



Coronavirus Risk Assessment for Opening the Church – Tots & Co

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 “Any individuals who are self-isolating due to a possible or confirmed case of coronavirus (COVID-19) in the household or extended household; or if they are a contact of a The Regulations require any person who has tested positive for coronavirus, or who has been notified by a contact tracer to self-isolate. Any person self-isolating must not attend a place of worship. Anyone who has symptoms but has not yet had a test, is awaiting a test result, is part of a household of someone with symptoms or who has had a positive test result should also self-isolate and not attend. Read the [guidance on self-isolation](#).

The advice for those who are extremely vulnerable ([formerly 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.

No one should feel obligated to return to a place of worship, even if they have a volunteering role that they would normally fulfil.

.” [14 May 21]

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: 26th February 2022



Activity: Should I attend MREC Tots & Co? [RA1]			
Risk: Coronavirus entering the premises and potentially infecting users of the building			
Persons at risk: Tots & Co Team, parents, carers and children, caretaker, cleaner, contractors			
Risk Rating before control measures	Likelihood	5	Risk Rating after control measures
	Severity	5	
	Overall Risk	35	
	Likelihood		
	Severity		
	Overall Risk		

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend		Tots Team (TT)	Communication via WhatsApp group
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel. Children who are displaying symptoms of any illness not to be brought.		TT	As above
3. Those attending who have previously shielded to make their own judgement about attendance.		TT	As above.
4. Try and use home toilet before leaving for church to avoid need to use facilities at MREC.		Parents/carers	As above. It is inevitable that small children will need to use the toilet. There are occasional 'accidents' and the disabled toilet is used to change nappies. Soiled nappies to be taken home by parent.
5. Social distancing measures of 1 metre to be maintained where possible, including the arrival and departure of the venue.		TT/Attendees	No legal requirement to socially distance.
6. Team to provide toys that can be easily wiped and sanitised.		TT	Afterwards toys are effectively quarantined for at least 72 hours until next meeting.
7. Refreshments for children to be served to the children at table. Adults to collect their own refreshments from hatch one at a time.		Attendees/TT	Adults to be advised not to congregate in front of hatch and to be seated when eating/drinking.

MALPAS ROAD EVANGELICAL CHURCH
 COVID-19 RISK ASSESSMENTS



Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. Voluntary coin donations to be collected in basket		TT	
9. Hand sanitising station available on entry and hand sanitiser to be easily available during Tots.		TT	
10. No legal requirement to wear Face Coverings.		TT/Attendees	From 28 th February it is not a legal requirement to wear a face covering in this meeting.
11. Windows kept open to aid ventilation.		TT	



Activity:		Pre-meeting checks [RA2]			
Risk:		Coronavirus entering the premises and potentially infecting users of the building			
Persons at risk		Tots & Co Team, parents and carers and children			
Risk Rating before control measures	Likelihood		Risk Rating after control measures	Likelihood	
	Severity			Severity	
	Overall Risk			Overall Risk	

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).		TT	
2. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)		MREC	
3. Ensure that there is sufficient stewarding presence to suit the meeting		TT	A sufficient number of the Tots & Co Team to be in attendance.
4. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).			



Activity:		Use of Church Building for Tots & Co Meeting (RA3)			
Risk:		Coronavirus entering the premises and potentially infecting users of the building			
Persons at risk		Tots & Co Team parents and carers and children			
Risk Rating before control measures	Likelihood		Risk Rating after control measures	Likelihood	
	Severity			Severity	
	Overall Risk			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
Parking Arrangements to ensure social distancing is maintained			
1. Allow occupants of adjacent vehicles to get out and commence walking to the building before you do		TT/Attendees	No legal requirement to socially distance.
2. Avoid close contact with others between parking location and church premises		TT/Attendees	No legal requirement to socially distance.
Entry onto Premises up to designated entrance points			
3. Sanitiser stations to be placed: 1 each side of main hall doors		TT	Member of Tots Team to guide.
Accessing Seating			
4. Chairs to be set out appropriately.		TT	No legal requirement to socially distance.
5. Tots Team direct attendees to seats		TT	No legal requirement to socially distance.
6. Toys to be placed so that they can be accessed easily.		TT	No legal requirement to socially distance.
7. Tots & Co team members to wear masks to protect attendees.		TT	From 28 th February it is not a legal requirement to wear a face covering in this meeting.



Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. Once seated attendees to remain in allocated seat.		TT/Attendees	Small children move around and parents/carers need to leave seats to help children. They will need to take children to toilet. No legal requirement to socially distance.
During Tots & Co			
9. No Arts and Crafts, singing or using the musical instruments		TT	
10. No cold drinks, tea, coffee, toast to be served		TT	Refreshments can be served
11. All adults to wear mask unless exempt.		TT	
Welfare			
12. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc to ensure social distancing is maintained.		TT/Attendees	
13. All users of toilet facilities to ensure that they apply hand sanitiser immediately before and after use.		TT/Attendees	Hand sanitiser to be located next to toilet main access door.
14. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.		TT	
15. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. .		Church	
16. If a child has 'accident' a tots team member to clean area wearing protective gloves and apron, using appropriate cleaning materials.		TT	
17. Pull down baby changing facility in disabled toilet to be sanitised after each use		TT	



Control Measures	Control in place (Y/N)	Person Responsible	Comments
Egress at End of Meeting			
18. Tots team leads to oversee safe exit of attendees to ensure social distancing is maintained.		TT	No legal requirement to socially distance.
19. Hand sanitiser stations to be made available at all exits		TT	Use is voluntary
20. No hanging around in building or on forecourt. All to return to vehicles or make way home immediately after egress from building.		TT/Attendees	No legal requirement to socially distance.



Review/Revision Record

Date of Review	Confirmed by	Comments
27/04/21	Beckie Clough	Initial Draft
17/05/21	R. A. Clough	Review and accepted
26/08/22	R. A. Clough	Review and accepted