



## **RISK ASSESSMENT FOR OPENING OF WALLINGFORD BAPTIST CHURCH BUILDING**

This Risk Assessment has been carried out utilising the template provided by the Baptist Union of Great Britain (working with its health and safety consultants from Ellis Whittam) on 30<sup>th</sup> June 2020. Both the BUGB Guidance leaflet "Coronavirus: Guidance For Reopening Church Buildings" and the Government guidance "COVID-19: Guidance for the safe use of places of worship from 4 July" have been carefully consulted in preparation for completing this Risk Assessment and carrying out the associated control measures which have arisen from it.

The Risk Assessment was initially carried out in relation to opening the Thames Street premises on 5<sup>th</sup> July 2020 for worship only.

After that event it will be reviewed and updated in the light of experience and again prior to and after each new activity, 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.

Risk assessment undertaken by David Tole 2<sup>nd</sup> July 2020. Approved by Faith Leaders \_\_\_\_\_ 03/07/20 \_\_\_\_\_

### **Note**

In this document the following are the Persons Responsible:-

SH – Rev Simon Hudson                      Leader – person(s) acting as leader of the service/activity

DMT – David Tole                              RMT – Rachel Tole

Steward – whoever is present to the activity steward

Cleaners – whoever is carrying out building cleaning

### Risk Assessment Matrix

The following tables give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individuals. This goes to emphasis the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

Likelihood / Probability
5. Likely to occur at least once in any 12 month period
4. Likely to occur at least once in a 3 year period
3. Likely to occur at least once in a 10 year period
2. Likely to occur at least once in a 50 year period
1. Unlikely in a 50 year period

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2.. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
		SEVERITY / SIGNIFICANCE / CONSEQUENCE				

Score = Severity x Likelihood + 2 x Severity

(this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

Risk:		Coronavirus entering the premises and potentially infecting users of the building					
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2	
	Severity	5			Severity	4	
	Overall Risk	35			Overall Risk	16	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	SH/Leader	Initial services are only open to those invited and invitation wording states "open to any adult not self-isolating or showing any symptoms"
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	DMT	Notices displayed on door plus ppt. on screen
		SH	Include reminder in weekly emails/newssheets
3. Verbal symptom checks on entry	Y	Steward	Reminder on list of steward tasks
4. Ask vulnerable not to attend in person	Y	SH/Leader	Initial services are only open to those invited and invitation wording states "we would encourage those shielding/over 70 or underlying health conditions to follow government advice"
5. Everyone to use hand sanitiser on entry to the building	Y	DMT	Large container in prominent position in foyer plus notices
		Steward	Reminder on list of steward tasks
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	DMT	Plan written and provided to Ministers and Faith Leaders and to stewards as part of briefing
7. Temperature/symptom checks on entry	N		Not practical – rely on 3 above
8. Undertake the Ellis Whittam's 'Daily Management Checklist' (Appendix 4).	Y	DMT	Pre-event checklist produced
		Leader	Event leader to complete and keep in church office
9. Display 'Staying COVID-19 Secure in 2020' poster (Appendix 3) at entrance(s).	Y	DMT	Suitable poster provided

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	DMT	One way system in place with foyer being used for entry into the building only (except in emergency) with appropriate signing plus ppt. on screen
		Steward	Reminder on list of steward tasks
		SH	Include reminder in weekly emails/newsheets
11. All contractors to complete the 'Contractor Checklist' (Appendix 5).	N/A		Not currently applicable. Review prior to any work expected

Risk:		Transmission of Coronavirus to an individual direct from infected person					
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	1	
	Severity	5			Severity	4	
	Overall Risk	35			Overall Risk	12	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	DMT	
2. No physical contact between persons from different households/bubbles	Y	DMT	Notices displayed in building plus ppt. on screen
		Steward	Reminder on list of steward tasks
		SH	Include reminder in weekly emails/newssheets plus announcements
3. All attendees required to wear a face covering	N		Not a Govt requirement at this time
4. One-way system of flow through building to avoid pinch points	Y	DMT	One way system in place with foyer being used for entry into the building only (except in emergency) with appropriate signing and floor markings plus ppt. on screen. Exit via side passage except if all leaving together (eg at end of service)
		Steward	Reminder on list of steward tasks
		SH	Include reminder in weekly emails/newssheets plus announcements
5. Areas marked out of bounds where appropriate	Y	DMT	Principle areas identified to be out-of-bounds are church office, front stairs and room off, rear stairs and rooms off, rear toilets. Also rear corridor beyond kitchen except for emergencies. Signs, tape, floor markings in place

Control Measures	Control in place (Y/N)	Person Responsible	Comments
		Steward	Reminder on list of steward tasks
		SH	Include reminder in weekly emails/newssheets plus announcements
6. Seating arrangements adapted for social distancing	Y	DMT	Pairs of seats set out at approx. 1.6m apart, all forward-facing. Floor markings to show these locations plus routes to them from foyer. Lectern moved to be >2m from front seats
		Steward	Reminder on list of steward tasks
7. Capacity monitored and entry stopped when capacity reached	Y	SH/Leader	Initial services are only open to those invited and invitation wording states that the service "will be strictly limited to 30 individuals". Total number of seats will accommodate expected mix of single/couples
		Steward	Register of attendees taken to keep tally of numbers
8. No singing during services	Y	Leader	Service leaders are aware of the guidance on this matter
9. Signage in place to remind people of safe practices	Y	DMT	Suitable signing in place around the building
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Y	DMT	Entrance and toilet unaffected. Exit unaffected if all leaving together
		Steward	Briefed to manage exit through foyer at other times

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	DMT	Notices displayed in building plus ppt. on screen
		Steward	Reminder on list of steward tasks
		SH/Leader	Include reminder in weekly emails/newsheets plus announcements
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	SH/Leader	Main service still broadcast on Zoom etc to allow anyone in these categories to participate at home. Initial services in building are only open to those invited and invitation wording states "we would encourage those shielding/over 70 or underlying health conditions to follow government advice"

Risk:		Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)					
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	1	
	Severity	5			Severity	4	
	Overall Risk	35			Overall Risk	12	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y	Steward	Doors from foyer into sanctuary and sanctuary into rear lobby wedged open throughout service
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	DMT	Appropriate cleaning materials obtained. Checklist provided for cleaners plus briefing
		Cleaners	Reminder on list of cleaning tasks
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	RMT	Offering plate available in foyer. Money placed in disposable bag for 72 hours before counting
4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	DMT	Toilets already have hand driers which are deemed adequate as they avoid extra waste generation. Hand sanitiser provided in each toilet room. Signing to restrict each toilet room to 1 person at a time. One of the two cubicles in Ladies closed to prevent use and door wedged open. Gents urinal taped off to prevent use and door wedged open.
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	DMT	
6. No serving of food and drink items prior to, during or after the service.	Y	SH/Leader	Initial services are only open to those invited and invitation wording states there will be no refreshments
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	DMT/Steward	All printed materials in foyer and sanctuary will be removed from display
8. Microphones and other equipment kept to a single individual	Y	DMT	Microphones will be labelled for specific users or not reused for 72 hours



Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Undertake the 'Pre-Event Checklist'	Y	Leader	Event leader to complete and keep in church office
10. Undertake Cleaning Checklist	Y	Cleaners	Cleaners to complete and keep in church office
11. Keep Register of attendees	Y	Stewards	Register of attendees taken to keep tally of numbers entering. Register will then be kept in church office for 21 days and then destroyed

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via toilet facilities</b>					
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners					
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	2	
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	DMT	Appropriate cleaning materials obtained. Checklist provided for cleaners plus briefing
		Cleaners	Reminder on list of cleaning tasks
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	DMT	Toilets already have hand driers which are deemed adequate as they avoid extra waste generation. Hand sanitiser provided in each toilet room. Signing to restrict each toilet room to 1 person at a time. One of the two cubicles in Ladies closed to prevent use and door wedged open. Gents urinal taped off to prevent use and door wedged open.
3. Undertake the 'Pre-Event Checklist'	Y	Leader	Event leader to complete and keep in church office
4. Undertake the Cleaning Checklist	Y	Cleaners	Cleaners to complete and keep in church office
5. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	DMT	See 2 above
6. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	DMT	Appropriate cleaning and PPE materials obtained. Checklist provided for cleaners plus briefing
		Cleaners	Reminder on list of cleaning tasks
7. Ask people to spray clean toilet after use	y	DMT	Antimicrobial wipes provided for use before or after toilet use

Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. Children under 11 to be accompanied to the toilet	N/A	SH/Leaders	At present services are by invitation and explicitly for adults only

Risk:		Transmission of Coronavirus to an individual via contaminated waste					
Persons at risk		Cleaners and anyone else handling waste					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	1	
	Severity	5			Severity	4	
	Overall Risk	35			Overall Risk	12	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	DMT	Notices displayed in building plus ppt. on screen
		SH/Leaders	Include reminder in weekly emails/newssheets
2. All waste to be assumed contaminated and handled appropriately	Y	DMT	Appropriate materials and PPE obtained. Checklist provided for cleaners plus briefing
		Cleaners	Reminder on list of cleaning tasks
3. Anyone handling waste to be trained in suitable working practices	Y	DMT	See 2 above
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	DMT	See 2 above
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	DMT	Appropriate materials obtained. Checklist provided for cleaners plus briefing
6. Lidded bins operated by foot-pedal to be provided	N		Not at this stage as assumption is that waste amounts will be small
7. Keep Register of attendees	Y	Stewards	Register of attendees taken to keep tally of numbers entering. Register will then be kept in church office for 21 days and then destroyed
8. Keep register of those undertaking cleaning	Y	Cleaners	Via rota

## Review/Revision Record

Date of Review	Confirmed by	Comments

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