



### **Coronavirus Risk Assessment for Opening the Church**

The Baptist Union of Great Britain has developed this risk assessment template working with health and safety consultants from Ellis Whittam to assist churches as they plan for re-opening their premises. We have decided at MREC to adopt the template and amend as required to reflect our own situation.

Government guidance is given on the following webpage [Coronavirus: Guidance For Reopening Church Buildings](#) At this point in time the Welsh Government has not issued any further guidance other than “The advice for those who are at increased risk of severe illness from coronavirus (COVID-19) and the extremely vulnerable group who are shielding continues to be to minimise their contact with others and to be particularly stringent in following social and physical distancing measures for their personal protection. However, they may decide, for their wellbeing, to attend a place of worship despite the additional risk this poses to them. In this case they and anyone with them should strictly follow the social distancing guidance. No one should feel obligated to return to a place of worship, even if they have a volunteering role that they would normally fulfil.” [10 August 2020]

This risk assessment should be a living document subject to regular review. It should certainly be reviewed after the first few times our church gathers 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.

Date of issue: 14<sup>th</sup> November 2020



<b>Activity:</b>	<b>Should I attend MREC Meetings? [RA1]</b>		
<b>Risk:</b>	<b>Coronavirus entering the premises and potentially infecting users of the building</b>		
<b>Persons at risk</b>	Leaders, members, attendees, cleaners		
<b>Risk Rating before control measures</b>	Unacceptable	<b>Risk Rating after control measures</b>	Tolerable

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend		Leadership Team	
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.		Leadership Team	
3. Ask vulnerable not to attend in person		Leadership Team	Current WG Guidance does not ban particular individuals from attending. <i>Recommend that any adults at increased risk do not lead S Club at this time.</i>
4. Try and use home toilet before leaving for church to avoid need to use facilities at MREC.		Individuals	
5. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.		Individuals / Stewards	<i>Children under age 11 are not required to socially distance, but parents and leaders must ensure a safe distance is kept.</i>
6. All contractors to complete the 'Contractor Checklist' (Appendix 6 of <a href="#">Guidance on Re-opening churches</a> ).		MREC Representative	
7. Face masks are required to be worn by all individuals over 11 year old, unless they are leading the meeting.			



<b>Activity:</b>	<b>Pre-meeting checks [RA2]</b>		
<b>Risk:</b>	<b>Coronavirus entering the premises and potentially infecting users of the building</b>		
<b>Persons at risk</b>	Leaders, members, attendees, cleaners		
<b>Risk Rating before control measures</b>	<b>Unacceptable</b>	<b>Risk Rating after control measures</b>	<b>Acceptable</b>

<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
1. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ).		H&S Trustee	
2. Display suitable posters to ask people with symptoms not to enter the building (see our <a href="#">Coronavirus poster library</a> )		H&S Trustee / Publicity Committee	
3. Ensure that there is sufficient stewarding presence to suit the meeting.		YP Leaders	
4. All contractors to complete the 'Contractor Checklist' (Appendix 6 of <a href="#">Guidance on Re-opening churches</a> ).		MREC Representative	
5. Provide information to those who may wish to attend.		H&S Trustee / Publicity Committee	Consider video to explain and illustrate the procedures that will be in place.
6. Inform local area of the procedures we have put in place.		H&S Trustee / Publicity Committee	



<b>Activity:</b>	<b>Use of Church Building for Sunday School Meeting during the morning service (children aged 4-11 years old) [RA3]</b>		
<b>Risk:</b>	<b>Coronavirus entering the premises and potentially infecting users of the building</b>		
<b>Persons at risk</b>	Leaders, members, attendees & cleaners		
<b>Risk Rating before control measures</b>	<b>Unacceptable</b>	<b>Risk Rating after control measures</b>	<b>Acceptable</b>

<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
<b>Arriving at S-Club Meeting:</b>			
1. Ensure Parents maintain social distancing if leaving the church to bring their children to the meeting.		Individuals	Children to make their way directly to S-club during the hymn immediately before the start of s-club to minimise circulation of adults in the building.
2. Leaders to observe 2m social distancing on entry.		Leaders	
3. Sanitiser station to be available at the entrance to the room.		Leaders	Leaders to ensure all attendees use the sanitiser station on entry.
<b>Seating Arrangements:</b>			
6. The allocated room only will be used for S-Club meetings.		Leaders	
7. Fabric sofas and chairs can be used for seating.		Leaders	The use of fabric chairs is permissible, as they will then not be used until the following Sunday - leaving them a week of quarantined time.
8. 2m distancing will be observed between leaders as part of the seating arrangements (children under 11 are not required to socially distance).		Leaders	



<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
9. A maximum number of 15 attendees will be allowed to attend on any one occasion.		Leaders	As per English Guidance – no specific Welsh Guidance available for children’s activities currently.
<b>During the Meeting:</b>			
10. No singing.		Leaders	
11. No issuing of bibles (attendees will be encouraged to bring their own if necessary).		Leaders	
12. Worksheets to be prepared in advance and left untouched for 72 hours before the meeting.		Leaders	One leader will have responsibility for overseeing the use of the worksheets.
13. Any pens and pencils used by the children will be left in the room and not used again until the following week.		Leaders / Attendees	Per family a set of pens / equipment etc will be provided that is allocated to them for their sole use and can be put in a bag / container each week.
<b>Food and Games:</b>			
14. No food will be prepared or consumed during the meeting.		Leaders / Attendees	
15. A water bottle (suitably labelled for each attendee) will be permitted to be brought.		Leaders / Attendees	
16. No games involving any form of contact will be organised.		Leaders	
<b>Welfare:</b>			
17. Attendees encouraged to use home toilet facilities before attending the meeting.		Leaders / Attendees	



<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
18. Limit to one person per toilet unit (even if it has multiple cubicles), posters etc to ensure social distancing is maintained.		Leaders	Leaders to oversee flow of users.
19. All users of toilet facilities to ensure that they apply hand sanitiser immediately before and after use.		Attendees	Hand sanitiser to be available in church entrance and outside the allocated room.
20. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray and a general clean to be carried out prior to and following the meeting (within a reasonable time period before any further church-based meetings are held).		Leaders / Church cleaning employees	
21. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel).		Leaders / church cleaners	
22. Attendees to understand the new arrangements and should there be any repeated failure to comply with the social distancing requirement, they may be asked to leave the meeting.		Leaders / Attendees	This will be communicated to parents/carers prior to the running of any meeting.
<b>Egress at End of Meeting:</b>			
23. Leaders to oversee safe exit of attendees to ensure social distancing is maintained between leaders and parents.		Leaders	Children to make their way directly back to their parents during the last hymn to minimise circulation of adults in the building.
24. Hand sanitiser stations to be made available at all exits		Leaders / Attendees	Use is required by Welsh Government guidelines
25. Attendees encouraged to leave the building immediately at the close of the meeting and 2m social distancing to be maintained if any attendee is waiting to be collected by a responsible adult (outside the church building or inside in the case of inclement weather).		Leaders / Attendees	



**Review/Revision Record**

Date of Review	Confirmed by	Comments
10/11/20	R. A. Clough	First review of v1
14/11/20	R. A. Clough	Amendment following validation prior to meeting commencement.

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