

Dewsbury Evangelical Church Coronavirus Risk Assessment Summary -2 Dec 2020

This document has been prepared in line with the Government guidance for the safe use of places of worship during the pandemic, published on 1st Dec 2020. The DEC Covid-Secure Team has worked through the detailed guidance to complete the required risk assessments and to implement the control safety measures ready for DEC to return to meeting on 6th Dec 2020.

Here is a summary of the key areas covered in the scope of this document.

Risk:	Coronavirus entering the premises and potentially infecting users of the building
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners
Risk:	Transmission of Coronavirus to an individual direct from an infected person
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners
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:	Transmission of Coronavirus to an individual via toilet facilities
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners
Risk:	Transmission of Coronavirus to an individual via contaminated waste
Persons at risk	Cleaners and anyone else handling waste
Risk:	Transmission of Coronavirus to an individual via working in the church building
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners
Risk:	Transmission of Covid-19 during preparation, storage and distribution of Communion bread and wine.
Persons at risk	Ministers, leaders, members, attendees,

The key control measures we will be adopting include:

- Advice and education via email and signage to prevent someone attending who is feeling unwell and may have Covid-19.
- Seat booking procedure for services so that we can maintain accurate records for Track & Trace purposes. (Kept confidentially and shredded after 21 days)
- Pre and post meeting extra cleaning schedules for all hand contact surfaces.
- Hand sanitization on arrival and departure from all meetings at Central Offices.
- Seat allocation by stewards to fill available space safely and efficiently.
- 2m social distancing measures, both inside and outside, using signage, floor markings and stewarding throughout the building.
- Use of face masks as a 1m+ mitigation. Masks to be used when moving around the building but can be removed when seated at 2m intervals. This is to provide extra protection for pinch points within the building
- Extra cleaning and signage for toilet areas
- Removal of shared resources-Bibles, pens etc. Bring your own Bible!
- Extra controls (PPE) for the preparation and service of communion.
- Control measures for waste disposal, counting of collection.
- Desk allocation and extra cleaning protocols for DEC staff.

Keys things we cannot do

- Sadly, we are currently not allowed to sing out loud at our gatherings. This is under review by the government.
- We cannot mingle at less than 2m social distancing with those outside of our household or bubble.
- Children cannot move around freely in the building but must be with a parent at all times. Other rooms are off limits.
- There is some provision for babies and pre-school children in Noah's Ark and the lounge but these areas are off limits to others. Parents are advised to bring their own toys.
- We have to leave the building promptly after meetings, maintaining 2m distancing. This is especially important outside of the Central Offices boundary where no more than 6 people are allowed to gather.

This document will be reviewed and revised as more Government guidance is published.

Coronavirus Risk Assessment for Opening Dewsbury Evangelical 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. Prior to completing this document, it is recommended that churches read our leaflet [Coronavirus: Guidance For Reopening Church Buildings](#) and review the [government guidance and regulations relating to churches re-opening](#).

This template is designed to allow Trustees of a Baptist Church to consider the specific risks relating to Coronavirus in opening their premises. It should be considered as a supplement to a general risk assessment of the premises.

This risk assessment contains some generic risks, and potential control measures but you may wish to add some risk or control measures of your own that are specific to your church building and church circumstances. Space has been left in the template for this, but feel free to add additional pages if you believe this to be necessary.

You may also find some of the risks and control measures to not be suitable for your circumstances. If that is the case, we would recommend you make notes as to why these are not suitable as this will allow you to explain your position if it is questioned in future.

It is also important to say that this document should be a living document subject to regular review. You should certainly review it after the first few times your 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.

We also recommend that churches conduct a [general risk assessments relating to staff and volunteers returning to work at church buildings](#) using the template provided on our website and an [individual risk assessment relating to each volunteer](#), also using this template provided on our website.

Date of issue: 30 June 2020

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 emphasise 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	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	RM/MR	Recurring notice on booking form/notice sheet. Sign at entrance with Covid-19 Symptoms listed.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	RH/RM	Poster/notice sheet.
3. Verbal symptom checks on entry	Y	Covid Secure Team	Only for visitors who have not completed the online booking.
4. Advise clinically extremely vulnerable not to attend in person	Y	RM	Church meeting/notice sheet.
5. Everyone to use hand sanitiser on entry to the building	Y	Covid Secure Team	Multiple sanitizer stations available. Door stewards to remind.
6. Action Plan in place and communicated to leaders in event of Coronavirus case known to enter premises (Appendix 5)	Y	RM	Circulate to Elders and Covid Secure Team.
7. Complete Pre-event checklist before each meeting (Appendix 2)	Y	Covid Secure Team/Responsible Person	Checklist to be completed and signed off for every meeting by Responsible Person. See Covid Secure File
8. Social distancing measures to be maintained where possible, including on arrival and departure to Central Offices.	Y	Covid Secure Team	2m distancing floor markings & signs outside and inside building.

Risk:	Transmission of Coronavirus to an individual direct from an infected person					
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	3
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Covid Secure Team	Signs, 2m floor markings inside and out. 2m chair spacing
2. No physical contact between persons from different households/bubbles	Y	Covid Secure Team	Booked seats. 2m seating. 1m plus face for moving around
3. All attendees required to wear a face covering within the building (1m plus mitigation)	Y	Covid Secure Team	Masks to be worn within the building. Under 11’s exempt.
4. One-way system of flow through building to avoid pinch points	Y	Covid Secure Team	Steward led. Signs at pinch points (toilet corridor)
5. Areas marked out of bounds where appropriate	Y	Covid Secure Team	Lounge only for Parent & under 5’s. Noah’s Ark for Babies & toddlers only
6. Seating arrangements adapted for social distancing	Y	Covid Secure Team	2m gap between households/bubbles.
7. Capacity monitored and entry stopped when capacity reached	Y	Covid Secure Team	Max number to be determined once size of households known.
8. No singing during services	Y	Meeting Chair	Remind congregation before every song
9. Signage in place to remind people of safe practices	Y	Covid Secure Team	Distancing, no entry, hand washing, Covid warning signs
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	Covid Secure Team	Usual entrances available for those with a disability.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Meeting Chair	Reminder to maintain social distancing at all times, especially when departing Central Offices.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
12. All individuals who fall into the Shielding & clinically extremely vulnerable categories will be advised and provisions made accordingly.	Y	Covid Tec Team Church Leaders	Concurrent Zoom available to all who do not wish to attend in person.
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20.			

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	2
	Severity	5			Severity	2
	Overall Risk	35			Overall Risk	8

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	Covid Secure Team	Wedge doors to main hall. Supervise for Fire Safety.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser wipes/spray.	Y	Cleaner RH Covid Secure Team	Weekly deep clean, pre & post service cleaning all touch points
3. No passing of collection plate/bag and collection counted by 1 person wearing gloves and mask. Store 48hours before banking.	Y	Treasurer/ Deacon	Box available. Keep 48hours before opening. Gloves to count money.
4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand soap and touch point sanitizer. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	Cleaner – RH Covid Secure Team	Check supplies before every meeting
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	All	Meetings Sundays and Wednesdays only.
6. No self-service of food and drink items prior to or after the service. (Table service is allowed with mitigations)	Y	Covid Secure Team	No plans to serve drinks at present.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Covid Secure Team	Shared resources taped off or removed.
8. Microphones and other equipment kept to a single individual	Y	Covid Tec Team	Sanitized and allocated microphones.
9. Undertake the 'Pre-Event Checklist' (Appendix 2 of guidance) and Cleaning Checklist (Appendix 3 of guidance)	Y	Cleaner- RH Covid Secure Team	Checklist to be completed and signed off for every meeting by Responsible Person. See Covid Secure File
10. Keep Register of attendees	Y	Covid Secure Team	Highlight attendees on booking form. Add visitors name and phone number. Store securely. Shred after 21 days

Risk:	Transmission of Coronavirus to an individual via toilet facilities					
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	2
	Overall Risk	35			Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser wipes/ spray.	Y	Cleaner -RH Covid Secure Team	Weekly deep clean RH. Pre & post meeting touch point clean
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand soap and touch point sanitiser wipes. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	Cleaner -RH Covid Secure Team	Weekly top up. Pre & post meeting check
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of guidance) and Cleaning Checklist (Appendix 3 of guidance)	Y	Covid Secure Team	Checklist to be completed and signed off for every meeting by Responsible Person. See Covid Secure File
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	Covid Secure Team	Signage, floor markings,
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Cleaner -RH Covid Secure Team	See pre & post cleaning checklists.
6. Ask people to wipe clean toilet touch points after use	Y	Cleaner -RH Covid Secure Team	Posters, wipes and bins supplied
7. Children under 11 to be accompanied to the toilet	Y	Parents	Inform parents. Add to guidance for parents & children leaflet.
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10.			

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	2	
	Severity	5			Severity	2	
	Overall Risk	35			Overall Risk	8	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. All waste to be assumed contaminated and handled appropriately	Y	RH Cleaner Covid Secure Team	Gloves & apron. Double bag. Store 48 hours before collection
2. All waste handled with suitable PPE (see cleaning guidance for details).	Y	RH Cleaner Covid Secure Team	Gloves and aprons in cleaners store
3. All bins lined with disposable liners and all waste double bagged prior to disposal	Y	RH Cleaner Covid Secure Team	Replacement bags in cleaners store
4. Lidded bins for disposal of sanitizing wipes	Y	RH Cleaner	Available outside toilets and in entrance hall.
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10.			

Risk:	Transmission of Coronavirus to an individual via working in the church 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	2
	Overall Risk	35			Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings whenever possible	Y	DG/Staff	DG/TM largely working from home. Most meetings on Zoom.
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain 2m social distancing throughout.	Y	DG/Staff	Most meetings on Zoom or in large rooms at CO. 2m distancing required at all times
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	DG/Staff	Allocated desks. Own equipment. Own chairs, quarantined after use.
4. Provide hand sanitiser in rooms used for meetings.	Y	RH-Cleaner	Multiple sanitizer and touch point wipes available around building
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	DG/Staff	Open windows to 5cm, even in winter. Use large rooms with low occupancy or outdoor spaces
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.		RH	In place in high traffic areas.
7. Only use allocated desk. No 'hot desking'	Y	DG/Staff	All staff notified. MR Office 1, MB Office 2, HT Study, DG main hall/ outside
8. Cleaning schedule for staff to follow produced	Y	RM/RH	All staff emailed with desk allocation and cleaning schedule for shared touch points. Wipes provided.
9. Use of face coverings	Y	DG/Staff	Face coverings are not mandatory in socially distanced offices but are recommended for team meetings held in smaller, less well-ventilated rooms (Study & offices). Do not need to be used for outdoor or small meetings in lounge, main hall, lower hall as long as greater than 2m distancing maintained at all times
10. Leading/ preaching from the front of main hall	Y	DG/MR/Elders	Face coverings to be used when moving around the hall, only to be removed when behind Perspex screens.

Risk:	Transmission of Covid-19 during preparation, storage and distribution of Communion bread and wine.					
Persons at risk	Ministers, leaders, members, attendees,					
Risk Rating before control measures	Likelihood	4		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	2
	Overall Risk	30			Overall Risk	8

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Bread and wine prepared only by a person wearing PPE. Use new wrapped loaf of bread and unopened box of juice.	Y	Covid Secure Team	PPE- gloves, apron, mask. Bread cut into cubes with clean knife. Wine in individual cups, double spaced in serving trays.
2. Bread and wine covered to prevent cross contamination by touch or sneeze	Y	Covid Secure Team	Cling film bread. Tea towel over wine trays
3. No talking or praying over uncovered bread and juice	Y	RM/DG/Elders	RM to discuss with DG. All Elders to be informed and made aware of warnings from the Government Guidance to Churches re talking over uncovered food or drink
4. Distribution of bread. Elder puts on mask first and then clean gloves before uncovering bread. Bread handled by Elder only. 1 piece handed to each person so that others cannot touch the bread or plate	Y	Elders Covid Secure Team	Covid Secure Team must advise each Elder on the safe procedures for distribution of communion before each communion service.
5. Distribution of wine. Elders continue to wear mask and gloves. Uncover wine. Cups double spaced in trays to allow congregants to take a cup without touching other cups	Y	Elders Covid Secure Team	Covid Secure Team to advise Elders before each communion service. Elder in charge to ask congregants to take nearest cup and not to touch more than 1 cup.
6. Collection of cups, disposal of leftovers, cleaning equipment.	Y	Elders Covid Secure Team	Wear gloves & mask to collect up cups. Dispose of all leftovers immediately. Wipe down cup trays to sanitize. Wash up plates, jugs, knife with detergent and hot water
7.			
8.			
9.			
10.			

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

Appendix 2: Pre-event checklist

This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed prior to the event day starting and should be fully communicated to all team members. It is the responsibility of the Church Trustee to ensure that the site is safe to open and that controls are put in place.

Leader name: Date:/...../.....

Item	Y or N	Comments	Reported to
Has the latest government guidance been checked and followed?			
Have any members of team reported any symptoms of COVID-19?			
Has the Cleaning Checklist been completed and cleaning materials put in place?			
Is there adequate hand soap, paper towels and running water in place?			
Has hand washing facility or sanitiser been provided in all locations needed			
Are bins available for disposal of any rubbish?			
Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place			
Are stewards briefed on agreed procedures for arrivals, departures and emergencies?			
Have chairs/pews been laid out and marked in line with social distancing requirements?			
Procedures in place to record names and contact details of attendees			
Building ventilation set in line with recommendations to maximise air flow			
Is there any other information to consider?			
<p>After carrying out the above checks, please sign below.</p> <p>I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19.</p>			
Leader signature:		Date:	

Appendix 3: Pre & Post Meeting Cleaning Checklist.

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time.

It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Action	Guidance	Completed (tick)
Confirm PPE worn before cleaning commences	Where possible, wear disposable or washing up gloves and aprons. In cleaner's cupboard (Key J)	
Hand touch surfaces to be sanitized in entrance, main hall, Hub, toilets and other areas of the building in use. Clean with all in one sanitizing wipes pre and post meetings. (Wear gloves and apron)	Clean door handles & push plates, light switches, hand rails, pulpit, toilet touch points and any other hand contact surfaces Pay attention to any frequently touched areas and surfaces, e.g. doors, toilets, stair rails and phones.	
Clean any areas of heavy contamination (bodily fluids, or sleeping areas). Wash down with hot water and detergent to pre-clean then sanitize and leave to dry, using additional PPE where possible	Additional PPE would include protection for the mouth and nose with a mask, as well as gloves and apron.	
Any PPE or wipes used to be double bagged and to be stored securely for 72 hours before being thrown away in general waste	Use plastic pedal bin liners to dispose of wipes as you clean. Place tied pedal bin liners in black bin bags and store for 72 hours before disposal to outside bin.	
Chairs quarantined for 48 hours after use or swapped	Leave all chairs for 48 hours, untouched. If chair used by an infected person remove, label as hazardous and fully sanitize after quarantine period.	
Hands washed with soap and water for 20 seconds, after removing PPE	Hand wash using warm water after cleaning and regularly throughout the day.	

Regular weekly clean: Additional guidance, information and instruction when cleaning:

- Use disposable cloths or paper roll and washable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with one of the following options below:
- A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or
- A household detergent followed by disinfection (1,000 ppm av.cl.). Follow the manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.
- NB: If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.
- Avoid creating splashes and spray when cleaning.
- Any cloths used must be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned using detergents or laundered (for example, upholstered furniture and mattresses), steam cleaning or fabric sprays should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

Laundry

Launder all mop heads at 60C after each use

- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- **Do not shake dirty laundry** – this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

- Waste from cleaning areas should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.