



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: 21 August 2020



Activity:	Should I attend MREC Meetings? [RA1]		
Risk:	Coronavirus entering the premises and potentially infecting users of the building		
Persons at risk	Leaders, members, attendees, cleaners		
Risk Rating before control measures	Unacceptable	Risk Rating after control measures	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.
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 Guidance on Re-opening churches).		MREC Representative	
7. Whilst it is not mandatory to wear face masks individuals can wear them if they wish.			Current guidance : https://gov.wales/face-coverings-frequently-asked-questions#section-43640 dated 20 July 2020) Ref section "What is your policy on face masks and face coverings for the general public?"



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

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).		H&S Trustee	
2. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)		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 Guidance on Re-opening churches).		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	



Activity:	Use of Church Building for Youth Meetings (young people aged 11-18 years) [RA3]		
Risk:	Coronavirus entering the premises and potentially infecting users of the building		
Persons at risk	Leaders, members, attendees & cleaners		
Risk Rating before control measures	Unacceptable	Risk Rating after control measures	Acceptable

Control Measures	Control in place (Y/N)	Person Responsible	Comments
Parking Arrangements to ensure social distancing is maintained:			
1. Attendees to be reminded to avoid close contact with others when exiting cars to walk to the church premises.		Leaders	
Entry onto Premises up to designated entrance points:			
2. Ensure hall-side main entrance only is used.		Leaders	
3. Ensure social distancing markers are in place across the church forecourt to the hall-side entrance door.		Leaders	Leaders will control flow of attendees as required.
4. Attendees observe 2m social distancing on entry (except for siblings).		Attendees	
5. Sanitiser station to be available inside the hall-side entrance door to the left of the gent's toilets.		Leaders	Leaders to control entry from forecourt to church and ensure all attendees use the sanitiser station on entry.
Seating Arrangements:			
6. The church hall only will be used for youth meetings.		Leaders	The main church building will remain closed to ensure all equipment used can be cleaned appropriately.



Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. Fabric chairs can be used for seating.		Leaders	The use of fabric chairs is permissible; however appropriate sanitiser spray to be applied to all chairs at the conclusion of the meeting.
8. 2m distancing will be observed as part of the seating arrangements (which will involve a circular arrangement to allow safe interaction).		Leaders	
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 youth gatherings currently.
During the Meeting:			
10. No singing.		Leaders	
11. No issuing of bibles (attendees will be encouraged to bring their own if necessary).		Leaders	
12. Words appropriate to the service will be projected into the screens.		Leaders	One leader will have responsibility for overseeing the use of the audio / video equipment.
13. Once seated attendees to remain in allocated seat.		Leaders / Attendees	Exception will be made for a) being taken ill or b) requiring use of welfare facilities.
Food and Games:			
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	



Control Measures	Control in place (Y/N)	Person Responsible	Comments
16. No games involving any form of contact will be organised (ie. table tennis, cards, board games).		Leaders	
Welfare:			
17. Attendees encouraged to use home toilet facilities before attending the meeting.		Leaders / Attendees	
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.
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.
Egress at End of Meeting:			
23. Leaders to oversee safe exit of attendees to ensure social distancing is maintained.		Leaders	



Control Measures	Control in place (Y/N)	Person Responsible	Comments
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
11/08/20	S Davies	V2 – Updated during Risk Assessment Team Meeting.
13/08/20	S Davies	V3 – Updated following meeting.
15/08/20	R. A. Clough	V3 FINAL – Updated following meeting prior to submission to Elders.
21/08/20	R. A. Clough	V34 FINAL 2 – Updated following review by Elders (risk 24)

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