



Coronavirus Risk Assessment for Reopening

Version 2

(Version 1 agreed by the Trustees (Deacons) on 5th August 2020, updated to Version 2 on 5th June 2021)

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
	Severity	5	
	Overall Risk	25	
	Likelihood	2	
	Severity	5	
	Overall Risk	10	

Control Measures in Place	Person(s) Responsible	Comments	Additional measures which may be required
1. All potential attendees asked to follow government guidance on self-isolation with symptoms and/or positive test/contact tracing/returning from foreign travel.	Admin	Include in e-mails etc. about re-opening.	
2. Verbal symptom checks on entry and reminder posters located at entrance doors.	Welcome Team	Ask on arrival. Symptomatic individuals not to enter the building.	
3. Everyone to use hand sanitiser on entry to the building and before/after using the lift.	Admin Welcome Team	Include in e-mails etc. about re-opening. Reminder on arrival via visual notices + verbally if needed.	
4. '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	Printed 'Action Plan' attached to welcome team clipboard. Meeting may need to be brought to an early close.	
5. 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.	
6. All contractors made aware of control measures in place and asked to comply with them. Groups hiring building to be provided with this RA and asked to provide a RA for their own activities.	Person booking/opening up for contractor	Where possible, e-mailed to contractor in advance. Bookings for external groups are not agreed until they have provided a satisfactory coronavirus RA.	
7. Person opening/closing gates/doors etc to sanitise hands before touching gates/locks. Gates/doors 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.			
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. Social distancing measures in place, including during arrival/departure and during services.	Welcome team/Meeting Leader	Visual and verbal reminders used. Discourage people from lingering in entrance areas. Seating placed to allow for social distancing between household/bubble groups. Management of exiting to avoid crowding.	Monitor need for additional floor markings.
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 reminders on day as required.	
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. Lift – only used by members of same household/support bubble.	Welcome Team	Welcomer at bottom of slope to open disabled door for lift access and remind re. lift usage.	
6. 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.	

Control Measures	Person Responsible	Comments	Additional measures which may be required
7. Capacity monitored and entry stopped when capacity reached	Admin/Welcome Team	Pre-booking system/ by invitation. Spare capacity left to avoid turning visitors away.	
8. No congregational singing during services	Meeting Leader	Worship group only to sing. Worship group spaced at least 2 metres apart from each other and congregation.	
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.	
11. Attendees instructed not to gather in groups, except with members of their own household, inside the building.	Welcome Team/Meeting Leader	Attendees encouraged to go straight through to sanctuary on arrival and then stay seated during meeting. Encouraged to leave promptly at end of meeting and access outside area to chat afterwards if desired.	
12. 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.	
13. Records of attendance kept as per Test and Trace requirements. Seating plan completed to assist with contact tracing.	Meeting Leader/Duty Deacon; kept by admin	Register of members. Ask visitors for contact details. Information kept in line with Test and Trace regulations. Privacy statement provided.	

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
	Severity	5	
	Overall Risk	25	
	Likelihood	1	
	Severity	5	
	Overall Risk	5	

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.	
2. Extra cleaning of surfaces likely to be touched regularly, with appropriate cleaning products.	Cleaner/Meeting Leader	High contact surfaces given additional attention by cleaner. 'Clinell' wipes used during meetings/events as required. See also measure 4. Cleaning checklist in place.	Handrails may need additional cleaning
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 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.	
5. Use of individual prepacked communion kits.	Meeting Leader	Packs placed on table in entrance area for attendees to pick up their own pack (after sanitising their hands). Person placing packs to sanitise hands before doing so.	

Control Measures	Person Responsible	Comments	Additional measures which may be required
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. Bible readings displayed on projector screen.	
7. Proximity microphones and other equipment kept to a single individual.	Meeting leader/sound desk	Worship group each have their own mics. Lectern mic. is not a proximity mic. so may be used by others during service. Clean lectern with clinell wipes if others need to touch it.	
8. Sound desk/computer only used by members of the same household or cleaned with Clinell wipes between users.	Audio visual team	At present only space for one person/household team. Clean before/after use.	Technology may need 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. Additional attention paid to cleaning all surfaces within toilets.	Welcome Team/Cleaner	High touch surfaces given additional attention by cleaner. Additional cleaning may be needed between visits by cleaner (see risk 3, measure 2 & 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.	

Control Measures	Person Responsible	Comments	Additional measures which may be required
3. Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Meeting Leader/Duty Deacon/Cleaner	See risk 3, measure 4.	
4. Social distancing measures in place.	Duty Deacon/ Meeting Leader	Consider signs to remind those waiting to remain distanced and leave adequate space for others to exit toilets.	Floor markings outside toilets if needed.
5. Provision of waste facilities.	Cleaner/Duty Deacon	Lidded bins provided within toilet facilities. May need emptying between visits by cleaner.	
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, using suitable PPE	Cleaner/Line manager	Cleaner instructed to use gloves to empty waste. Monitor need for additional emptying of bins between cleaner visits.	
3. All bins lined with disposable liners and disposed of appropriately	Cleaner/Line manager		
4. Lidded bins operated by foot-pedal provided to minimise contact with bin surfaces in use.	In place	Lidded bins in situ around the building	

Control Measures	Person Responsible	Comments	Additional measures which may be required
5. 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 of remote working tools to avoid in-person meetings.	Meeting Leader	Zoom meetings where appropriate.	Increased 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 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.	

Risk: 7		Transmission of Coronavirus during provision of refreshments after services				
Persons at risk		Minister, leaders, members, other attendees				
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. Refreshments served outside with provision for 1m+ distancing between household groups.	Meeting Leader/Refreshment Team	Maximum of 30 people allowed to gather outside for refreshments.	Consider provision of shelter to allow the outdoor area to be used in wet weather.
2. Everyone to sanitise hands before entering refreshment area.	Meeting Leader/Welcome Team	All attendees reminded to sanitise their hands as they leave the building to access the refreshment area.	Consider placing bottles of sanitiser on each table.
3. 'Table-service' provided.	Meeting Leader/Refreshment Team	Attendees advised to find a seat and wait to be served. Attendees should not touch anyone else's crockery/cutlery.	
4. Refreshment team to wear masks whilst serving refreshments.	Refreshment Team		
5. Refreshment team to wash/sanitise hands regularly.	Refreshment Team	Hands to be cleaned prior to preparing/serving refreshments and immediately after handling used cups/plates etc.	
6. Records kept for Test and Trace purposes.	Welcome Team	Record kept of who stayed for refreshments/who was seated together. Record of who served refreshments.	
7. Social distancing maintained between refreshment team where they are not members of the same household/support bubble.	Refreshment Team	Only members of the same household to stand at front counter together.	
8. All crockery and cutlery washed in dishwasher after use.	Refreshment Team	Use on standard cycle.	

Risk: 8		Transmission of Coronavirus during First Little Steps meetings				
Persons at risk		Group leaders, parents/carers and children				
Risk Rating before control measures	Likelihood	4		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	20			Overall Risk	10

Control Measures	Person Responsible	Comments	Additional measures which may be required
1. Meetings held outside in a public park	Group leader	Maximum of 30 people allowed to gather.	
2. Parents/carers to bring own picnic mats, snacks and drinks.	Group leader to communicate information in advance.	Remind in pre-event e-mails.	
3. Picnic mats arranged with 1m+ spacing.	Group leader + parents/carers.	Prompt families as they arrive.	
4. Equipment used for any activities is for individual households only or is cleaned before being used by anyone else, using clinell wipes.	Group leader	Need to take rubbish bag for disposal of wipes.	
5. Parents/carers and children asked to sanitise hands before and after using parachute.	Group leader	Take bottle of sanitiser.	
6. Family groups spaced around parachute with 1m+ distancing.	Group leader	Limit numbers using parachute at any one time to allow for distancing.	
7. Records of attendance kept for Test and Trace purposes.	Group leader		

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