

## Hearsall Baptist Church Dynamic Risk Assessment Reopening of Church Community Rooms

### Risk Assessment Matrix

The following tables give the framework for assessing the risks identified and identifies the control measures that will be in place along with the person responsible on the day of the event. Please note that the person responsible may be identified as an individual or a generic role who has personal responsibility, or more generally as a group or the whole congregation.

The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.

**This risk assessment should be read in conjunction with the local Covid-19 rules that are in force within the Coventry area**

Likelihood / Probability	Severity / Significance / Consequence
5. Likely to occur at least once in any 12 month period	5. Expected to result in closure of community rooms or significant harm to multiple individuals, death of an individual
4. Likely to occur at least once in a 3 year period	4. Material threat to continued existence of community rooms, or significant harm to single individual
3. Likely to occur at least once in a 10 year period	3. Substantial adaptation required to ongoing operations
2. Likely to occur at least once in a 50 year period	2.. Minor adaptation required to ongoing operations
1. Unlikely in a 50 year period	1. Inconvenience 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)

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Summary		Suggested Timeframe for Action
20+	High	Immediately / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

Review / Revision Record		
Date of Review	Confirmed by	Comments
7 <sup>th</sup> August 2020	Andrew Thompson (Health & Safety Officer)	Ver 1.0 Document created.
14 <sup>th</sup> September 2020	Andrew Thompson (Health & Safety Officer)	Ver 1.1 updated
19 <sup>th</sup> October 2020	Andrew Thompson (Health & Safety Officer)	Ver 1.2 updated <b>(bold blue text)</b>

I have read the risk assessment and understand and accept its contents form part of my role. I will keep myself informed of any changes		
Name (Print)	Signature	Date

**Hearsall Baptist Church Dynamic Risk Assessment  
Reopening of Church Community Rooms**

<b>Risk:</b>	<b>Coronavirus entering the premises and potentially infecting building users</b>				
<b>Persons at risk:</b>	Event organiser, staff, all attendees				
<b>Risk rating before control measures</b>	Likelihood:	5	<b>Risk rating after control measures</b>	Likelihood:	3
	Severity:	5		Severity:	2
	Overall Risk:	35		Overall Risk:	10

<b>Control Measures</b>	<b>Control in place?</b>	<b>Person Responsible</b>	<b>Comments</b>
Ask everyone symptomatic not to attend		Event Organiser	
All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.		Event Organiser	Individual to contact group leader to report symptoms/positive test/etc. Event organiser to contact church room manager.
Verbal symptom checks on entry.		Event Organiser	
Ask vulnerable not to attend in person.		Event Organiser	
Everyone to use hand sanitiser on entry to the building.		Event Organiser	
Action Plan in place, and communicated to leaders, in event of known Coronavirus case entering premises.		Event Organiser	Individual to contact group leader to report symptoms/positive test/etc. Event organiser to contact church room manager.
Undertake the 'Pre-Event Checklist' prior to each event.		Event Organiser	
Register of attendees to be taken and retained for at least 21 days by law.		Event Organiser	
Display suitable posters asking people with symptoms not to enter the building.		H&S Officer	Provided by church.
Social distancing measures to be maintained where possible, including the arrival and departure of the venue.		Event Organiser	
Adult and children over 3 years attending will wear a face mask whilst in premises		Event Organiser	By law – medical exceptions apply

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<b>Risk:</b>	<b>Transmission of Coronavirus to an individual direct from infected person</b>				
<b>Persons at risk:</b>	Event organiser, staff, all attendees				
<b>Risk rating before control measures</b>	Likelihood:	5	<b>Risk rating after control measures</b>	Likelihood:	2
	Severity:	5		Severity:	2
	Overall Risk:	35		Overall Risk:	8

Control Measures	Control in place?	Person Responsible	Comments
Suitable social distancing policy in place (2m or “1m plus mitigations”).		Event Organiser/All Attendees	Reinforced by signage
No physical contact between persons from different households/bubbles.		Event Organiser/All Attendees	
All attendees over 3 years old required to wear a face covering by law		Attendees	By law – medical exceptions apply
One-way system of flow through building to avoid pinch points.		Event Organiser/H&S Officer	Physical barriers/Signage
Areas marked out of bounds where appropriate.		H&S Officer	Physical barriers/Signage
Seating arrangements adapted for social distancing.		Event Organiser	
Capacity monitored and entry stopped when capacity reached.		Event Organiser	
Signage in place to remind people of safe practices.		H&S Officer	Provided by church
Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them.		Event Organiser/H&S Officer	
Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.		Event Organiser	Reinforced by signage
All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed where necessary and provisions made accordingly.		Event Organiser	Pre-event contact
All attendees should be advised that shouting, chanting and raised voices are not permitted. All music will be played at a level that reduces the chance of voices being raised.		Event Organiser	

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<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via a contaminated surface/item</b> (excluding toilet facilities)				
<b>Persons at risk:</b>	Event organiser, staff, all attendees				
<b>Risk rating before control measures</b>	Likelihood:	5	<b>Risk rating after control measures</b>	Likelihood:	2
	Severity:	5		Severity:	2
	Overall Risk:	35		Overall Risk:	8

Control Measures	Control in place?	Person Responsible	Comments
Doors kept open where possible to reduce contact with door handles.		Event Organiser	Main entrance doors latched open and attended at all times when open.
Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.		Event Organiser	Attendees to be advised to use materials provided.
No serving of food and drink items prior to, during or after the event.		Event Organiser	
No distribution of pamphlets or other books – attendees asked to bring their own and take them away with them.		Event Organiser	
Microphones and other equipment kept to a single individual.		Event Organiser	
Undertake the 'Pre-Event Checklist' and Cleaning Checklist.		Event Organiser	
Event Organiser to ensure that handles and surfaces are sanitised both prior to and following the event.		Event Organiser	
Childrens' toys/activities/materials to be restricted to one group or 'bubble' and will be cleaned frequently and meticulously between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.		Event Organiser	
Pianos/Organ/Keyboards to be sanitised after use.		Event Organiser	

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<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via toilet facilities</b>				
<b>Persons at risk:</b>	Event organiser, staff, all attendees				
<b>Risk rating before control measures</b>	Likelihood:	5	<b>Risk rating after control measures</b>	Likelihood:	2
	Severity:	5		Severity:	2
	Overall Risk:	35		Overall Risk:	8

Control Measures	Control in place?	Person Responsible	Comments
Regular cleaning of surfaces likely to be touched often with appropriate sanitiser spray.		Event Organiser	Sanitiser to be provided by church
Toilets supplied with disposal hand towels or dryers, hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters to be displayed explaining this new requirement.		Event Organiser H&S Officer Cleaners	Supplies provided by church
Undertake the 'Pre-Event Checklist' and Cleaning Checklist.		Event Organiser	
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.		Event Organiser	Announcement before event start
Introducing enhanced cleaning of toilet facilities, more frequent rubbish collections.		H&S Officer	Circulation to all church cleaning staff
Toilets to be cleaned prior to and after the event.		Event Organiser	Posters, pre-event announcement
Children under 11 to be accompanied to the toilet.		Parents/Guardians	

## Hearsall Baptist Church Dynamic Risk Assessment Reopening of Church Community Rooms

<b>Risk:</b>	<b>Transmission of Coronavirus to an individual via contaminated waste</b>				
<b>Persons at risk:</b>	Event organiser, staff, all attendees				
<b>Risk rating before control measures</b>	Likelihood:	5	<b>Risk rating after control measures</b>	Likelihood:	2
	Severity:	5		Severity:	2
	Overall Risk:	35		Overall Risk:	8

Control Measures	Control in place?	Person Responsible	Comments
Everyone asked to take their own waste home with them if possible.		Event Organiser/All Attendees	Pre-event announcement
All waste to be assumed contaminated and handled appropriately.		Event Organiser H&S Officer Cleaners	
Anyone handling waste to be trained in suitable working practices.			
All waste handled with suitable PPE.		Event Organiser Cleaners	
All bins lined with disposable liners and all waste double bagged prior to disposal in general waste.		Event Organiser Cleaners	