



### **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](#)

Updated guidance (issued on the 16/8/20) has been provided relating to those who, formerly, had been shielding indicating that they no longer need to do so:

<https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-covid-19-html>

***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 your contact with others and to be particularly stringent in following social and physical distancing measures for your personal protection. However, you may decide, for your wellbeing, to attend a place of worship despite the additional risks this poses to you. In this case you and anyone with you should strictly follow the social distancing guidance. No one should feel obligated to return to a place of worship, even if you have a volunteering role.***

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: 24 August 2020

Date of review: 11 September 2020 SD

Date of validation ahead of opening: 02 October 2020 RAC & SD

Amendment after opening 24 November 2020 RAC



<b>Activity:</b> Should I attend MREC Meetings? [RA1]			
<b>Risk:</b> Coronavirus entering the premises and potentially infecting users of the building			
<b>Persons at risk:</b> Ministers, leaders, members, attendees, Cleaners, Contractors			
<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 Guidance does not ban individuals from attending.
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	
6. All contractors to complete the 'Contractor Checklist' (Appendix 6 of <a href="#">Guidance on Re-opening churches</a> ).	N/A	MREC Representative	
7. It is now mandatory for all attendees to wear face masks.	✓	Individuals / Stewards	



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

Control Measures	Control in place (Y/N)	Person Responsible	Comments
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	4 additional posters to be added – 2 'don't come in if got symptoms' and 2 '1 in 1 out for toilets'. – [02/10] Posters put up [03/10].
3. Ensure that there is sufficient stewarding presence to suit the meeting	✓	Lead Steward	
4. All contractors to complete the 'Contractor Checklist' (Appendix 6 of <a href="#">Guidance on Re-opening churches</a> ).	N/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 procedure we have put in place	✓	H&S Trustee / Publicity Committee	Information is on website and social media



<b>Activity:</b> Use of Church Building for Main Sunday Service(s) [RA3]			
<b>Risk:</b> Coronavirus entering the premises and potentially infecting users of the building			
<b>Persons at risk:</b> Ministers, leaders, members, attendees			
<b>Risk Rating before control measures</b>	Unacceptable	<b>Risk Rating after control measures</b>	Acceptable

Colour code re stewards:  
stewards = required as minimum before service  
stewards = required during service from pre-service team  
stewards = required after service from pre-service team

Control Measures	Control in place (Y/N)	Person Responsible	Comments
<b>Parking Arrangements to ensure social distancing is maintained</b>			
1. Allow occupants of adjacent vehicles to get out and commence walking to the building before you do	✓	Individuals	The hope is that this will self-police but if this doesn't work we will require a steward in Narduzzo's and the Malpas Brook Surgery (I.e. <span style="color: red;">possible extra 2 stewards</span> ). To be monitored by a steward in first instance.
2. Avoid close contact with others between parking location and church premises	✓	Individuals	
<b>Entry onto Premises up to designated entrance points</b>			
3. Temperature Checking of individuals on entry	N/A		Not considered necessary since individuals should not be attending if they display symptoms.
4. Ensure side gate not used for entry purposes and external hall door remains closed and out of use.	✓	Lead Steward	
5. Ensure social distancing markers are in place across forecourt and along frontage of boundary wall if found necessary to achieve social distancing.	✓	Lead Steward	<span style="color: red;">1 or 2 Stewards</span> will control flow of attendees as required



Control Measures	Control in place (Y/N)	Person Responsible	Comments
6. Sanitiser stations to be placed: <del>4 along length of boundary wall, equally distributed either side of the main gates.</del> 2 each side of main church doors	✓	Lead Steward	Same 1 or 2 Stewards to control entry from forecourt to church. Forecourt is deep enough to accommodate extra holding 'space' whilst maintaining circa 2m spacing if flow of people slows up.
<b>Accessing Seating</b>			
7. Pre-determined seating plan	✓	Lead Steward	Note. People to be sat 2m from front of balcony to protect those below. It is planned to maintain a distance of 2 metres therefore the Test Trace Protect strategy does not require a record of those who attend to be kept. However, there will be occasions, for instance as part of a marriage or baptism where this cannot be maintained. In those situations, a record of the time and date of the event and the names and telephone contact of those who have come within 2 metres of other households should be kept and handled in accordance with GDPR to protect the individuals' privacy. These records should be kept for 21 days after the event. ( <a href="https://gov.wales/guidance-reopening-places-worship-coronavirus-html">https://gov.wales/guidance-reopening-places-worship-coronavirus-html</a> ref section 'Who can attend').
8. Stewards in foyer direct attendees to 'seating steward'	✓	Steward	Likely to be <b>2 stewards</b> (could be 1) who knowing the seating plan direct people either upstairs or downstairs and to appropriate side of church and handover to designated 'seating stewards'.
9. Designated seating Stewards escorting attendees to their allocated seats – one group at a time	✓	Seating Stewards	<b>4 seating stewards</b> (2 upstairs. 2 downstairs)
10. All attendees wear masks / visors.	✓	Stewards	



<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
11. Once seated attendees to remain in allocated seat.	✓	Individuals	Exception will be made for a) being taken ill or b) requiring use of welfare facilities.
<b>During the Service(s)</b>			
12. No singing; however, songs/hymns can form part of the service and the piano/organ/electronic music can be played to accompany words visible on the main screens through Youtube/other media sources.	✓	Individuals	
13. No issuing of hymn books or bibles	✓	Stewards	
14. Words appropriate to the service will be projected into the screens	✓	Tech Team	Relay to other rooms will be possible once PA and AV upgrade is implemented.
15. Single microphone to be allocated to and used by that person	✓	Tech Team	No additional sanitising measures are considered necessary whilst only a single meeting is held. When two services are planned for it will be necessary to consider whether cleaning of the mics between services is required.
16. Once seated attendees to remain in allocated seat.	✓	Individuals	Exception will be made for a) being taken ill or b) requiring use of welfare facilities.
17. Kitchen facilities will not be in use or available at any time	✓	Stewards / Individuals	
18. Creche facilities will not be formally provided.	✓	Individuals	Initially a formal creche will not be provided. Consideration to be given to providing a separate space (e.g. Hall or Room 1) where social distancing between adults can be maintained. Toys / food / drink to be brought by the individual families and <u>not</u> shared
<b>Communion</b>			
19. Hold it in the building & livestream.	Y		Communion will be held but congregation are to bring their own bread and wine to mitigate risk of coming



<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
20. Will attendees bring own cups and bread????	Y		into close contact with others. Rubbish to be taken home by individuals too.
21. The kitchen will not be used except in an emergency.	Y		Kitchen will not be required to be used.
22. Cheer fund Collection	N/A		Cheer fund collection will be suspended.
<b>Collection</b>			
23. Dissuade cash giving	✓	Leadership Team	Communicate via email / announcements
24. Treasurers to wear gloves or cash left for 72 hours before counting	✓	Finance Team	Would need to use gloves to collect from boxes or other receptacle so could choose to count there and then to avoid risk of leaving money on premises. Counters to maintain Social Distancing.
<b>Welfare</b>			
25. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc to ensure social distancing is maintained.	✓	Lead Stewards	To be controlled by 1 / 2 stewards from vestibule
26. All users of toilet facilities to ensure that they apply hand sanitiser immediately before and after use.	✓	Stewards	Hand sanitiser to be located next to toilet main access door.
27. Toilets supplied with disposal hand towels (not a reusable linen towel), hand sanitiser.	✓	Cleaner / Caretaker	
28. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	✓	Cleaner / Caretaker	To be completed as part of 'normal' cleaning routine whilst few meetings being held.



Control Measures	Control in place (Y/N)	Person Responsible	Comments
<b>Egress at End of Meeting</b>			
29. Stewards to oversee safe exit of attendees to ensure social distancing is maintained.	✓	Lead Stewards	Refer to notes produced by Lead Stewards. Method of access has been modified following evaluation of recent services. The building is cleared on a 'zone' by 'zone' basis with attendees leaving my main sliding doors or hall door. The egress is managed by the stewarding team.
<del>30. Ross Lane fire escape to be used for downstairs 'shop' side i.e. chairs under balcony and half of central section</del>	<del>✓</del>	<del>Stewards</del>	<del>1 steward stationed in vicinity of exit directing / controlling flow.</del>
<del>31. Kitchen door and hall doors to be used for downstairs 'hall' side i.e. chairs under balcony and half of central section.</del>	<del>✓</del>	<del>Stewards</del>	<del>2/3 stewards stationed directing / controlling flow. Stewards to ensure that the external hall doors and gate are opened and that merging of flow from main church gates and hall gates is managed.</del>
<del>32. Main church sliding doors to be used by attendees from balcony</del>	<del>✓</del>	<del>Stewards</del>	<del>1/2 stewards stationed in vicinity of exit directing / controlling flow from both staircases. Flow will require control to maintain social distancing.</del>
33. Hand sanitiser stations to be made available at all exits	✓	Stewards / Individuals	Use is required by Welsh Government guidelines.
34. No hanging around. All to return to vehicles or make way home immediately after egress from building.	✓	Individuals	
35. Avoid close contact with others between parking location and church premises	✓	Individuals	
36. Allow occupants of adjacent vehicles to get into their vehicles before you do.	✓	Individuals	The hope is that this will self-police but if this doesn't work we will require a steward in Naduzzo's and the Malpas Brook Surgery (I.e. possible extra 2 stewards).

~~Note re 30 to 32. It is now planned that the downstairs will be emptied first by each quarter of the downstairs seating being dismissed through the Ross Lane fire escape, hall door route, or main sliding doors. The balcony will then be emptied via the main sliding doors.~~





## Review/Revision Record

Date of Review	Confirmed by	Comments
08/08/20	R A Clough	V3 - Updated prior to Risk Assessment Team Meeting.
11/08/20	R. A. Clough	V4 – Updated during Risk Assessment Team Meeting.
15/08/20	R. A. Clough	V5 – Updated following meeting prior to submission to Elders.
21/08/20	R. A. Clough	V6 – Updated following review and acceptance by Elders (risk 33)
03/10/20	R. A. Clough / S Davies	V9 (Final) – validation walk through to confirm mitigation measures etc were in place ahead of opening on 4 <sup>th</sup> October.
04/10/20	R. A. Clough / S Davies	V10 – sanitiser locations on entry amended following feedback from morning service 04/10
24/11/20	R. A. Clough	V11 – Communion arrangements added.