provided	y	Admin	In Place
7. Keep records of who has carried out cleaning and the tasks completed	Y	Admin	In Place
8.			
9.			
10.			

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	5

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	LT	In Place
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Naomi Danny	Maximum numbers have been calculated
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Session leader	No common objects
4. Provide hand sanitiser in rooms used for meetings.	Y	Admin	In Place
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Session leader	In Place
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	N	Admin	We have used wall signage as floor layouts/seating is flexible.
7. Implement cleaning procedures for goods and items entering the premises.	Y	Session leader	Disinfectant spray in common areas
8.			
9.			
10.			

Review/Revision Record

Date of Review	Confirmed by	Comments
25 th July 2020	Ian Williams	V0.1
21 st September 2020	Danny Brown	V0.2

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