

BRBC Risk Assessment for Services, July 2021. (Adapted from the Baptist Union of Great Britain)

Coronavirus Risk Assessment for Blackhorse Road Baptist Church

Risk Assessment Matrix

During the pandemic it is likely that the virus risk 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 as far as possible.

It is unlikely that the severity score will reduce until such time as there are effective treatments or a vaccine. The control measures you put in place will mostly impact upon the likelihood of occurrence, but you may conclude their impact is sufficient to reduce it below a rating of 5. This does not mean your control measures are not of value because the scoring bands are fairly broad. For example, reducing the likely rate of occurrence from once a week to once every 50 weeks would be a factor of 50 improvement in likelihood but still have a score of 5.

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

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		Recommended timeframe for implementing any identified control measures
20+	High	Immediate / within days

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2. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

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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	5
	Overall Risk	35			Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Ministers	Through church email, signs at the building & reminders in the service
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Ministers	Through church email, signs at the building & reminders in the service
3. Verbal symptom checks on entry	Y	Stewards	Have you, or anyone in your household, had a high fever, persistent dry cough and/or loss of taste or smell in the last 14 days? Have you been asked to self isolate by NHS track and trace?
4. Ask those who vulnerable to consider whether to attend in person	Y	Ministers	Recognise it's their risk but we encourage them to consider if they should attend.
5. Everyone to use hand sanitiser on entry to the building	Y	Stewards	Dispensers in place at entrances.
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	Ministers	Adopt BU action plan, circulate to leaders, copies in the hall.
7. Undertake a pre-service checklist	Y	Stewards	To be completed before each service
8. Display suitable posters to ask people with symptoms not to enter the building	Y	Ministers	Part of "welcome" poster
9. All contractors to complete the 'Contractor Checklist'			

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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	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. One-way system of flow through building to avoid pinch points where necessary	N	Stewards	Not possible to have a one way system. Stewards to ensure no bunching up at entrance and exit times.
2. Signage in place to remind people of safe practices	Y	Ministers	Displayed on the way in and in the hall.
3. Ventilation maximised to disperse virus particles.	Y	Ministers	Windows and entrance door to be kept open.
4. Singing is allowed while wearing a face covering.	Y	Ministers & Service Leaders	Church informed through email, signs and service leader reminding during a service.
5. All attendees asked to wear a face covering.	Y	Ministers	Informed through church email and signs displayed.
6. Ask attendees to greet one another with a smile or fist bump rather than hugs and handshakes.	Y	Ministers	Informed through church email and signs displayed.
7. Keep blocks of chairs for family groups 1m apart.	Y	Ministers	Capacity is increased while still allowing some social distancing.
8. No refreshments will be served and people will be encouraged to socialise outside the building at the end of the service.	Y	Ministers, Service Leaders & Stewards	Informed through church email and reminders at the end of services.

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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	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

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	Stewards	Doors open at service start & end. Through doors into the hall kept open.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate disinfectant.	Y	Cleaner	Done after Sunday service.
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Treasurer	A box for collecting cash near the exit to be emptied into an envelope which will be sealed and put in the safe to be counted the following week.
4. Building thoroughly cleaned between uses	Y	Cleaner	After Sunday service
5. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Service Leader & Tech Team	Words displayed on the screen
6. Microphones and other equipment kept to a single individual	Y	Tech Team & Music Group	Except for the lectern mic as we don't have capacity.
7. Undertake the 'Pre-Service Checklist' and where appropriate Cleaning Checklist for suspected Coronavirus contamination (Appendix 3 of Guidance on Re-opening churches)	Y	Ministers Stewards	
8. Keep Register of attendees	Y	Ministers Stewards	Stewards to check on entry.

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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	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate disinfectant.	Y	Cleaner	
2. Toilets supplied with soap/hand sanitiser and disposable paper towels or dryers (not a reusable linen towel).	Y		Soap & disposable paper towels in place.
3. Implement regime for regular waste disposal from toilets.	Y	Cleaner	Part of the cleaning regime.
4. Setup appropriate policies for use of toilets (e.g. limited numbers at one time, children accompanied)	Y	Ministers	One cubicle in the female toilet blocked off, signs displayed.
5. Undertake a 'Pre-Service Checklist' and where appropriate Cleaning Checklist for suspected Coronavirus contamination (Appendix 3 of Guidance on Re-opening churches)	Y	Stewards Ministers Cleaners	

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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	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. All waste to be handled appropriately, observing good hygiene practices.	Y	Cleaner	
2. Anyone handling waste to be trained in suitable working practices	Y	Ministers	Walk through cleaning guidance.
3. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Cleaner	
4. All bins lined with disposable liners	Y	Cleaner	
5. Lidded bins operated by foot-pedal to be provided	Y & N		Some bins are open.
6. Where a known/suspected case of coronavirus has been present all waste to be double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.	Y	Ministers Cleaner	

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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	3
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings where possible.	Y	Meeting leaders	
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Meeting leaders	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Attendees	
4. Provide hand sanitiser in rooms used for meetings.	Y	Ministers	Dispensers available in the building
5. Hold meetings in well-ventilated rooms when practical.	Y	Meeting leaders	Use main halls rather than office or prayer room.
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	Ministers	Tape on floors marking 2m.
7. Implement cleaning procedures for goods and items entering the premises.	N		

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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
Naaman Murphy	N Murphy	21/07/2021
Malcolm Patten	M Patten	22/7/21
Jackie Mouhon	J Mouhon	23/7/21
Tim Barker	T Barker	24/7/21