



Coronavirus Risk Assessment for Reopening

Version 1

Agreed by the Trustees (Deacons) on 5th August 2020

Risk: 1		Coronavirus entering the premises and potentially infecting users of the building			
Persons at risk		Minister, leaders, members, attendees, contractors, cleaner, outside groups hiring building			
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures now in place	Likelihood	2
	Severity	5		Severity	5
	Overall Risk	25		Overall Risk	10

Control Measures in Place	Person Responsible	Comments	Additional measures which may be required
1. Ask everyone symptomatic not to attend	Admin	Include in e-mails etc. about re-opening.	
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Admin	Include in e-mails etc. about re-opening. Notice on entrance doors.	
3. Verbal symptom checks on entry	Welcome Team/ Meeting Leader	Ask on arrival, at gate, so as to include disabled entrance and slope. Symptomatic individuals not to enter the building.	
4. Advise vulnerable not to attend in person	Admin/Meeting Leader/Leadership team	Make risk assessment available to all so individuals can make decision. Provide specific guidance to individuals as appropriate/requested.	
5. Everyone to use hand sanitiser on entry to the building	Admin/Welcome Team/Meeting Leader	Include in e-mails etc. about re-opening. Reminder on arrival both verbally and via visual notices.	
6. Action Plan in place, and communicated to leaders, to cover the eventuality of a known Coronavirus case entering the premises.	Meeting Leader/Duty Deacon/Welcome Team	Print Action Plan on back of event checklist as a reminder. Share with welcome team. May require early termination of the meeting.	
7. Undertake the 'Pre-Event Checklist' to ensure all measures are in place for each meeting.	Meeting Leader/Duty Deacon	To be completed prior to each meeting.	

Control Measures in Place	Person Responsible	Comments	Additional measures which may be required
8. Display suitable posters to ask people with symptoms not to enter the building.	Admin	At each entrance.	
9. Social distancing measures to be maintained where possible, including during arrival at, and departure from, the venue.	Welcome Team/Meeting Leader	No one should linger in entrance areas. Visual and verbal reminders used. Seating plans to allow for social distancing. Management of exiting to avoid crowding.	Monitor need for markings on ramp and in other areas.
10. All contractors to complete the 'Contractor Checklist'	Person booking/opening up for contractor	Where possible, e-mailed to contractor in advance.	
11. Lift – only used by members of same household/support bubble. Hands to be sanitised before touching door/controls.	Welcome Team	Welcomer at bottom of slope to monitor slope and open disabled door for lift access. Ask everyone to sanitise hands on entrance.	
12. Person opening/closing gates etc to sanitise hands before touching gates/locks. Gates left open whilst building in use.	Meeting Leader/Duty Deacon	Person opening up needs to have hand sanitiser with them.	

Risk: 2		Transmission of Coronavirus to an individual direct from infected person				
Persons at risk		Minister, leaders, members, attendees, contractors, cleaner, outside groups hiring building				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures now in place	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	25			Overall Risk	10

Control Measures	Person Responsible	Comments	Additional measures which may be required
1. Suitable social distancing policy in place (2m or "1m plus mitigations")	Meeting Leader	Aim for 2m, chairs placed at required distance in advance and allowances made for movement of people.	Monitor need for additional floor markings.

Control Measures	Person Responsible	Comments	Additional measures which may be required
2. No physical contact between persons from different households/bubbles	Admin/ Meeting Leader	Include in e-mails etc. about re-opening "Do not touch anyone outside your household". Verbal reminder on day.	
3. All attendees required to wear a face covering	Admin/Welcome Team	Include in e-mails etc. about re-opening. Supply of masks available for those without one. Reserve the right to refuse entry to those who are unwilling to cover their face (this does not apply to those who are in exempt categories).	
4. One-way system of flow through building to avoid pinch points.	Welcome Team/Meeting Leader	Markings/signs indicating one-way system. Written guidance for welcome team. Included in event checklist. Ramp not to be used as an exit whilst others are still arriving that way.	
5. Areas marked out of bounds where appropriate	Duty Deacon/Meeting Leader	Signs to be placed/checked prior to meeting (will change depending on location of meeting). Included in event checklist.	
6. Seating arrangements adapted for social distancing	Duty Deacon/Meeting Leader	Seat in household/bubble groups and socially distanced from other households. Included in pre-event checklist.	
7. Capacity monitored and entry stopped when capacity reached	Admin/Meeting Leader	Pre-booking system/ by invitation. Spare capacity left to avoid turning visitors away.	
8. No singing during services	Meeting Leader	Use pre-recorded music if required.	Review future need for screens to allow live music to be 'performed' by an individual/single household group.
9. Signage in place to remind people of safe practices	Admin	Visual reminders at appropriate points within 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.	Welcome team	Manned disabled entrance to lift, access maintained via this route.	

Control Measures	Person Responsible	Comments	Additional measures which may be required
11. Attendees instructed not to gather in groups, except with members of their own household, inside or outside the building.	Admin/Meeting Leader	Ask to stay seated during meeting. At end of meeting, attendees to leave one household at a time to maintain social distancing. Advised to go straight home, not congregate outside.	
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Admin/Meeting Leader/Leadership Team	Individuals in this group encouraged to participate through other media.	Consider dedicated meetings for vulnerable.
13. Adequate ventilation in building	Duty Deacon/Meeting Leader/Admin	Doors to be hooked open prior to people arriving. Windows to be left open if weather conditions allow. May reduce temperature – attendees will need to consider clothing required – include in e-mails etc.	

Risk: 3				Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)			
Persons at risk				Minister, leaders, members, attendees, contractors, cleaner, outside groups hiring building			
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2	
	Severity	5			Severity	5	
	Overall Risk	25			Overall Risk	10	

Control Measures	Person Responsible	Comments	Additional measures which may be required
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature).	Duty Deacon/Meeting Leader	Doors to be hooked open prior to people arriving. Fire doors remain closed.	
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Cleaner/Meeting Leader	High contact surfaces given additional attention by cleaner. See measure 4.	Handrails may need additional cleaning

Control Measures	Person Responsible	Comments	Additional measures which may be required
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Meeting Leader/Treasurer	Announce plate inside exit door for donations. Encourage other forms of giving.	
4. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Admin/Cleaner/ Meeting Leader	Admin to manage bookings to ensure 72 hours spacing between room uses. Additional cleaning of entrance areas will be needed where meetings within 72 hours occur in different rooms, but share same entrance area. This will need to be done in house when cleaner not scheduled to visit in between uses. No non-essential visits to premises between meetings – permission to be sought for essential visits.	Consider removing keys from key holders if necessary.
5. No serving of food and drink items prior to, during or after the service.	Admin/Meeting Leader	People advised to bring their own drinks, no refreshments available – include in e-mails etc.	No communion planned at present – consider attendees bringing own if this changes.
6. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Admin	Pew Bibles removed, attendees to bring own bibles – include in e-mails etc.	
7. Microphones and other equipment kept to a single individual	Sound desk	Minister on clothing mic., readers use worship groups mic., one person per mic. per service.	
8. Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Meeting Leader/Duty Deacon/Cleaner	See also measure 4	
9. Keep Register of Attendees	Meeting Leader/Duty Deacon; kept by admin	Register of members. Ask visitors for contact details. Information kept in line with track and trace regulations. Privacy statement provided.	
10. Social distancing to be observed in sound desk corner.	Meeting Leader + audio visual team	At present only space for one person.	Technology to be restructured

Risk: 4		Transmission of Coronavirus to an individual via toilet facilities	
Persons at risk		Minister, leaders, members, attendees, contractors, cleaner, outside groups hiring building	
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity	5	
	Overall Risk	25	
	Likelihood	2	
	Severity	5	
	Overall Risk	10	

Control Measures	Person Responsible	Comments	Additional measures which may be required
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Welcome Team/Cleaner	High contact surfaces given additional attention by cleaner. Additional cleaning may be needed between visits by cleaner (see risk 3, measure 4).	
2. Toilets supplied with disposable hand towels, hand sanitiser available outside.	Cleaner/Duty Deacon/Meeting Leader	Users encouraged to sanitise hands before using toilets to reduce contamination of door handles. Supply checked in pre-event checklist. Signs to prompt correct handwashing technique.	
3. Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Meeting Leader/Duty Deacon/Cleaner	See Risk 3, measure 4.	
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Cleaner/Duty Deacon/Meeting Leader	Signs to remind those waiting to remain distanced and leave adequate space for others to exit toilets. Encourage people to use facilities at home prior to meeting where possible.	Floor markings outside toilets if needed.
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Cleaner/Duty Deacon	Lidded bins provided within toilet facilities. May need emptying between visits by cleaner. Additional attention paid to cleaning all surfaces within toilets.	
6. Children under 11 to be accompanied to the toilet	Parents	To ensure children are assisted to comply with above control measures.	

Risk: 5		Transmission of Coronavirus to an individual via contaminated waste	
Persons at risk		Cleaner and anyone else handling waste	
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity	5	
	Overall Risk	25	
	Likelihood	2	
	Severity	5	
	Overall Risk	10	

Control Measures	Person Responsible	Comments	Additional measures which may be required
1. Everyone asked to take waste home with them if possible	Admin/Meeting Leader	Included in advance e-mails etc.	
2. All waste to be assumed contaminated and handled appropriately	Cleaner/Line manager	Cleaner instructed to use gloves to empty waste. Monitor need for additional emptying of bins between cleaner visits.	
3. Anyone handling waste to be trained in suitable working practices	Cleaner/Line manager	Included in cleaning checklist/guidance.	
4. All waste handled with suitable PPE (see cleaning guidance for details).	Cleaner/Line manager	See measures 2 and 3.	
5. All bins lined with disposable liners and disposed of appropriately	Cleaner/Line manager		
6. Lidded bins operated by foot-pedal provided to minimise contact with bin surfaces in use.	In place	Lidded bins in situ around the building	
7. Keep records of who has carried out cleaning and the tasks completed	Cleaner/Duty Deacon/Meeting Leader	Time sheet used by cleaner. Any additional duties carried out in line with the checklist + recorded.	

Risk: 6		Transmission of Coronavirus to an individual via working in the church building	
Persons at risk		Minister, leaders, members, contractors, cleaners, administrator	
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity	5	
	Overall Risk	25	
	Likelihood	2	
	Severity	5	
	Overall Risk	10	

Control Measures	Person Responsible	Comments	Additional measures which may be required
1. Use remote working tools to avoid in-person meetings.	Meeting Leader	Zoom meetings where appropriate.	Increase training in use of Zoom.
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Meeting Leader	By invitation only. Ensure placement of seating to maintain distancing.	For areas where regular meetings take place, consider floor signage to help people maintain social distancing.
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Admin/Meeting Leader	Attendees to bring and use own resources.	
4. Provide hand sanitiser in rooms used for meetings.	Meeting Leader	Additional bottles of sanitiser available in admin office.	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Meeting Leader	Open doors and windows as conditions allow.	
6. Implement cleaning procedures for goods and items entering the premises.	Those bringing in/receiving goods	Clean items/goods or quarantine for 72 hours. Sanitise hands after handling goods/items.	

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost venue)
4. High (major injury / damage, lost time venue interruption, disablement)
5. Very High (fatality / venue closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review/Revision Record

Date of Review	Confirmed by	Comments

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

