



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: 24 August 2020

Date of review: 11 September 2020 SD

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

Latest Amendment after opening 09 October 2021 RAC



Activity: Should I attend MREC Meetings? [RA1]			
Risk: Coronavirus entering the premises and potentially infecting users of the building			
Persons at risk: Ministers, leaders, members, attendees, Cleaners, Contractors			
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. Vulnerable persons to consider not to attending in person	✓	Individuals	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. Physical distancing measures to be maintained where possible, including the arrival and departure of the venue.	✓	Individuals / Stewards	Current Guidance document states “the starting point is that consideration should be given to how people could be kept physically apart and how close face to face interaction could be prevented or minimised.”
6. All contractors to complete the ‘Contractor Checklist’ (Appendix 6 of Guidance on Re-opening churches).	N/A	MREC Representative	
7. It is still mandatory for all attendees to wear face masks.	✓	Individuals / Stewards	Face masks are to be worn in all public buildings unless a person is exempt.



Activity: Pre-meeting checks [RA2]			
Risk: Coronavirus entering the premises and potentially infecting users of the building			
Persons at risk: Ministers, leaders, members, attendees, Cleaners, Contractors			
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	✓	Lead Steward	
4. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	N/A	MREC Representative	
5. Provide information to those who may wish to attend	✓	H&S Trustee / Publicity Committee	A video to explain and illustrate the procedures that will be in place is on our website https://malpasroadevangelicalchurch.com/coronavirus-position-please-read/
6. Inform local area of the procedure we have put in place	✓	H&S Trustee / Publicity Committee	Information is on website and social media



Activity: Use of Church Building for Main Sunday Service(s) [RA3]			
Risk: Coronavirus entering the premises and potentially infecting users of the building			
Persons at risk: Ministers, leaders, members, attendees			
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 allow physical distancing to be maintained			
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.
Entry onto Premises up to designated entrance points			
3. Temperature Checking of individuals on entry	N/A		Not considered necessary since individuals should not be attending if they display symptoms.
4. Sanitiser stations to be placed: 4 along length of boundary wall, equally distributed either side of the main gates. 2 each side of main church doors	✓	Lead Steward	Stewards to control entry from forecourt to church.
Accessing Seating			
5. Pre-determined seating plan	✓	Lead Steward	The predetermined named seating plan is developed for each service based on 1m physical distancing. Records are kept to aid Track, Trace & Protect service if contacted. The reduction from 2m is considered acceptable given other mitigation measures in place. This allows an increase in capacity to circa 120 in the main church building.

SUNDAY MEETINGS



Control Measures	Control in place (Y/N)	Person Responsible	Comments
6. Stewards in foyer direct attendees to 'seating steward'	✓	Steward	Likely to be 2 stewards (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'.
7. Designated seating Stewards escorting attendees to their allocated seats – one group at a time	✓	Seating Stewards	4 seating stewards (2 upstairs. 2 downstairs)
8. All attendees wear masks / visors unless exempt.	✓	Stewards	
9. 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.
During the Service(s)			
10. Congregational singing is permitted	✓	Individuals	Masks to be worn by congregation
11. No issuing of hymn books or bibles	✓	Stewards	
12. Words appropriate to the service will be projected onto the screens	✓	Tech Team	Relay to other rooms is possible following completion PA and AV upgrade.
13. 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. <u>When two services are planned for it will be necessary to consider whether cleaning of the mics between services is required</u> this will depend on whether the same individual will be using the same mic.
14. 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.
15. Kitchen facilities will not be in use or available at any time	✓	Stewards / Individuals	

SUNDAY MEETINGS



Control Measures	Control in place (Y/N)	Person Responsible	Comments
16. Creche facilities will not be formally provided.	✓	Individuals	A separate space (e.g. Room 1) where social distancing between adults can be maintained has been allocated. Toys / food / drink to be brought by the individual families and <u>not</u> shared. The service is relayed into the room.
Communion			
17. Hold it in the building & livestream.	✓		Communion will be held with Elders serving members. Those who do not feel comfortable with this are free to bring their own bread and wine to mitigate risk of coming into close contact with others. Rubbish to be taken home by individuals too. Kitchen will only be used to prepare for communion. A small team will be organised on a rota basis. Dishwasher to be used to clean glasses etc. Cheer fund collection will be suspended.
Collection			
18. Dissuade cash giving	✓	Leadership Team	Communicate via email / announcements
19. Treasurers to sanitise hands before and after counting	✓	Finance Team	Counters to maintain physical Distancing.
Welfare			
20. 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



Control Measures	Control in place (Y/N)	Person Responsible	Comments
21. 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.
22. Toilets supplied with disposal hand towels (not a reusable linen towel), hand sanitiser.	✓	Cleaner / Caretaker	
23. 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.
Egress at End of Meeting			
24. Stewards to oversee safe exit of attendees to ensure physical distancing is maintained within the building.	✓	Lead Stewards	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.
25. Hand sanitiser stations to be made available at all exits	✓	Stewards / Individuals	Use is required by Welsh Government guidelines.
26. Social interaction after the service is permitted outside only	✓	Individuals	People to congregate on forecourt in order not to obstruct the pavement.
27. Avoid close contact with others between parking location and church premises if individuals wish to retain physical distance	✓	Individuals	Good practice but not essential as physical distancing no longer applies to outdoor settings.
28. Allow occupants of adjacent vehicles to get into their vehicles before you do if individuals wish to retain physical distance	✓	Individuals	Good practice but not essential as physical distancing no longer applies to outdoor settings.
Cleaning Between Morning and Evening Services (when held)			
29. Downstairs chairs to be sprayed with SurSol as attendees leave.	✓	Stewards	The form of the chairs is such that the metal parts of each chair are not regularly contacted by attendees. It is therefore not proposed to wipe down the metal parts.
30. Upstairs pew cushions to be sprayed with SurSol AND backs of pews to be wiped down as attendees leave.	✓	Stewards	It is proposed that the tops of the backs of the pews are wiped where people regularly contact them whilst using them as a handhold.

SUNDAY MEETINGS



Control Measures	Control in place (Y/N)	Person Responsible	Comments
31. Leave gallery windows partially open between meetings to permit fresh air to enter the building.	✓	Stewards	
Refreshments			
32. Refreshments will be served using the procedures set out in the coffee morning RA	✓		



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 th 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.
22/05/21	R. A. Clough	V12 – Cleaning between services.
09/09/21	R. A. Clough	V13 – Update to reflect Alert Level 0 Guidance
27/09/21	R. A. Clough	V14 – Update to reflect changes to communion
09/10/21	R. A. Clough	V15 – Update to include refreshments

