



### **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](#)

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: 07 September 2021

Date of review:

Date of validation ahead of opening:

Latest Amendment after opening



<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	✓	Team Leaders	
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	✓	Team Leaders	
3. Try and use home toilet before leaving for church to avoid need to use facilities at MREC.	✓	Individuals	
4. Physical distancing measures to be maintained where possible when not seated at table, including the arrival and departure of the venue.	✓	Individuals / Team Leaders	
5. All contractors to complete the 'Contractor Checklist' (Appendix 6 of <a href="#">Guidance on Re-opening churches</a> ).	N/A	MREC Representative	
6. It is mandatory for all to wear face masks in an indoor public place.	✓	Individuals / Team Leaders	Masks need not be worn at tables once seated in line with arrangements for hospitality venues.



<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 / Team Leaders	
3. Ensure that there is sufficient stewarding presence to suit the meeting	✓	Team Leaders	
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	✓	Team Leaders	
6. Inform local area of the procedure we have put in place	✓	H&S Trustee / Team Leaders	Information is on website and social media
7. Maximise ventilation	✓	Team Leaders	Open windows in hall and leave doors open to encourage air flow.



<b>Activity:</b> Use of Church for Coffee Mornings [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

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	Good practice but not essential as physical distancing no longer applies to outdoor settings.
2. Avoid close contact with others between parking location and church premises	✓	Individuals	Good practice but not essential as physical distancing no longer applies to outdoor settings.
<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 social distancing markers are in place across forecourt and along frontage of boundary wall if found necessary to achieve social distancing.	✓	Team Leaders	Good practice but not essential as physical distancing no longer applies to outdoor settings.
5. Sanitiser stations to be placed: 1 each side of hall entrance doors (external or internal)	✓	Team Leaders	
<b>During the Coffee Morning</b>			
6. Table Seating	✓	Team Leaders	Tables seating up to 8 people are to be set out physically distanced. Those attending encouraged to not swap between tables during the meeting.



<b>Control Measures</b>	<b>Control in place (Y/N)</b>	<b>Person Responsible</b>	<b>Comments</b>
7. Track and Trace information to be collected	✓	Team Leaders	One member of the leadership team to ensure track and trace contact details are taken for all who attend and ideally which table they sit at. Alternatively, clipboard to be provided at each table and people sign in at the table they sit at.
8. All attendees wear masks / visors unless exempt.	✓	Team Leaders	Masks need not be worn at tables once seated in line with arrangements for hospitality venues
9. Kitchen facilities will be in use to provide refreshments at tables	✓	Team Leaders	Table service to be provided. Servers to wear masks.
<b>Welfare</b>			
10. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc to ensure social distancing is maintained.	✓	Team Leaders	
11. All users of toilet facilities to ensure that they apply hand sanitiser immediately before and after use.	✓	Team Leaders	Hand sanitiser to be located next to toilet main access door.
12. Toilets supplied with disposal hand towels (not a reusable linen towel), hand sanitiser.	✓	Cleaner / Caretaker	
13. 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. Stewards additionally wipe down surfaces during the meeting after all attendees have arrived.
<b>Egress at End of Meeting</b>			
14. Meeting leaders to oversee safe exit of attendees.	✓	Team Leaders	
15. Hand sanitiser stations to be made available at all exits	✓	Stewards / Individuals	
16. No hanging around inside the building	✓	Individuals	



## Review/Revision Record

Date of Review	Confirmed by	Comments
07/09/21	R A Clough	V1 – Produced ahead of first coffee morning