

WALSWORTH ROAD BAPTIST CHURCH

CORONAVIRUS - BUILDING RISK ASSESSMENT



What are the hazards?	Who might be harmed and how?	Frequency. 1 = Low (seldom); 2= Medium (weekly, regular); 3= High (near daily)	Severity. 1 = Low (minor effect); 2 = Medium (moderate incapacity); 3 = High (serious effect)	FxS; Risk Rating; 1-2 = low risk; 3-4 = medium; 5-6 = high risk; 9= should not be attempted	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Sanctuary								
Touched surfaces (doors, seats, rails etc.)	Any people, by passing on virus	At least weekly 2	2	4	Cleaning	Specific anti-bacterial deep cleaning after every event. Pinning open of doors and windows	Cleaner	Before first service inside
Books	Any people, by passing on virus	At least weekly 2	2	4	Remove books	Eliminate any shared book/reference material.	Work team	Before first service inside
Close seating	Any person. Breathing in virus	At least weekly 2	2	4	Tape off pews marking acceptable seating positions	Develop signage; instructions on entry; share video of changes, explore live-streaming. More regular cleaning.	Stewards of event	Before first service inside
Singing	Any person. Breathing in virus	At least weekly 2	2	4	Nothing yet	Reduce or eliminate singing from worship - banned by Govt. initially from July 2020	Worship leaders	Before first service inside
Communion	Any person, by contagion	1-2 per month 2	2	4	Eliminate shared loaf/cup	Use of pre-cut bread and cups for self-service. Bringing own materials encouraged.	Worship leaders	Before first service inside

Greetings	Any person, by contagion or breathing in	At least weekly 2	2	4	Policy of distance greeting; Face-covering when entering (small number to be available?)	Direct people to seating; eliminate touching e.g. handshake; social distancing		Before first service inside
Movement in area	Any person, by contagion or breathing in	At least weekly 2	2	4	Face-covering when in areas	Direct people to seating; monitor bottlenecks. Eliminate all non-essential movement during service. Stewards to direct to exits at end. Use of more doors on exit with sanitiser available.	Stewards of event	Before first service inside
Shared activity in area	Anyone brought close to or sharing material with others	Weekly - 2	2	4		Eliminate shared/contact activity during services etc.	Leader	Before first service inside

Welcome area

People in close proximity	Any person, by contagion or breathing in	Whenever premises are used 3	2	6		Institute one-way wherever possible - e.g. one door exit only. Control entrance. Signage. Both pairs of doors pinned open and encouraged straight into Sanctuary. Mixing post-service (if any) can be done outside on the drive and lawn. Also a visible cleaning record document	Stewards	asap
Contaminated surfaces (doors, tables)	Any person, by contagion or breathing in	Whenever premises are used - 3	2	6	Weekly antibacterial cleaning of handles and push-plates, pin doors open	Additional cleaning between sessions (up to five times a week)	Steward and cleaner	asap

Refreshments	Anyone	Whenever served - at least 3	3	9		Establish 'bring-your-own' approach; minimise or remove access to kitchen; ??if not possible, one-use cups, cutlery etc??., single person in kitchen	Leadership policy	asap
Halls								
Contaminated surfaces	Any person, by contagion or breathing in	Several times per week - 3	2	6	General cleaning	Surface cleaning after each event; anti-bacterial spray always available; sanitiser etc. clearly marked. Procedure incl. cleaning published to be followed by all. RECORD OF ENTRY. Also a visible cleaning record document	Church cleaners during duties. Leaders of groups visiting, provide additional cleaning on departure (materials provided)	Before group resume
Multi-touch points (e.g. switches)	All attendees as above	Several times per week - 3	2	6		As above	As above	Before group resume
Bottle-necks	All attendees	Several times per week - 3	2	6		Policy and enforcement of social distancing; availability of face-coverings; leaders giving direction to others; one-way system	Group leaders	Before group resume
Shared equipment	All attendees	Depending on users - at least 2	3	6		Minimise/eliminate use of common equipment (toys, books, etc.).	Group leaders	Before group resume
Closeness of people	All attendees	Several times per week - 3	2	6		Policy and enforcement of social distancing; availability and encouragement of face-coverings	Group leaders	Before group resume

Toilets								
Contaminated surfaces	All users especially older people	Whenever people are on premises - 3	2	6	Regular cleaning	Extra cleaning and deep-clean procedures; record of cleaning to be kept. Advice instructions to be displayed.	Church cleaners and group leadership	asap
Small space; breathing	All users especially older people	Whenever people are on premises - 3	2	6	Windows can be opened	Increased ventilation - PROPPED DOORS OPEN	Church cleaners and group leadership	asap
Proximity of users in space and time	All users especially older people	Whenever people are on premises - 3	2	6	Very little	Limit access to one at a time; use face-coverings; circulate air wherever possible	Church cleaners and group leadership	asap
Shared devices (e.g. taps, towels)	All users especially older people	Several times per week - 3	2	6		Eliminate shared towelling; use of auto driers non-contact; anti-bacterial soap/sanitiser to be always available	Church policy	asap
Disposal of rubbish and used materials	All users, especially cleaners	Several times per week - 3	2	6	Provision of cleaner gloves etc; also detergents	Policy of bagging and issue of PPE for purpose; double-bagging of cleaning materials	Group leaders, cleaners	asap
RJ and small meeting rooms								
Contaminated surfaces		Weekly - 2	2	4		Regular cleaning after use; sanitiser provision	Church cleaners on duty; user group leader additional end-of-meeting cleaning	begun before groups resume

Proximity of occupants		Weekly - 2	2	4	Development of online systems of meeting	Distancing marking and information in place; for smaller rooms, wearing of face-covers and non-oppositional seating; limits on numbers - or eliminate use of room and use online system.	Church policy and pre-marking	begun before groups resume
Bottle-necks		Weekly - 2	2	4		Monitor key points; signage; one-way direction wherever possible.	Group organisers at the time	begun before groups resume
Supervisor(s) on duty with exposure	Supervisor	Weekly - 2	2-3 depending on age	6		Ensure provision of face-coverings and gloves etc. as desired; ensure fresh-air access; distancing protocol	Leadership make church policy and instructions displayed	begun before groups resume
Types of activity								
Youth groups	Any attendees	Several times each week - 3	2	6	General cleaning	Include on-line involvement as standard; make registration clear in case of track-trace	Group leadership	
						Protocols to include adults monitoring of spacing, pinch-points, use and cleaning of toilets		
Infant groups	Any attendees	Weekly - 2	3	6	General cleaning	Make registration clear in case of track-trace	Group leadership	
Social groups	Any attendees	Occasional or weekly - 1 or 2	3 if seniors involved	6	General cleaning	Develop more online involvement; make registration clear in case of track-trace; in the case of 70+ age, question organisers on shielding issues	Group leadership	

Cleaning

Infection of cleaner	Individual cleaner	Several times per week under new expectations - 3	2 or 3	6 to 9	H&S policy; gloves etc.; provision of appropriate cleaning agents; timesheet of work	Improved protective materials; use of regular thorough handwashing; monitoring of activity and attendance	Church leadership	
Skill level adequate	Individual cleaner	2	3	6	Cleaning tasks defined on basic level	Clarification of cleaning expectations; training to higher skill level - or employment of professional cleaners at least from time to time.	Church leadership	

Kitchen

Transmitted infection	All users, and beneficiaries from provision	3	2	6	Basic Food Training expected from main users; rules on display	Ensure visitors using it have RA; follow the hygiene protocols set by Church; where possible "bring-your-own" recommended.	Church leadership	KITCHEN CLOSED UNTIL FURTHER NOTICE BY LEADERSHIP
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Office

Admin and routine tasks	Any users	2	2	4		Surface cleaning after each event; anti-bacterial spray always available; sanitiser etc. clearly marked. Procedure incl. cleaning published to be followed by all. RECORD OF ENTRY.	All users	
Use of equipment	Any users	2	2	4		As above. Regular cleaning after use; sanitiser provision.	All users	

Contracted visitors, services etc.

(includes e.g. maintenance, meter readings, repairs, statutory visits etc.)	Any person part of the organisation	1	2	2	Ensuring Risk assessments are done by all such companies	Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) relevant to Covid-19, and has employers and public liability insurance in place.	Leadership policy	
	Any such visitor	1	2	2		Have hand sanitiser available for people to use on entry and exit of the church building. Signing in and out on visit; temperature checks and recording	Caretaking, leadership policy and visitor organiser enforcing protocol	
Securing building for future users, and accessing safely	Any such visitor	1	2	2	Cleaning according to Covid protocols	Confirm who has responsibility for locking and unlocking the building.	Church policy and designated keyholder	
Contaminated areas at end of session	Any such visitor	1	2	2		Confirm whose responsibility it will be to carry out cleaning at end of visit	Cleaners on duty and visitor organiser at end of session	
Toilets as a contaminated area	Any such visitor	1	3	3	Cleaning according to Covid protocols	Whoever has responsibility for toilets, ensure a supply of soap and disposable hand towels will be available.	Caretaking, leadership policy and visitor organiser enforcing protocol	

Risk Rating = Frequency x Severity

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		Severity						
Frequency		Low 1	Med 2	High 3				
	High 3	3	5	9				
	Med 2	2	4	6				
	Low 1	1	2	3				
Risk categories								
High 5-9								
Medium 3-4								
Low risk 1-2								
ASSESSMENT FOR:		WALSWORTH ROAD BAPTIST CHURCH						
DATE:		26 JUNE 2020						