

Coronavirus Risk Assessment for Places of Worship

Location/Dept: Salisbury Rd Baptist Church			Date Assessed: 25.08.2020			Assessed by: Victoria Hackworthy				
Task/Activity: Places of worship activities during coronavirus			Reference Number:SRBC-RAC-01							
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Controls Measures Required	
						Likelihood (1-5)	Severity (1-5)	Risk/Priority		
Places of worship activities	Coronavirus entering the premises	Ministers Leaders Members Attendees Contractors Employees	5	5	25	<p>Emergency Action Plan (EAP) in place and communicated to all leaders, volunteers including what symptoms to look out for and what action to take. EAP to be displayed in visible areas</p> <p>All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel</p> <p>Everyone symptomatic with a continuous cough or a high temperature or loss of or change to sense of smell or taste asked not to attend</p> <p>People who are clinically vulnerable should be encouraged to consider if it is appropriate for them to attend.</p> <p>Advice communicated by email, letter and via the website to members, fellowship and attendees.</p> <p>Messages regarding attendance, social distancing and hygiene to backed up with suitable posters around the building</p>	4	5	20	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july#general-actions-to-reduce-the-spread-of-infection</p> <p>Church to work with NHS Test and Trace service and local health authority to manage the risk of the virus re-emerging.</p>

					<p>Pre-Event Checklist to be completed before worship/activity.</p> <p>Verbal symptom check on entry.</p> <p>Register of attendees kept for 21 days. Register to comply with GDPR requirements and Privacy statement to be made available.</p> <p>Everyone asked to use hand sanitiser on entry into building.</p> <p>Social Distancing of 2 metres to be maintained where possible. If reduced to 1 metre suitable mitigation to be put in place.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended legislation and practice.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none">• All surfaces and objects which are visibly contaminated with body fluids; and• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If anyone becomes unwell with symptoms of COVID-19 in a place of worship, they should go home immediately and be advised to follow the stay at home guidance which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111</p>			
--	--	--	--	--	--	--	--	--

						<p>(or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where eligible employees, volunteers are strongly recommended to take part in the government's testing programme for COVID-19. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan.</p> <p>Return to Work Form to be completed when a Minister, member of staff or volunteer returns from self-isolating or has been diagnosed with COVID-19.</p>				
Venue activities	Contact with persons who may have been exposed to coronavirus – foreign travel	Ministers Leaders Members Attendees Contractors Employees	5	5	25	<p>Minister, staff and volunteers who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Ministers who have returned from foreign travel should quarantine themselves, even if they do not show any symptoms.</p>	4	5	20	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
Venue activities	Transmission of Coronavirus from an infected person	Ministers Leaders Members Attendees Contractors Employees	5	5	25	<p>Pre-Event Checklist Completed prior to service/activity</p> <p>Limit physical contact between households and bubbles using</p> <ul style="list-style-type: none"> Social distancing policy in place. Considerations to be made for those waiting outside a place of worship, including the introduction of socially-distanced queuing systems. 	4	5	20	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july</p>

					<ul style="list-style-type: none"> • One-way system in place at pinch points. • Use of alternative entrance and exits, where possible, where there is a risk of congestion. • Use staggered start and finish times to limit congestion, where appropriate. • Floor markings used to assist attendees to social distance and follow one-way system. • Areas not to be used marked out of bounds. • Seating arrangements adapted to take into account social distancing and to avoid face to face contact. • Attendees asked to remain in their seats throughout the service. <p>All religious practices should be carried out such that adherence to social distancing can be maintained between individuals from different households. There should only be a closer distance when absolutely essential to enable a specific faith practice to be carried out.</p> <p>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.</p> <p>Face Coverings</p> <p>Wearing of face coverings is mandatory for places of worship. Unless attendees are exempt from wearing masks as set out in the governments guidance on the use of facemasks. This can include but not limited to those with medical conditions and children under 11.</p>				worship-from-4-july#general-actions-to-reduce-the-spread-of-infection
--	--	--	--	--	---	--	--	--	---

					<p>Masks can be removed during a service when speaking to deliver sermon, give a reading or prayers or when providing assistance to someone who relies on lip reading, clear sounds or facial expressions to communicate.</p> <p>Church staff and volunteers are not required to wear a mask during their day to day work activities. However, mask should be worn when meeting people they do not normally meet. This includes the congregation at a service.</p> <p>Bins to be provided for the safe dispose of masks.</p> <p>Where possible windows and doors to be opened encourage ventilation.</p> <p>Capacity limited base on room capacity and monitored. Entry stopped when capacity reached</p> <p>Ceremonies and services should be concluded in the shortest reasonable time.</p> <p>Once completed, attendees to be encouraged to move on promptly, to minimise the risk of contact and spread of infection.</p> <p>Attendees to be instructed not to gather in groups, except of their own household/bubble, inside or outside the building.</p> <p>Posters in place to remind people of safe practices.</p> <p>'Staying COVID-19 Secure in 2020' poster to be displayed at entrance.</p> <p>All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.</p> <p>Undertake Cleaning Checklist.</p>			
--	--	--	--	--	---	--	--	--

						<p>All surfaces, especially those most frequently touched such as door handles and rails, to be regularly cleaned using standard cleaning products. Sufficient time to be allowed for this cleaning to take place. Frequently-used objects, surfaces or spaces, including for example doorways between outside and inside spaces, to be given particular attention when cleaning.</p> <p>In an emergency, for example an accident or fire, people do not have to apply the social distancing rule if it would be unsafe.</p> <p>People involved in the provision of assistance to others will pay attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Capacity</p> <p>The size and circumstance (including ventilation) of the premises will determine the maximum number of people that can be accommodated whilst also facilitating social distancing.</p> <p>The safe number of people should be decided by the church leaders in advance of any activity</p> <p>In defining the number of people that can reasonably follow social distancing, the total floorspace as well as likely pinch points and busy areas should be taken into account (such as entrances, exits) and, where possible, alternative or one-way routes introduced.</p>			
Venue activities	Transmission via contaminated surface/item	Ministers Leaders Members Attendees Contractors Employees	5	5	25	<p>Doors to be kept open where possible to reduce contact with door handles.</p> <p>Regular cleaning of surface which can be regularly touched.</p> <p>The use of shared items</p> <p>Reusable and communal resources such as bibles, service sheets, notice sheets to be removed from use.</p>	4	5	20

					<p>Single-use alternatives should only be provided as long as they are removed and disposed of by the worshipper/attendee.</p> <p>In circumstances where attendees need to use shared resources these must be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use. Items which cannot be easily cleaned should also be subject to the 48-hour quarantine after use.</p> <p>Hand held Microphones and other equipment to be kept to individual use and cleaned after use using cleaning procedures.</p> <p>Food and drink</p> <p>No serving of food and drink items prior to, during or after the service</p> <p>Use of water</p> <p>Baptisms are not to take place.</p> <p>Singing, chanting and the use of musical instruments</p> <p>People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting.</p> <p>Spoken responses during worship should also not be in a raised voice.</p> <p>Singing, chanting, shouting and/or playing of instruments that are blown into to be specifically avoided.</p> <p>Pianos and Organs can be played for faith practices, as well as general maintenance, but should be cleaned thoroughly before and after use.</p> <p>Offerings</p>			
--	--	--	--	--	---	--	--	--

						<p>Members and other regular attendees to be encouraged to give via bank transfer.</p> <p>No passing of collection bag – offerings to be placed in tray set in one place.</p> <p>Offerings to be quarantined for 72 hours.</p> <p>Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings.</p> <p>Toilet Facilities</p> <p>Pre-Event Checklist used</p> <p>Enhanced Cleaning Procedure in place. Including more frequent disposal of waste.</p> <p>Hand sanitiser to be made available</p> <p>Toilets supplied with disposal hand towels.</p> <p>Foot operated lidded bins to be used.</p> <p>Limit to 1 person per toilet even where there are multiple cubicles.</p> <p>Signs and posters used to limit use and remind users of good hygiene practice.</p> <p>Where appropriate provide cleaning wipes for use to clean seats between users. Wipes should be for non-professional use.</p> <p>Where possible under 11s are accompanied by a member of their household to ensure compliance with good hygiene and social distancing</p>			
Venue activities	Contact with persons who may have been exposed to coronavirus	Children	5	5	25	Young children to be supervised by the parent or guardian. They should wash hands thoroughly for 20 seconds with running water and soap and dry them			

						<p>thoroughly or use hand sanitiser ensuring that all parts of the hands are covered.</p> <p>Creche not to be used.</p> <p>Junior Church to remain closed.</p> <ul style="list-style-type: none"> • 				
Working in the office area of the venue	Contact with packages or items handled by persons who may have been exposed to coronavirus	Ministers Leaders Members Attendees Contractors Employees	5	5	25	<p>Anyone who can work from home to do so. Where this cannot be done, the minimum amount of people will be asked to work on site.</p> <p>Employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the venue to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between staff. Further mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of handwashing and surface cleaning; • Keeping the activity time involved as short as possible; • Using screens or barriers to separate people from each other; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). <p>In defining the number of people that can reasonably follow social distancing, the total floorspace as well as likely pinch points and busy areas should be taken into</p>	4	5	20	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>

						<p>account (such as entrances, exits) and, where possible, alternative or one-way routes introduced.</p> <p>The venue will look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Reviewing layouts and processes to allow people to work further apart from each other; • Using floor tape or paint to mark areas to help workers keep two metres apart (or one metre with risk mitigation where two metres is not viable); • Managing occupancy levels to enable social distancing; and • Avoiding the use of hot desks and spaces and, where not possible cleaning and sanitising workstations between different occupants, including shared equipment. 				
Places of worship activities	Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc.	Ministers Leaders Members Attendees Contractors Employees	5	5	25	<p>All waste to be assumed contaminated and handled as such.</p> <p>All waste handled with suitable PPE as per cleaning guidelines.</p> <p>All bins to be lined with disposable liners.</p> <p>Only lidded bins operated by foot pedal to be used.</p> <p>All waste to be double bagged and kept for 72 hours prior to disposal in general waste.</p>	4	5	20	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
Working in the venue	Contact with persons suffering from coronavirus – meetings	Ministers Leaders Members Attendees Contractors Employees	5	5	25	<p>Remote working tools to avoid in-person meetings</p> <p>Only absolutely necessary participants to attend meetings and maintaining two-metre distancing (or one metre with risk mitigation where two metres is not viable).</p>	4	5	20	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>

						<p>Avoid transmission during meetings, for example by avoiding sharing pens and other objects.</p> <p>Hand sanitiser to be provided in meeting rooms.</p> <p>Meeting to be held only in designated rooms. Where possible these should be well ventilated.</p>			
Use of facilities	Contact with persons suffering from coronavirus – worshippers and contractors	Ministers Leaders Members Attendees Contractors Employees	5	5	25	<p>Look to improve hygiene between others by:</p> <ul style="list-style-type: none"> Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available; Providing regular reminders and signage to maintain personal hygiene standards; Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible, including displaying a cleaning schedule (so that it's visual) and use of social distance markings in areas where queues normally form; To enable good hand hygiene, making hand sanitiser available on entry to toilets where safe and practical, and ensuring suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), are available. Communal towels should be removed and replaced with single-use paper towels; Introducing enhancing cleaning for busy areas including door handles and rails; Providing more waste facilities and more frequent rubbish collection; Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day; and 	4	5	20

						<ul style="list-style-type: none"> Keeping the facilities well ventilated, for example by fixing doors open where appropriate and safe to do so. 				
Places of worship activities	Contact with persons suffering from coronavirus – wearing of PPE	Ministers Leaders Members Attendees Contractors Employees	5	5	25	<p>Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn.</p> <p>As the venue is outside a clinical setting and we do not respond to a suspected or confirmed case of COVID-19, this venue will not encourage the precautionary use of extra PPE to protect against COVID-19.</p> <p>Wearing a face covering is required by law during worship.</p>	4	5	20	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-venues-about-covid-19</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
Places of worship activities	Contactors working on site	Faith Leader Contractors Worshippers Employees Volunteers	5	5	25	<p>All contractors expected to complete the Contractor Checklist.</p> <p>Contractors only allowed on site if the work demand essential</p> <p>Contractors to be provided with handwashing facilities.</p>	4	5	20	
Visiting worshippers in the community or at hospital	Contact with persons who may have been exposed to coronavirus	Faith Leader Members of the public	5	5	25	<p>It is advised that the Minister and leaders must refrain from contact with members of the church/congregation in the community unless in extreme circumstances.</p> <p>Minister and leaders advised to follow strict instructions of medical staff at all times whilst on hospital sites.</p> <p>Any materials taken to the hospital MUST be left there before leaving the hospital.</p> <p>Ministers and leaders to conform to hygiene standards at all times.</p>	4	5	20	

						<p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Maintain social distancing at all times and wash hands regularly or use hand gel.</p>				
Act of committal at crematoriums and cemeteries	Contact with persons who may have been exposed to coronavirus	Faith Leader Members of the public	5	5	25	<p>Clear documented procedure on funeral arrangements to limit the spread of the virus.</p> <p>Funerals should have no more than 30 people in attendance, and social distancing should be strictly adhered to. Guidance for funeral arrangements can be located on the Ellis Whittam Coronavirus Advice Hub.</p> <p>Ministers and leaders in high-risk/vulnerable groups are subject to shielding/self-isolation guidance.</p> <p>Observe hygiene practices, especially following contact with surfaces in crematoriums, e.g. wooden lecterns, benches, doors, etc.</p> <p>Observe social distancing procedures whilst at gravesides or in crematoriums as directed by crematorium and cemetery staff.</p>	4	5	20	

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost venue)
4. High (major injury / damage, lost time venue interruption, disablement)
5. Very High (fatality / venue closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review 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.

Employee Name (Print)	Employee Signature	Date