



Coronavirus Risk Assessment for Reopening

Version 3

(Version 1 agreed by the Trustees (Deacons) on 5th August 2020, updated to Version 2 on 5th June 2021. This version completed on 25th July 2021 to take account of removal of legal restrictions on 19th July 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	Likelihood	2	
	Severity	5			Severity	5	
	Overall Risk	25			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	Previously communicated in re-opening e-mails. Remind periodically as necessary.	
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.	Welcome Team	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	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. Provision for social distancing to continue. Rows of seating remain 1 metre apart. Laminated signs available for people to place on chairs to show that they wish to continue social distancing.	Welcome team/Meeting Leader	Visual and verbal reminders used – ok to continue to social distance or to sit with others if they agree. Continue to discourage people from lingering in entrance areas.	
2. Physical contact between persons from different households/bubbles discouraged.	Welcome Team/Meeting Leader	Local infection levels remain high. The assumption should be that others do not want physical contact unless they specifically express otherwise.	
3. All attendees asked to wear a face covering as a way of protecting each other (unless in an exempt category).	Welcome Team/Meeting Leader	Reminders from front about reasons for continuing with this. Supply of masks available for those without one.	
4. One-way system of flow through building to avoid pinch points.	Welcome Team/Meeting Leader	Markings/signs indicating one-way system. 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.	
7. Capacity monitored to avoid over crowding	Welcome Team	Additional seating in entrance area – deacons/ established members to use if nearing capacity, to avoid turning visitors away.	
8. Signage in place to remind people of safe practices.	Admin	Visual reminders at appropriate points within building.	

Control Measures	Person Responsible	Comments	Additional measures which may be required
9. Two metre spacing maintained between members of the worship group (who are singing without masks) and between the worship group and congregation.	Worship Group	Floor markings in place to indicate correct spacing.	
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 encouraged 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 find a seat. Encouraged to 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. May reduce temperature – attendees need to consider clothing required.	
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 available.	

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 available for cash donations. Encourage other forms of giving.	
4. Building not used again for 72 hours or building thoroughly cleaned between uses	Admin/Cleaner/Meeting Leader	Bookings managed to ensure 72 hours spacing between room uses. Additional cleaning of entrance areas where meetings within 72 share entrance area. Cleaning done in house if cleaner not scheduled to visit between uses.	
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.	
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. Microphones and other equipment kept to a single individual.	Meeting leader/sound desk	Worship group each have their own mics. Lectern mic. is distanced from desk to allow use by others during service. Clean lectern with Clinell wipes if others need to touch it.	

Control Measures	Person Responsible	Comments	Additional measures which may be required
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 cleaner visits (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/after using toilets, to reduce contamination from 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. 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.

Control Measures	Person Responsible	Comments	Additional measures which may be required
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. 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.	
2. All bins lined with disposable liners and disposed of appropriately	Cleaner/Line manager		
3. Lidded bins operated by foot-pedal provided to minimise contact with bin surfaces in use.	In place	Lidded bins in situ around the building	
4. 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	Ensure placement of seating to maintain distancing.	
3. Avoid sharing pens and other objects.	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
	Severity	5	
	Overall Risk	25	
	Likelihood	2	
	Severity	5	
	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.	Duty Deacon/Refreshment Team	Legal limits on gathering sizes have now been removed, but we should still allow people enough space to distance if they wish	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. Record of who served refreshments.	
7. Provision for social distancing to be maintained between refreshment team, where they are not members of the same household/support bubble.	Refreshment Team	No longer a legal requirement, but good practice to protect our volunteers.	
8. All crockery and cutlery washed in dishwasher after use.	Refreshment Team	Use on standard cycle.	

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