

Hazards / Risks	Risk rating	Comments	Mitigating Actions	Action Plan	By Whom	complete	Risk after mitigation	
<i>RISK - (1-5 High=5; Low=1) - Normally Consequence x Likelihood - With COVID-19, consequence is contracting the virus, whether or not it leads to serious illness. Therefore risk rating depends on likelihood of transmission</i>								
<i>Risk assessment developed by QBC Deacons following review of UK Gov guidance "COVID-19: Guidance for the safe use of places of worship" and BU advice "Coronavirus: Guidance on re-opening Baptist church buildings"</i>								
<i>Approved by QBC deacons on 13th July 2020 - Smith; Clement; Rimmer; Shipway; Hills; Vanlint; Gibb - updated to follow revised guidance as appropriate</i>								
<b>Previous revisions regularised for this version (5/8/20)</b>								
<b>General Mitigating Actions re COVID-19</b> <i>These will be applied to all the specific risks</i>								
<b>Breathing in the virus</b>	<b>5</b>	Expect most visitors to be familiar with expected C-19 mitigating requirements  Special consideration to be made for those who have been isolating and probably not used to being in the community (e.g. supportive conversations with stewards)	Social distancing (2 metres) between households wherever possible	n/a	n/a	Y	<b>2</b>	
			Seat spacing 2 metres between households wherever possible	Set Up Team (SUT) to set out seats as plan	SUT	Y		
			Face coverings to be worn by all adults (from 2ndry school age) <b>AT ALL TIMES INSIDE</b> (revised in line with 30/7/20 Gov req.) - Include in briefing on arrival	Generic brief to church	IS/GC	Y		
			Single use FCs will be available in the lobby and bin to dispose of them if they don't take them home	50 FCs available - need regular stock check- provide Bin	GC/SUT	Y		
			Proper use of FCs will be encouraged (e.g. BU Guidance Section 3.3 PPE)	Included in guidance	IS	Y		
			Doors and windows to remain open to maximise ventilation (to be reviewed in due course re colder weather)	Added to pre-service actions	SUT	Y		
			No singing or musical instruments - pre-recorded songs to be played with congregation encouraged to reflect on the words and NOT sing - Reminder to be given by service leader	Sorted	n/a	Y		
			PA system used for all 'speaking'					
			No interactive service elements where questions asked and answers shouted out If radio mics used they will be sanitised before use	Sound desk note re radio mics (done)	Sound Desk	Y		
			No music to be played before start and after service so that people don't need to shout to be heard	Sound desk team and reminder by WStd	Snd Dsk & WStd	Y		
People to be reminded NOT to shout across to people further away	Generic brief to church	IS/AG	Y					
<b>Skin to skin contact</b>	<b>4</b>	Expect most visitors to be familiar with C-19 requirements  Special consideration for those isolating & not used to being in the community	Social distancing (2 metres) between households wherever possible	Generic brief to church	IS/AG	Y	<b>2</b>	
			No hand-shaking / hugs etc	Generic brief to church	IS/AG	Y		
			Regular hand washing advised where possible (particularly after using toilet)	Generic brief to church	IS/AG	Y		
			Hand sanitiser available in lobby (as hand washing not feasible) - <b>required</b> to use it, or their own	all	Generic brief to church	IS/AG		Y
			Gloves are not advised - regular hand washing will be encouraged		IS/AG	Y		

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<b>Touching contaminated surfaces or objects</b>	<b>4</b>	Expect most visitors to be familiar with expected C-19 mitigating requirements  Special consideration for those isolating & not used to being in the community	General 'deep' cleaning regime reviewed and revised to address C-19 hazards	Included in cleaning brief	PVL	Y	<b>2</b>
			Cleaning regime before services, particularly of regular touched surfaces - not needed as 72 hours between uses	Add to pre-service actions - Review if extra services planned	SUT	Y	
			People advised NOT to touch surfaces as they move about	Generic brief & WStd reminder	IS/AG	Y	
			All 'handouts' are single use, to be taken away by users, or binned	Service sheets on table in foyer	IS	Y	
			Pigeon Holes put out of action	In guidance - Units moved	AG	Y	
			No Bibles or other shared books etc available	Check not around	SUT	Y	
			All doors to be left open where possible	Add to pre-service actions	SUT	Y	
			Those preparing building for services ensure they frequently wash hands	Add to pre-service actions	SUT	Y	
			Only one Sunday service planned to allow 72hour quarantine between uses	Sorted		Y	
			Cleaning between services - Current plans leave 72 hours between uses of 'sanctuary' we are not planning any specific C-19 cleaning before or after the service. The cleaner will do his normal cleaning on the Wednesday.		PVL	Y	
	As a result, the sanctuary would not be used between Sunday services. Any necessary entry to the church other than for services will be via the back door, where there will be a sign-in sheet and a hand-sanitizer station.	Add to notices and posters warning mid-week users	IS/AG	Y			
<b>General</b>	<b>n/a</b>	Expect most visitors to be familiar with expected C-19 mitigating requirements  Special consideration for those isolating & not used to being in the community	BU Reoccupation Checklist will be used prior to re-opening (BU Guidance Appendix 1)	PVL	PVL	Y	<b>n/a</b>
			A Pre-service action plan will be produced	Pre-Service Action Plan (P-SAP)	IS/AG	Y	
			There will be a Nominated Person (NP) (Coordinator) for each service or other event	Include in P-SAP	IS/AG	Y	
			NP will use the Pre-event Checklist prior to service or other event (BU Guidance App 2)	Include in P-SAP	TBA	Y	
			COVID-19 cleaning regime developed and implemented (BU Guidance Section 2.4)	Produce plan & speak Paul	PVL	Y	
			Inform Church regulars through notices	Include in notices	IS	Y	
			Inform village through adverts	Include in adverts	IS		
			Good hygiene practices will be encouraged (e.g. BU Guidance Section 3.2 Hygiene)	Include in notices	IS/AG	Y	
			Rota of Stewards - fully briefed and responsible	Do rota & train stewards	IS/AG	Y	
			Stewards to be aware of new visitors and inform them re procedures	Train stewards	IS/AG	Y	
			Produce specific plan for fire evacuation	Review and adapt existing	TH	Y	
			Specific plan for first aid - both C-19 and non-C-19 - incl gloves/masks/other PPE	Agreed with Knoxs -Guidance done	AG/Knox	Y	
			Dealing with bodily fluids - Method - seperate task guidance provided (PVL)	Protocols for Stewards Produced	AG	Y	
			Deep Cleaning chairs - seperate task guidance provided (PVL)	Protocols for Stewards Produced	AG	Y	
			Over 70s and those previously shielding to be encouraged NOT to attend - But it is THEIR choice - They do not present any increased risk to others (BU guidance)	Discuss with relevant people	IS	Y	

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<b>Track &amp; Trace</b>	n/a	BU & Gov Guidance	Welcome Steward records all attendees (BU Guidance). GDPR notice on website.	Train stewards - add to notices / posters	WStd /IS	Y	n/a
			Advise people to inform us if they have C-19 symptoms in the next 2 weeks (BU Guidance)			Y	
<b>Main C-19 hazards: Breathing in the virus; skin to skin contact; touching contaminated surfaces - key areas and activities</b>							
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<b>Pre-entry</b>	4	<i>In the open air Queueing similar to shops etc Both on entrance pathway and public pavement Beware risk re blocking narrow public pavement</i>	Mark out 2m queuing spaces (cones on path - tape on dwarf wall/pavement)	Buy & fix tape - put out cones	SUT	Y	2
			Posters reminding people to keep their distance AND wear face coverings AT ALL TIMES INSIDE - on gate and on poster easels outside	Put out posters	SUT	Y	
			Gate Steward(s) on main gate to advise and brief queuing visitors	Train & deploy stewards	IS/AG	Y	
			Gate Steward(s) checks visitors are well re C-19			Y	
			NOTE - we are required to remind people of what they should already know!!			Y	
			Gate Steward explains/reminds re face coverings (incl how to use them properly)			Y	
			Gate Steward(s) identifies new visitors and those previously shielding and particularly checks they understand procedures etc			Y	
			Gate Steward(s) to wear face covering			Y	
			Both gates fully open			Y	
No hand-shaking / hugs etc	Y						
<b>Lobby</b>	5	<i>Now inside - Higher risk Regulars may be overfamiliar and expect things to be 'normal' New visitors will not know church layout Crucial to get this right to set the appropriate 'tone' and so people know what is important</i>	Posters in lobby explaining process	Do new posters (IS) & put out	SUT	Y	2
			Seating layout poster in lobby (if we allocate specific seats)	AG poster?	AG	Y	
			Hand sanitiser available - all required to use it, or their own	Check put out - Check stock (GC)	SUT	Y	
			All Stewards to wear face coverings	Wear them	Stewds	Y	
			All doors and windows to remain open to maximise ventilation	Add to pre-service actions	SUT	Y	
			Welcome Steward explains process to all in week 1 - special focus on new visitors	Brief Welcome Steward	WStd	Y	
			Welcome Steward reminds re face coverings to be worn by all AT ALL TIMES	Brief Welcome Steward	WStd	Y	
			Spare face coverings on table for those that do not have them	Check put out - Check stock (GC)	SUT	Y	
			Seat Stewards 'continually' check status of available seats	Be aware	SStds	Y	
			Visitors wait in lobby until Seat Steward available to show them to their seat - 2 stewards covering both sides of church and swing doors (to reduce congestion and speed access)	Welcome Steward control	WStd	Y	
Seat Stewards show people to their seats	Show people to their seats	SStds	Y				

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<b>Moving about Church</b>	<b>5</b>	<p><i>Inside - less available ventilation</i></p> <p><i>Harder to maintain social distancing</i></p> <p><i>Initially people are unfamiliar with layout etc</i></p> <p><i>Control of children is a risk</i></p> <p><i>Toilet access adds risk</i></p> <p><i>Exposure is time limited</i></p>	Face coverings worn by all adults AT ALL TIMES	Included in briefing	IS/WStd	Y	<b>2</b>
			Restrict access to ONLY lobby and main church 'sanctuary' where possible	OK except toilets	n/a	Y	
			Advise people that toilets are for exceptional use only - i.e. 'go before you come'	Included in briefing	IS	Y	
			Seat layout to be intuitive re moving to seat	Check in situ	AG	Y	
			Seat Stewards show people to their seats	Brief Stewards	SStds	Y	
			Where possible fill seats from the front to the back	Brief Stewards	SStds	Y	
			If numbers require balcony - show more able people upstairs - and fill seats from the dead ends outwards - stair handrails to be cleaned between households	Show people to their balcony seats - clean handrail between households	SStds	Y	
			Clearly mark walkways	Sort out insitu	SUT	Y	
			Mark out 2m spacing in walkways	Sort out insitu	SUT	Y	
			People to walk single file down walkways	Stewards to remind people	Stewds	Y	
			Posters to stress 2mSD and wear face coverings when moving about (on columns?)	Sort out insitu	SUT	Y	
			Stress 'once in - stay in' (no going back to collect mail etc)	Included in briefing	IS	Y	
			If someone HAS to leave during pre-service they should exit via the BACK door	Stewards to remind people	Stewds	Y	
			Parents reminded to be responsible for their children	Included in briefing	IS	Y	
<b>Toilets</b>	<b>5</b>	<p><i>Significant risk re contaminated surfaces</i></p> <p><i>Not likely a socially distancing risk</i></p>	People advised that Toilets are available 'for exceptional use only'	Include in briefing and from front	IS	Y	<b>2</b>
			Face coverings to be worn AT ALL TIMES INSIDE	Include in briefing & by stewards	IS/Stds	Y	
			Children must be accompanied to the toilet by an adult member of their household	Included in briefing and from front	IS	Y	
			Doors to corridor propped open, including fire door	Include in pre-service set up	SUT	Y	
			Seat Steward briefed to close fire door if alarm sounds	Include in briefing	IS/AG	Y	
			Access to toilets covered by 'moving about church'	n/a	n/a	Y	
			One in-one out protocols - posters to remind people	Posters	IS/AG	Y	
			Queuing spacing marked on hall floor (unlikely to be needed - review after trial period)	Check insitu	IS/AG	n/a	
			Anti-bacterial wipes in toilet area and signs reminding people to clean seat, handles, taps after use	Stewards briefed to check in place	SUT	Y	
			Posters to remind people to wash hands thoroughly (20sec) after use	Posters	IS/AG	Y	
			Paper towels are already in use	n/a	n/a	Y	
			Provide larger, open-topped bin for paper towels so lid doesn't need to be opened	Get bin	GC/SUT	Y	
			Hand sanitiser station and use sink in hall	set up sanitiser station	SUT	Y	

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<b>Service</b>	<b>5</b>	Less risk as people not moving about  More risk due to more time spent in service	Chair layout designed to maintain 2m social distance	Seating plan checked insitu	AG	Y	<b>2</b>
			Seats to be kept empty clearly marked	Do signs - check before service	AG	Y	
			Principle of THREE seats between households communicated widely	Included in briefing	IS	Y	
			THREE seat gap strategy - main church seats are 500mm wide - key risk addressed by 2mSD is droplets from mouth/nose - 3 seat gap creates 2m space between faces	NOTE	n/a	Y	
			Vacated seats - Seats used by only one household/bubble for each service. Any seats vacated during the service will not be used by others. Seat Stewards will monitor and place 'do not use' signs on vacated seats.	included in stewards briefing	IS/AG	Y	
			Possible use of screens between household groups on main rows to enable TWO seat gap to increase capacity if needed - top of screens to be above head height sitting down	Review this option after trial, when numbers increase	AG	Y	
			Remind people to stay seated and stay in their seats (esp. children)	Include in briefing and from front	IS	Y	
			Service to be kept to a reasonable length - target 40-50mins	Service plan	IS	Y	
			All reminded NOT to sing when pre-recorded songs are played	Include in briefing and from front	IS	Y	
			Preacher/Leader to stand in re-positioned pulpit - to maintain 3m from front row and improve visibility for balcony - add perspex screen	Screen option chosen	IS	Y	
			Others taking part in service wear face coverings <u>at all times, including when they are speaking &amp; use different 'lectern/stand' for notes etc so no cross contamination between speakers</u>	Briefing for those taking part	IS	Y	
			Parents reminded to be responsible for their children	Include in briefing and from front	IS	Y	
			If children's activity sheets - will be single use - Families to bring own pens/crayons etc and clip boards	In guidance & Sunday Club/All Age leaders action	Colin	Y	
			If children leave for sermon - single-file along walkways and exit via the lobby	Included in briefing and from front	IS	Y	
			No communal toys or activities will be available for children	Included in guidance	n/a	Y	
Offering - People encouraged to use bank transfer etc - No offering bags passed around. 'Stationary' offering plate in foyer - money not counted for 72 hours	Included in briefing and from front	IS	Y				
People exhibiting C-19 symptoms during the service	Task instructions added to guidance	AG	Y				
<b>Exit</b>	<b>5</b>	Hard to maintain 2mSD  Exposure is time limited  People should be more aware  But, after-service socialising is significant risk	People instructed to leave starting with back rows, right and left - Instructed from service leader and guided by Stewards	Announced by service leader	SL	Y	<b>2</b>
			All adults to wear face coverings AT ALL TIMES UNTIL OUTSIDE	In briefing & announced from front	IS/AG/SL	Y	
			People reminded to maintain 2mSD wherever possible	In briefing & announced from front	IS/AG/SL	Y	
			People reminded not to touch things on way out and take service sheets etc	In briefing & announced from front	IS/AG/SL	Y	
			People reminded to use sanitiser on way out as well	In briefing & announced from front	IS/AG/SL	Y	
			People reminded NOT to congregate on the premises, however tempting it may be	In briefing & announced from front	IS/AG/SL	Y	
			Tea/coffee etc will not be available before, during or after the service	n/a		Y	
<b>Misc</b>	<b>n/a</b>	Other Uses of Church Building	BU Guidance Section 6	Review at next deacon's meeting	TH	os	<b>n/a</b>
		Risk Ass - staff & volunteers	BU Guidance Section 7	See separate risk assessment	TH	Y	
		Safeguarding	BU Guidance Section 8	Not considered at this time	TBA	os	