



## **CORONAVIRUS RISK ASSESSMENT FOR OPENING OF WEST CROYDON BAPTIST CHURCH**

This Risk Assessment has been carried out using the template provided by the Baptist Union of Great Britain (working with its health and safety consultants from Ellis Whittam) on 16th July 2020. Both the BUGB Guidance leaflet “Coronavirus: Guidance For Reopening Church Buildings from 3 August” and the Government guidance “COVID-19: Guidance for the safe use of places of worship from 31 July” have been carefully consulted in preparation for completing this Risk Assessment and carrying out the associated control measures which have arisen from it.

It will be reviewed and updated in the light of experience, after each new activity, 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.

Risk assessment undertaken by Joyce Francis 4th August 2020.

Approved by WCBC Leaders: 11th August 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.

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 emphasize the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

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		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

<b>Risk:</b> Coronavirus entering the premises and potentially infecting users of the building			
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners			
<b>Risk Rating before control measures</b>	Likelihood	5	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	35	
	Likelihood	2	
	Severity	4	
	Overall Risk	16	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Administrator Duty Deacons	Weekly newsletter. Letter sent to those not on Internet. Church will be available online and phone.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Administrator Duty Deacons	Weekly newsletter. Letter sent to those not on Internet. Initial services are only open to those that have been accepted via the booking system. Notices displayed.
3. Verbal symptom checks on entry	Y	Duty Deacons	This will be recorded together with contact details of attendees. Part of the stewards tasks.
4. Ask vulnerable not to attend in person	Y	Duty Deacons	Congregants will book in advance. The booking form will include “we would encourage those shielding/over 70 or with underlying health conditions to follow government advice”. They will be given information about church online and phone.
5. Everyone to use hand sanitiser on entry to the building	Y	Building team	Wall mounted, non-touching, hand sanitisers at entry and inside sanctuary. Free standing also available.
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	Temi	Plan made available to leaders and actioned by the church secretary in event of case(s). Part of stewards briefing.
7. Undertake the Ellis Whittam’s ‘Pre-Event Checklist’ (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ).	Y	Duty Deacons	This will be undertaken before each service. Records kept for a minimum of 21 days.
8. Display suitable posters to ask people with symptoms not to enter the building (see our <a href="#">Coronavirus poster library</a> )	Y	Building team Duty Deacons	Draw peoples’ attention to the posters at the start of service.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Duty Deacons	At the beginning and end of each service this will be emphasised. Part of duty deacon and the stewards responsibilities.
10. All contractors to complete the 'Contractor Checklist' (Appendix 6 of <a href="#">Guidance on Re-opening churches</a> ).	Y	Building team	Completed forms filed.
11. Training of stewards	Y	Andrew / Robert A	Written policy on Coronavirus prevention measures. Deacons with oversight for church and safeguarding. Briefing before each event.
12. COVID-19 Privacy Statement	Y	Yemisi	Will be displayed on website, in sanctuary and given to attendees. Deacon with GDPR oversight.

<b>Risk:</b> Transmission of Coronavirus to an individual direct from infected person	
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners	
<b>Risk Rating before control measures</b>	Likelihood 5
	Severity 5
	Overall Risk 35
<b>Risk Rating after control measures</b>	Likelihood 1
	Severity 4
	Overall Risk 12

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Robert M	Written policy. Seating marked out. Deacon with oversight for governance
2. No physical contact between persons from different households/bubbles	Y	Robert M	Notices displayed in building. Weekly newsletter. Announcement by leader of service. Stewards to highlight this to congregants
3. All attendees required to wear a face covering	Y	Duty Deacons	Face covering available for those without. Instructions on how to use them correctly.
4. One-way system of flow through building to avoid pinch points	Y	All Deacons Stewards	Signage in place. Stewards to assist. Congregants will leave one row at a time. Announcement.
5. Areas marked out of bounds where appropriate	Y	Robert M	Refreshment and welcome desk/bookstall areas marked and taped off. Downstairs toilets will be out of use.
6. Seating arrangements adapted for social distancing	Y	Robert M	In the sanctuary pews will be taped off and marked 2m distancing. In other areas plastic chairs will be spaced 2m apart and occupied rows will be sufficiently separated to ensure people one behind each other are socially distanced.
7. Capacity monitored and entry stopped when capacity reached	Y	Duty Deacons	Initial services are only open to those who have booked. Booking form wording states that the service “will be strictly limited to 86 individuals”. 48 in the main sanctuary and 38 in the balcony. Total number of seats will accommodate expected mix of single/couples/families

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			User organisations will be given the maximum numbers per room. Hall1: 33
8. No singing during services	Y	Andrew	Part of information given to worshippers beforehand. Announced at the beginning.
9. Signage in place to remind people of safe practices	Y	Andrew Building team	Suitable signage in place around the building.
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	Andrew	Signage in place. Stewards will direct people where to go.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Temi	Leader of service will announce at the beginning and end of service
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	Simon	Church online and phone available to allow anyone in these categories to participate at home.

<b>Risk:</b> Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	
<b>Persons at risk:</b> Ministers, leaders, members, attendees, contractors, cleaners	
<b>Risk Rating before control measures</b>	Likelihood: 5
	Severity: 5
	Overall Risk: 35
<b>Risk Rating after control measures</b>	Likelihood: 1
	Severity: 4
	Overall Risk: 12

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	Duty Deacons	All doors except fire doors. Doors from foyer into sanctuary and sanctuary into Flower area will be wedged open throughout service
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Duty Deacons	Cleaning contractors will follow cleaning guidelines. Handrails will be cleaned prior to and during use. Doors will be propped open
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Joyce/Gwen	Worshippers will be encouraged to donate online. Where not possible, a plate will be placed at the exit. This will either: (1) be counted using disposable gloves at the end of service. Or (2) Put in a disposable bag, locked away and counted after 72 hours.
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	Temi	Toilets already have disposable hand towels. Hand sanitisers are provided in each toilet room and on the wall outside. Signage in place. Two cubicles in ground floor ladies toilet will be locked/taped off.
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	Tia	Sanctuary services held weekly. User organisations of other rooms will thoroughly clean chairs, tables, and other equipment before use following cleaning guidelines. Cleaning material and PPE provided.
6. No serving of food and drink items prior to, during or after the service.	Y	Patience	Part of COVID-19 statement. Worshippers advised beforehand. Part of announcements at beginning of service.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Patience	All printed materials in foyer and sanctuary will be removed from display. Worshippers advised beforehand. Part of announcements at beginning of service.
8. Microphones and other equipment kept to a single individual	Y	Robert M	Microphones will be numbered for each person. Will not be used for over 72 hours. Minimum number of people at the sound desk.
9. 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> )	Y	Duty Deacons	Completed checklists filed and kept in church office for minimum 21 days then destroyed.
10. Keep Register of attendees	Y	Temi	Weekly register kept in church office for a minimum of 21 days and then destroyed. User organisations will be required to do the same.



<b>Risk:</b> Transmission of Coronavirus to an individual via toilet facilities	
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners	
<b>Risk Rating before control measures</b>	Likelihood 5
	Severity 5
	Overall Risk 35
<b>Risk Rating after control measures</b>	Likelihood 2
	Severity 4
	Overall Risk 16

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	Patience / Building team	Cleaning contractors will follow guidelines. If used before 72 hours, all surfaces will be cleaned prior to use.
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	Temi / Building team	Toilets already have disposable hand towels. Hand sanitisers are provided in each toilet room and on the wall outside. Signage in place. Two cubicles in ground floor ladies' toilet will be locked/taped off. Gents urinals taped off to prevent use and door wedged open.
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> )	Y	Duty Deacon	Checklists completed and filed.
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	Yemisi	Signage and necessary sanitisers and sprays. Guideline posted at entrance to toilets.
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Tia / Building team	Appropriate cleaning and PPE materials used by cleaning contractors. Assess if more facilities needed and arrange accordingly.
6. Ask people to spray clean toilet after use	Y	Yemisi	Sprays provided. Information included in guideline provided in no. 4 above
7. Children under 11 to be accompanied to the toilet	Y	Tia	Parents/carers to be informed.

<b>Risk:</b> Transmission of Coronavirus to an individual via contaminated waste	
<b>Persons at risk</b> Cleaners and anyone else handling waste	
<b>Risk Rating before control measures</b>	Likelihood 5
	Severity 5
	Overall Risk 35
<b>Risk Rating after control measures</b>	Likelihood 1
	Severity 4
	Overall Risk 12

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Yemisi	Included in COVID-19 policy given to members. Signage. Congregants reminded at start and end of service.
2. All waste to be assumed contaminated and handled appropriately	Y	Robert A	Following cleaning guidelines. Appropriate materials and PPE obtained.
3. Anyone handling waste to be trained in suitable working practices	Y	Robert A	Aqua Blue cleaning contractors
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Robert A	Cleaning guidance. See 2 above
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	Boldizar	Aqua Blue cleaning contractors. See 2 above
6. Lidded bins operated by foot-pedal to be provided	Y	Joyce	Replace current bin in sanctuary and other places as necessary.
7. Keep records of who has carried out cleaning and the tasks completed	Y	Joyce / Esther	Registers kept for 21 days

<b>Risk:</b> Transmission of Coronavirus to an individual via working in the church building			
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners			
<b>Risk Rating before control measures</b>	Likelihood	5	<b>Risk Rating after control measures</b>
	Severity	5	
	Overall Risk	35	
	Likelihood	2	
	Severity	4	
	Overall Risk	16	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Boldizar	Most meetings will be held remotely
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Boldizar	Follow meeting guidelines
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Boldizar	Follow guidelines
4. Provide hand sanitiser in rooms used for meetings.	Y	Patience	Contactless on walls
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Patience	Windows to be opened where appropriate
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	Simon	Signage in place
7. Implement cleaning procedures for goods and items entering the premises.	Y	Simon	Cleaning procedures in place