

COVID 19 Risk Assessment

12th December 2021

This Wilton Baptist Church (WBC) COVID 19 Risk Assessment has been completed based on:
Government COVID-19 guidance. [COVID-19: guidance for the safe use of places of worship - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship)
And Baptist Union of Great Britain guidance. [The Baptist Union of Great Britain : Essential Guidance](#)

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.

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	AD	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	AD	Post the RA on the WBC Website & on the notice board at the foot of the main stairs
3. Everyone to use hand sanitiser on entry to the building	Y	MC	Purchase and position hand sanitiser
4. Action Plan in place in case, and communicated to leaders as in event of Coronavirus case known to enter premises	Y	MC	Contact NHS 111 and report Track & Trace - be prepared to close church building.
5. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).	Y	DD/Event Organiser	
6. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y	MC	Outside noticeboard, inside main door on glass
7. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	All	Individuals responsibility
8. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	Y	MC	
9. 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..	Y	DD	For House/Prayer Group meetings the Activity leader is responsible.

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.	Y	DD	Legal requirement unless singing but WBC requirement when singing 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 eg hugs/handshakes etc	Y	AD/DD	Recommended 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	AD/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. Areas marked out of bounds where appropriate	Y	MC	KITCHEN, OASIS, beyond upstairs Lift Foyer/landing
5. Capacity monitored and entry stopped when capacity reached	Y	DD	Assisted by Doorkeepers
6. Signage in place to remind people of safe practices	Y	MC	
7. 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	AD	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

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 aid ventilation and reduce contact with door handles	Y	DD	If required to evacuate the building last person out to shut doors behind.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	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 WCs.
3. No passing of collection plate/bag	Y	SC/DD	Basket at exit
4. Toilets supplied with disposal hand towels. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	MC/DD	Paper towels are our normal protocol
5. Musical Instruments, microphones and other equipment kept to a single individual	Y	DD	Assisted by Sound Desk Operator
6. 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 & MC	DD on the day.
7. Communion -the following protocol is to be followed: Brief proximity with a person distributing communion is permitted.	Y	DD	

<p>Any bread and wine the celebrant lifts symbolically or speaks over should be separate from the bread and wine that is distributed.</p> <p>The server distributing bread and wine should wash their hands immediately prior to distribution or wear gloves, and wear a face covering.</p> <p>Pre-prepared pieces of bread are to be provided.</p> <p>An individual wine cup can be carefully lifted from the tray by the person receiving. (any other cup accidentally touched is to be separated by the server & disposed of)</p> <p>At all times, there should be no contact between those distributing and those receiving, and no contact between those receiving and any plate, basket or tray.</p> <p>Server to collect & dispose of used cups immediately after service.</p>			
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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/MC	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/MC	DD on the day Prior to: MC 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 WC
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	N	MC	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	

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. All waste handled with suitable PPE (see cleaning guidance for details).	Y	DD/Cleaner	Gloves to be available,
4. 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	Small bins to have liners, to go into larger bin with liner before going into wheelie bin.
5. 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
6. Keep records of who has carried out cleaning and the tasks completed	Y		JR to brief Cleaner, and any additional volunteers

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. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y		Zoom/electronic wherever possible
3. Provide hand sanitiser in rooms used for meetings.	Y		Zoom/electronic wherever possible
4. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y		Zoom/electronic wherever possible
5. 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.

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
31 Dec 20	Jonathan Rendall	Amendment 5 – incorporating Govt Advice 22 Dec 20 & BU advice 20 Dec 20
TBC Mar 21	Jonathan Rendall	Amendment 6 – incorporating Govt Advice 4 Jan 21 & BU advice 10 Mar 21
25 May 2021	Mark Cole	Amendment 7 – Updating ‘Person Responsible’ due to new Diaconate
16 June 2021	Mark Cole	Amendment 8 - social distancing rules (page 7)
19 July 2021	Mark Cole	Amendment 9 -
12 December 2021	Mark Cole	Amendment 10 - major update and reintroduction of masks

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