

## Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance can be found [here](#). This assessment<sup>1</sup> is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

<b>Name of Church – Badminton Road Methodist Church</b>	<b>Assessment undertaken by – DE, RL, SF, NS</b>
<b>Address – Badminton Road, Bristol</b>	<b>Area of the building assessed – whole building</b>  <b>Rev – 4 review prior to reopening of buildings under the “road map”</b>
<b>Postcode – BS16 6NU</b>	
<b>Date of Initial Assessment – 11 June 2020</b>  <b>Revision 04 - 17/03/2021</b>	<b>Assessment Review Date – before any change of use is agreed</b>

## **Social Distancing**

### **Questions to Consider**

1. In our building, where will social distancing be more difficult?
2. What areas or tasks are more likely to increase the risk? How can we change work and tasks so people keep 2m apart or are separate?
3. Can we re-organise our building to reduce the likelihood that coronavirus will spread?
4. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
5. If the building is listed, any changes need to be sensitive and reversible.

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. Physically arrange communal areas to keep people 2m apart.
2. Mark areas using tape or floor paint to help people keep a 2m distance.
3. Provide signage to remind people to keep a 2m distance. \*
4. Using screens to create a physical barrier between people. \*
5. Use more than one exit or entry to reduce numbers of people coming together.
6. Set up a register to track who enters the building. Provide easily accessible hand sanitiser and ask people to bring their own pen.
7. Permit only essential trips within the building to maintain social distancing as much as possible.
8. Social distancing also to be adhered to in communal areas.
9. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles.

Where you cannot keep a 2m physical distance, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas if it is not possible to maintain social distancing.
2. Assigning one person per area or reducing the number of people in the area.
3. Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.
4. Keeping the number of people working less than 2m apart to a minimum.

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>SOCIAL DISTANCING</b>  <b>Additional Covid-19 Controls – Reducing Risk</b>  <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
Car Park	All	2	3	3	Cars to be parked in alternate parking bays if possible	Steward to be on hand to direct cars Instructions to be given in meeting by mail on how to use parking facilities.
Foyer/main entrance	All	3	3	3	Members are to be reminded of the 2-metre distancing before entering church.  Main entrance only to be used for entering church with both doors open Chapel fire exit doors to be used only at the end of a service to leave the church to create a one-way system	<del>Space mats to be positioned on floor outside main entrance at appropriate spacing</del> <b>Replace distance tape outside front door</b> No entry signs to be placed on side door. Instructions to be given in meeting by mail on how to enter and leave the church.
Servery and Kitchen	All	3	3	5	Members not to be allowed in Kitchen or Servery area. One Steward to be allowed in to servery to provide jug of	No entry signs to be positioned at servery

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					water if necessary and biscuits in case of someone suffering a diabetic hypo.	entrance and on door of kitchen.
Church and Hospitality Hall	All	3	3	3	<p>To increase available space for worship, dividing doors to be opened and to remain open.</p> <p>Between main entrance and seating area members to be reminded of 2 metre distancing</p> <p>During services the collection baskets will not be circulated.</p> <p>Those who wish to give can put their donation in a basket when leaving the hall through the prayer chapel.</p> <p>Members who already pay by standing order or email banking to carry on as normal</p>	<p>Dividing doors to be opened</p> <p>Space markers to be positioned on floor leading to seating area</p> <p>Chairs to be laid out at the recommended spacing. Chairs not required to be stacked against the wall</p> <p>Donation basket to be placed on a table in the prayer chapel</p>
Vestry	Minister	1	3	2	Vestry not to be used to limit cleaning	Vestry door to remain locked. Invitation letter to visiting ministers and lay preachers to advice that the vestry will not be available.
Toilets	All	3	3	5	<p>Toilet facilities for the main hall to be limited to the disabled toilets only.</p> <p>The main gents and ladies toilets will not be used.</p> <p>Toilets in the annex hall to be open but limited to one person at a time using them</p>	<p>No entry sign to be hung on main hall gents and ladies toilet door.</p> <p>Space markers to be positioned on floor outside disabled toilet</p> <p>Sign to be hung on annex hall toilets limiting number of</p>

					Annex toilet only to be used if a person with a disability attending a meeting in the annex hall needs to use the toilet facilities.	people using them to at a time
Annex hall Sunday evenings 7.30 – 9.30 pm	User group 1	3	3	3	Members are to only use the annex hall  Members to enter the annex hall via the back door only  Members are to use the annex hall toilets only. The exception is if a member with a disability needs to use the disabled toilet.  A maximum of 13 members are allowed in the hall at any one time	No entry sign to be put on the door leading from the hospitality hall to the annex passage.  No entry signs to be put on both sides of the two internal doors to the annex hall  Excess chairs to be removed from the annex hall
Annex hall Monday evening 7.15pm-10 pm 5 members	User group 2	3	3	3	Members are to only use the annex hall  Members to enter the annex hall via the back door only  Members are to use the annex hall toilets only. The exception is if a member with a disability needs to use the disabled toilet.  A maximum of 13 members are allowed in the hall at any one time	User group 2 must be held within latest government guidelines concerning singing and playing of musical instruments. This to form part of their own risk assessment
Annex hall Tuesday mornings	User Group 3	3	3	3	Members are to only use the annex hall, and the corridor outside the hall where tables for each activity will be stored	User group 3 already have a key to the side door which can be used to unlock the back door. User group 3 is to

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10 am – 12 pm 12 members					Members to enter the annex hall via the back door only  Members are to use the annex hall toilets only. The exception is if a member with a disability needs to use the disabled toilet.  A maximum of 13 members are allowed in the hall at any one time	be instructed to use the back door only  Suitable sized tables to be placed in the corridor labelled “for [name] use only”
Annex Hall Fortnightly Tuesday evenings 7 pm- 8 pm 6 attendees	User group 4	3	3	3	User group 4 made up of 6 persons usually meet in the prayer chapel. For social distancing reasons this will not be acceptable  User group 4 to enter annex hall via back door only  Members are to only use the annex hall, and the corridor outside the hall where tables for their meetings will be stored  Members are to use the annex hall toilets only. The exception is if a member with a disability needs to use the disabled toilet,	User group 4 to be offered the annex hall as an alternative venue for their meetings.  User group 4 to be provided with key to back door  Tables to be placed outside annex hall, labelled “for [name] use only”
Craft room /Isolation room (In the event that someone becomes ill during attending church)	People attending sick person	1	3	4	In the event that someone becomes ill during a church service then they are to be taken into the craft room to be attended to. If an ambulance is required then the ambulance staff can be admitted to the craft room by the craft room external doors	In the event of someone becoming ill on the church premises, then a deep clean of the parts of the premises being used is to be considered  Member attending ill person to be provided with additional PPE ie rubber gloves and plastic apron

Emergency exiting of church premises due to fire alarm					Church members to exit the building through any of the exit doors without restriction	Before the start of the service, the Steward is to give instructions on leaving the building in the event of an emergency
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That in an Emergency exit from the premises will be out through any of the exit doors without restriction.

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## **Cleaning**

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](#). If the building is listed, you should review Historic England's [How to Clean Historic Surfaces](#) and speak to the [Conservation Officer](#) before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising?
2. What can we do to reduce the need to clean or to make cleaning easier and more effective?
3. Who will do the cleaning?

### **What needs cleaning and sanitising?**

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it's done.

### **Making cleaning easier and reducing the need to clean**

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.
2. Put in place 'clean as you use systems' for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

### **Who will do the cleaning and when?**

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. 'Clean and sanitise as you go' may need to be put in place for areas such as meeting rooms, printers etc.
4. Signs around the workplace can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.
6. For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>CLEANING</b>  <b>Additional Covid-19 Controls – Reducing Risk</b>  <i>Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
Church and Hospitality Hall Prayer Chapel Vestry	Steward	1	3	3	After each service a Steward is to clean the following with sanitiser spray/disinfectant wipes: - Door handles; Light switches; Lectern Music centre; Hand rails; Wooden arm rests of chairs	Sanitiser spray/disinfectant wipes and plastic gloves to be provided  Chairs not used to be stacked to limit amount of cleaning
Cloak room area	All	2	3	3	Cloak room area and coat hooks are not to be used	Meeting by mail to provide instruction that members are not to use Cloak room area and coat hooks. Information notices to be hung in cloak room areas
Toilet waste bin contents removal	Cleaner	1	3	3	The contents of the toilet waste bins are to be sealed in the bin liners, then removed from the bin and placed into another plastic heavy-duty refuse bag.	Cleaners to be instructed on safe way of disposing of contents of Toilet waste bins

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General Church cleaning provided by church cleaners	Cleaner	1	3	3	<p>Church cleaner will liaise with church coordinator and follow government cleaning guide lines</p> <p>With more groups using the annex the isolation period between each groups will be less than 72 hours</p>	<p>Instructions to be given to cleaners on areas not to be entered.</p> <p>Cleaner to be given new instructed to clean the annex hall and toilets on Saturday and the Sacred space, hospitality area and toilets on Thursday</p>
Annex	<p>User group 1</p> <p>User group 2</p> <p>User group 3</p> <p>User group 4</p>	2	3	3	<p>Fabric seats are not suitable for separate groups meetings within a period of 72-hours</p> <p>Groups are responsible for wiping the following with sanitiser spray/disinfectant wipes <u>before</u> and after their meeting: -</p> <p>Seats and back rests of plastic chairs</p> <p>Door handles</p> <p>Light switches</p>	<p>Church to supply sanitiser spray placed on table near back door entrance to annex.</p> <p>To facilitate easier cleaning, within 72 hours, fabric covered chairs to be replaced with 13 orange plastic chairs.</p> <p>User group 1 to revise their risk assessment to include cleaning chairs <u>before</u> as well as after their meets</p>

## Good Hygiene

You need to think about:

1. Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Replace hand dryers with paper towels and bins that are emptied frequently to safely dispose of waste.
3. Providing handwashing facilities (running water, soap and paper towels) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Recommendations include:
  - a. [Public England's Covid-19 Employer's and Business Guide](#)
  - b. [NHS Hand-Washing Technique](#)
  - c. [Follow Catch it, Bin it, Kill it](#)
7. Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.

## Personal Protective Equipment

Face Masks and Gloves

- Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.
- The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread. -
- Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home.

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Foyer	All	2	3	3	All members must use hand sanitiser on entering and leaving church	Steward to monitor members entering and leaving church to ensure that they use the hand sanitiser provided on servery work top and table in chapel
Annex	User group 1,2, 3, 4	2	3	3	Members entering the annex must use hand sanitiser  Due to reduced isolation period, groups to be instructed to wipe touch points <u>before</u> and after meetings.	Hand sanitiser to be provided on a table near the back-door entrance to the annex.  Groups to include in their separate risk assessment cleaning touch points <u>before</u> and after meetings
All areas	User Group 5	2	3	3	User groups meeting only outside may need one individual to access equipment in store, or to enter in emergency – should sanitise hands and wipe down touch points with antiseptic wipes afterwards.	User group should provide sanitiser or use what is provided indoors
Toilets (Upper and lower)	All	2	3	5	Member using toilets to wipe toilet seat after use with provided antiseptic wipes. After washing Hands, hands to be dried using paper	Hand dryers to be switched off and a “not to be used” notice displayed. Paper towels and cleaning wipes to be provided. Lids

					towel. All used wipes and paper towels to be disposed of in the provided waste bins	<p>of waste bins to be removed and bins lined with plastic liner.</p> <p>Water heaters to be switched on to provide hot water for hand washing</p> <p>Instruction notice to be placed in toilets giving instructions on washing hands and cleaning facilities after use</p>
All areas of church	All	2	3	3	<p>In most areas of the church social distancing at the recommended distance will be possible. In the corridor leading to and from the toilet's members will need to be careful and use common sense when passing each other.</p> <p>Before a church service windows in main hall to be opened and left open during service to air the church.</p> <p>Steward to close windows after church service.</p>	<p>As per latest government guidelines all people entering church premises must wear face masks</p> <p>Hymn books are not to be used until advised by the Methodist church.</p> <p>Software for providing hymns from singing the faith via the overhead projector to be purchased and installed. (if not already available)</p> <p>Instructions regarding face masks and hymn books to be given in meeting by mail</p>

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## Information and Guidance

### Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
4. Think about how to interact with those who do not regularly use the building such as contractors and delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

### Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how you will let people who use the building know that you are self-isolating and make sure that you don't go into the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>INFORMATION AND GUIDANCE</b>  <b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
General	All	2	3	5	The weekly meeting by mail letter is to provide instructions on how to stay safe while attending church and what the current guide lines are. These instructions can also be given by email to member who have this facility  <del>At present the church premises remains closed to all other groups until further notice</del>  When members arrive at church a steward will tick their names in a register which will be a record of member who attend church <b>or they can scan the QR code</b>  Biscuits to be on hand and stored in the servery cupboards in case of someone having a Diabetic Hypo	Instructions to be added to meeting by mail letter and also sent out by email.  Other church groups to be informed when the church is reopened for church services and reminded that the church remains closed to other groups until further notice  Biscuits to be provided
	User group 5				If anyone enters the building they will either inform our COVID responsible person, or scan the QR code	Send QR code to User Group
Users of Annex	User group 1, 2, 3, 4, 5	2	3	4	Users will sign an agreement to abide by covid safe behaviour	All groups using the premises to provide their own risk assessment for

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						their activity and give a copy to the church.
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### **Summary of Action plans**

<b>Action – List out what needs to be done</b>	<b>Ownership – List out who completes</b>	<b>Date to be Completed by</b>	<b>Date of Completion</b>
1. Information and no entry signs to be made/purchased	FB/NS	31 <sup>st</sup> July	31 <sup>st</sup> July
2. Floor space markers to be purchased	FB	31 <sup>st</sup> July	31 <sup>st</sup> July
3. Church premises to be prepared for services – Including: Water heaters turned back on Chairs arranged Information and no entry signs put in place Hospitality hall dividing doors to be opened	FB NB RL	31 <sup>st</sup> July	31 <sup>st</sup> July
4. Hand sanitiser disinfectant wipes and hand towels and plastic gloves to be purchased Also additional PPE for use in an emergency	S F	31 <sup>st</sup> July	31 <sup>st</sup> July
5. Instruction to be added to meeting by mail on staying safe at church. Information can also be given by email.		To be updated when necessary	
6. Before each service the following needs to be carried out :- Windows to be opened Check that cleaning wipes are available in toilets	TBC	On going	

7. After each service the following needs to be carried out Windows to be closed Door handles, light switches lectern music centre and chair arm rests to be wiped with disinfectant wipes	TBC	On going	
8. Information on church notice boards to be brought up to date	TBC	31 <sup>st</sup> July	31 <sup>st</sup> July
9. Church cleaner to be consulted on returning to work and what additional PPE or equipment they think is required. Church cleaner to be given instructions on what areas of the church are to be cleaned and what areas of the church are not to be entered	SF	31 <sup>st</sup> July	31 <sup>st</sup> July
10. Church attendance register to be purchased	RL	31 <sup>st</sup> July	31 <sup>st</sup> July
11. Childrens activity table to be removed from church	TBC	31 <sup>st</sup> July	31 <sup>st</sup> July
12. Volunteers required to assist the church stewards before during and after each church service Possible volunteers: - FB NB DE TP RL DE TF		31 <sup>st</sup> July	
13. Safety Information for church members attending church to be sent to Pat Hares who will add it to the weekly letter	FB	24 <sup>th</sup> July	24 <sup>th</sup> July

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14. Church web site to be updated to give the dates of church services and information on safety procedure in place during the services.	TBC	24 <sup>th</sup> July	24 <sup>th</sup> July
15. User group 1 to be instructed to revise their risk assessment to include cleaning chairs and touch point before as well as after their meetings	MG	26 <sup>th</sup> Aug	
16. Cleaner to be instructed to clean the Annex on Saturdays	SF	26 <sup>th</sup> Aug	
17. Parish council to be offered use of the Annex instead of the prayer chapel, and if acceptable, provided with a key to the back door	MG	26 <sup>th</sup> Aug	
18. Separate tables to be provided and placed in the corridor outside the annex hall and labelled for the art group and parish council to use	FB	1st Sep	
19. QR – send to Scout Association	NS	4 <sup>th</sup> April	
20. New tape in front of main doors	RL	4 <sup>th</sup> April	
21. Liaise with cleaner about working 50%	SF	25 <sup>th</sup> March (if opening 4 <sup>th</sup> April)	
22. Remind congregation of all the COVID protocols to guard against complacency – Meeting by Mail	NS	28 <sup>th</sup> March (if opening on 4 <sup>th</sup> April)	

After assessing the risk and making the changes, you could put this [sign](#) that states that you had taken the necessary precautions.

<sup>1</sup>Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence.

**Further resources:**

HSE guidance on consulting and involving your workers [www.hse.gov.uk/involvement/](http://www.hse.gov.uk/involvement/)

General government guidance on keeping workplace settings safe open [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

General Scottish Government guidance [www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/](http://www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/)

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

Guidance for social distancing in educational settings - [www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](http://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

Government guidance for the public on mental health and wellbeing [www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)

**Likelihood**

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

**Severity**

- 1 = Low (minor cuts/bruises)
- 2 = Medium (serious injury / incapacitated for > 3 days)
- 3 = High (fatality or number of persons seriously injured)

**Risk Rating**

- 1-2 = low priority
- 3-4 = medium priority
- 5-6 = high priority