

# New Life Baptist Church

## Risk Assessment for Re-opening July 2020

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
		SEVERITY (OUTCOME)			

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be 3 x 1 = 3. This would mean the risk is low and arrangement would be adequate. Example as follows:

Issue / Area to be Addressed (Potential Hazard)	Current Control Measures Good Practice Control Measures Adopted	In place (Yes / No)	Further Action / Comments	Final Risk Rating
<b>Example:</b> <b>Slips, trips and falls</b> <i>There are smooth surfaces and tripping hazards around the setting site with the potential to cause persons to fall over injuring themselves with multiple injuries.</i>	<ul style="list-style-type: none"> <li><i>Cleaning regime in place.</i></li> <li><i>Correct safe substance used for surfaces.</i></li> <li><i>Signage available.</i></li> <li><i>Cleaners have received training.</i></li> <li><i>Introduce hazard reporting system and ensure that staff are aware of setting H&amp;S Policy.</i></li> <li><i>Undertake specific risk assessment on snow and ice.</i></li> <li><i>Remove all trailing cables in admin office.</i></li> </ul>	<b>Y</b>	Review arrangements for new staff i.e. ensure the H&S policy to shared /communicated.	<b>3x1=3 Low</b>

Issue / Area to be Addressed (Potential Hazard)	Current Control Measures Good Practice Control Measures Adopted	In place / Ongoing	Further Action / Comments	Final Risk Rating
<b>1. Premises</b>				
<b>1.1 Premises shut for some time may require a full health and safety check / test for Legionella before re-opening.</b>	Regular health and safety checks of the premises are carried out under normal circumstances. Visual checks have been carried out during lockdown.	<b>Y</b>	Further visual health and safety checks of the building and outdoor areas to be carried out by staff during week 1 <sup>st</sup> - 4 <sup>th</sup> July 2020.	<b>Low</b>
<b>1.2 Lack of social distancing on site may lead to increased risk of spreading infection.</b>	Social distancing to be adhered to by:  <ol style="list-style-type: none"> <li>1. Seating being arranged in family or bubble groups with 2 metres between each person / family bubble.</li> <li>2. Children's play area closed.</li> <li>3. Book shop closed.</li> <li>4. Social distancing of 2m to be followed during any social time after the service.</li> </ol>	<b>Ongoing</b>	Government guidance to be accessed as updated and measures amended in line.	<b>Low</b>
<b>1.3 Use of shared resources may lead to increased risk of spreading infection.</b>	<ol style="list-style-type: none"> <li>1. Hand gel to be available at all doors including the toilet.</li> <li>2. Access to other parts of the building will not be allowed other than by staff / volunteers leading the service.</li> <li>3. Car park barrier will be locked open for people to leave to avoid multiple people touching key pad.</li> <li>4. Offertory to be by basket collection only at the sound desk. Gloves to be worn by staff counting / bagging offertory.</li> </ol> <p><i>See also 4. Cleaning and Hygiene.</i></p>	<b>Ongoing</b>		<b>Low</b>

2. Risk from being at the Service				
<b>2.1 Risk of transmission of Covid-19 from this activity.</b>	<ol style="list-style-type: none"> <li>1. All persons who have been / are in the shielding category to be encouraged not to attend.</li> <li>2. Anyone who has possible symptoms of Covid-19 or who lives with someone who has symptoms <b>MUST NOT</b> attend.</li> <li>3. One door will be used for entry and one for exit.</li> <li>4. Attenders will register to attend and will sit only in their allocated seating.</li> <li>5. Masks are recommended to be worn.</li> </ol>	<b>Ongoing</b>	<p>Government guidance to be accessed as updated and measures amended in line.</p> <ul style="list-style-type: none"> <li>• Spare masks to be available.</li> </ul>	<b>Low</b>
3. Refreshments				
<b>3.1. Risk of transmission through use of shared facilities (milk, sugar, spoons etc.) and potential for closer social contact.</b>	<ol style="list-style-type: none"> <li>1. No refreshments will be offered.</li> <li>2. Attendees are welcome to bring a drink with them.</li> <li>3. Social distancing of 2m between 'bubbles' to be maintained during any socialising after the service and before leaving the premises.</li> </ol>	<b>Ongoing</b>	<p>Government guidance to be accessed as updated and measures amended in line.</p>	<b>Low</b>
4. Cleaning and Hygiene				
<b>4.1 Use of toilets and handwashing facilities increase potential risk of spreading infection.</b>	<ol style="list-style-type: none"> <li>1. Only the toilet in the sanctuary will be used.</li> <li>2. Sanitising wipes to be available to everyone using the toilet.</li> <li>3. Door handles, taps and toilet flush to be wiped down with sanitising wipes before and after use.</li> <li>4. Used wipes to be disposed of in foot operated, lidded and PPE bin.</li> <li>5. Everyone to wash hands thoroughly (for at least 20 seconds) after toilet use.</li> </ol>	<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Ensure adequate supplies of paper towels and cleaning supplies for basins and toilets.</li> <li>• Provide a foot-operated lidded bin with liner for disposal of used wipes.</li> <li>• Government guidance to be accessed as updated and measures amended in line.</li> </ul>	<b>Low</b>

	<ol style="list-style-type: none"> <li>6. Toilet and handwashing facilities to be cleaned before the next service.</li> <li>7. Staff to wear appropriate PPE for cleaning.</li> <li>8. Used PPE must be disposed of in the foot operated, lidded PPE bin.</li> <li>9. After the service, the PPE bin liner must be double bagged before disposing of in church bin outside.</li> </ol>			
<p><b>4.2 Increased risk of cross-infection through coughing, runny noses, sneezing etc.</b></p>	<ol style="list-style-type: none"> <li>1. Wearing of masks to be recommended.</li> <li>2. Social distancing of 2m between individuals / family 'bubbles'.</li> <li>3. No singing in the service.</li> <li>4. <i>Catch it, bin it, kill it</i> approach to be used. Tissues to be made available.</li> <li>5. Foot-operated lidded PPE bin available for disposal of used tissues.</li> <li>6. Hands to be washed after using tissues.</li> </ol>	<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Foot-operated lidded PPE bin to be provided in the sanctuary toilet.</li> <li>• Ensure adequate supplies of tissues and bin liners.</li> </ul>	<b>Low</b>
<p><b>4.3 Increased risk of transmission of infection following the service.</b></p>	<ol style="list-style-type: none"> <li>1. Church to be locked all week so that any virus left on surfaces will die.</li> <li>2. Any required cleaning to be done at set up before the next service.</li> <li>3. Anyone who develops symptoms of Covid-19 during the week following attendance at a service to arrange for a test and follow government guidelines regarding test and trace. Church to be notified.</li> <li>4. All attendees at the service to follow government guidelines regarding self-isolation in the event of a positive test result.</li> </ol>	<b>Ongoing</b>	Government guidance to be accessed as updated and measures amended in line.	<b>Low</b>

5. Communication				
<b>5.1 Staff / volunteers facilitating the service not aware of the appropriate measures put in place to ensure premises / service Covid-19 secure.</b>	All staff / volunteers to receive a copy of the risk assessment prior to re-opening church.		Ensure risk assessment is updated as required following: <ul style="list-style-type: none"> <li>• Changes to government guidance.</li> <li>• Proposed changes to structure of service, e.g. offering refreshments etc.</li> </ul>	
<b>5.2 Prospective attendees at the service not aware of the appropriate measures put in place to ensure premises / service Covid-19 secure.</b>	<ol style="list-style-type: none"> <li>1. All people on the church address list to be contacted by letter or email advising them of the measures put in place.</li> <li>2. All people intending to attend church must contact the appointed person by Midday on the previous Friday via email or telephone to say they are coming and who is coming with them.</li> <li>3. Appointed person to keep track of the number of individuals / 'bubbles' to ensure that numbers do not exceed available space for social distancing.</li> </ol>	<b>Ongoing</b>	Government guidance to be accessed as updated and measures amended in line. <ul style="list-style-type: none"> <li>• Numbers able to attend may vary depending on number of individuals / 'bubbles' to allow for social distancing.</li> </ul>	

<b>Lead Person completing risk assessment:</b>	David Barber	Minister	Date Completed:	28 June 2020
<b>People contributing to risk assessment:</b>	Carol Salt	Safeguarding Lead		
	Deacons			