



## Coronavirus Risk Assessment for Lansdowne Evangelical Free Church

The Baptist Union of Great Britain has developed a risk assessment template working with health and safety consultants from [Ellis Whittam](#) to assist churches as they plan for re-opening their premises. This Baptist Union templated has been shared with FIEC and, in turn, shared with FIEC church leaders.

The Baptist Union template has been adapted specifically by Lansdowne Evangelical Free Church to assess the risks and mitigations for our own situation. Prior to completing this document, the assessors have read [Coronavirus: Guidance For Reopening Church Buildings](#), also published by the Baptist Union and reviewed the [government guidance and regulations relating to churches re-opening](#).

This risk assessment, and the controls, are to be followed by both churches who use the building – Lansdowne Evangelical Free Church and United People Church. The relevant appendix must be followed for all contractors.

It is also important to say that this document should be a living document subject to regular review. It will be reviewed after our first services on 19<sup>th</sup> July and, subsequently, every two weeks. It will also be updated for any changes in government advice.

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Approved by Trustees: 14 July 2020

Agreed with United People Church: 17 July 2020



## Risk Assessment Matrix

The following tables give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. 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.

In the Coronavirus pandemic, it is likely that most risks, 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 emphasis the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

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
2.. Minor adaptation required to ongoing operations
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)

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



<b>Risk 1: Coronavirus entering the premises and potentially infecting users of the building</b>						
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners						
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	3
	Severity	5			Severity	4
	Overall Risk	35			Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	PD/Door steward UP Church: DC/ reception	Email advice to be sent out to all attendees. Backed up by video to all on email list Steward at the main doors to ask each individual before they enter the building. Signs on doors telling people not to come in.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	PD. UP Church: DC	To be advised by email, video prior to reopening.
3. Verbal symptom checks on entry	Y	Door steward/UP Church reception	Steward/reception outside to ask about symptoms: <ul style="list-style-type: none"> <li>• High temperature</li> <li>• New continuous cough</li> <li>• Loss of/change in taste and/or sense of smell</li> </ul> Anyone presenting symptoms to be advised to return home with their household and contact NHS 111.
4. Ask vulnerable not to attend in person	Y/N	PD UP Church: DC	Official advice communicated verbally and by email. However, advice permits a service for over 70s. LEFC to hold this service at 10am. UP Church, no over 70s.



Control Measures	Control in place (Y/N)	Person Responsible	Comments
5. Everyone to use hand sanitiser on entry to the building	Y	PO/ UP Church reception	Hand sanitisers by main doors, entrance to main body, side exit and kitchen (only entry point when building is locked)
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises (Appendix 5)	Y	PD/DC	Appendix 5. Communicated to all stewards by PD. Decision on closing to be taken by pastor/elders. UP Church to follow same.
7. Temperature/symptom checks on entry	LEFC Yes UP Church Yes	PD/DC	Covered by 1 & 3 above. Symptom checks to be done by LEFC door steward. Thermometer not to be used unless guidance changes. UP Church: will do temperature checks and ask
8. Undertake the 'Pre-Event Checklist' (Appendix 2).	Y	PD	Weekly check by pastor of LEFC.
9. Display suitable posters to ask people with symptoms not to enter the building	Y	PD/PO	To be in place by 19/7/20
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	PD and stewards/ UP Church: DC and welcome team	Email/video from pastor to encourage staggered arrival times Tape lines <b>securely</b> stuck on pavement – to go to the right of the entrance (to avoid clash with queue for Sainsbury's). Cross to indicate no queuing by alleyway gate. Door steward to monitor numbers in foyer before new person enters (maximum of 3, including anyone in the foyer). Exit via side entrance (one-way system) Exit to be staggered by announcement from front



Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. All contractors to complete the 'Contractor Checklist' (Appendix 6).	Y	PO	All will be sent and asked to complete before entering building.



Risk 2:		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	2	
	Severity	5			Severity	4	
	Overall Risk	35			Overall Risk	16	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m)	Y	PD/LP  UP Church: DC, welcomers	People to indicate before services if they are coming to church. Chairs to be placed in named family groups or single. All individual/group chairs to be 2 metres apart. Other groups of chairs to be set up to the maximum capacity for each service (less 5 for the Lansdowne 10am service) <b>Congregation capacity 25 for over 70 and vulnerable people (10am), 30-35 for all other services depending on household size/bubbles. There will also be 5 additional spaces for visitors at each service. Stewards/audio/preacher not seated in the congregation do not count towards this total, but should be no more than 10 and should remain 2 metres apart from congregation members and other helpers outside their household.</b>
2. No physical contact between persons from different households/bubbles	Y	PD/stewards  UP Church: DC	Preopening email/video. Announcement at start and end of service. No communion initially until safe non-contact way of sharing can be worked out. UP Church will use communion kits 1 <sup>st</sup> Aug No refreshments – people allowed to bring own water



Control Measures	Control in place (Y/N)	Person Responsible	Comments
			and take home afterwards. Families encouraged to bring things for children to do. Stewards to stand on pre-marked places Front doors fully open at all times. Offering boxes not to be opened for 72 hours.
3. All attendees required to wear a face covering	Y/N	PD/PO	Attendees to be strongly encouraged (but not required) to wear a face covering unless there is a medical reason not to. Masks to be available for those who have not brought them. <b>This may change if masks become mandatory in enclosed spaces.</b> All stewards required to wear masks and reminded to sanitise hands frequently. UP Church following same procedure.
4. One-way system of flow through building to avoid pinch points	Y	PD/PO	<b>Note: Directions are from the perspective of the foyer looking into the church</b> Arrows and signs and announcements. 4 stewards: At door (in/out depending on weather). Inside foyer RH side Table for name checking RH side foyer – for NHS test and trace Inside main body to direct to seating Plus, if possible, 5 <sup>th</sup> steward to take care of toilets/queuing. If not foyer steward to oversee. Entry to main body only through RH door from foyer. Entry to toilet area only through LH foyer door. No entry signs and arrows to show access.
5. Areas marked out of bounds where appropriate	Y	PO/JB	Marked out by tape and chairs blocking access – locations are:



Control Measures	Control in place (Y/N)	Person Responsible	Comments
			Both sides of foyer (seating area and coffee bar) Except for UP Church needing to bring equipment from the back storage, all of back of building is out of bounds, to be indicated by no entry signs. Added precaution at back of church: Foyer to be taped off. Bottom of both stairs to be taped off and blocked with chairs. Kitchen to be taped off. Children to be supervised.
6. Seating arrangements adapted for social distancing	Y	LP/PD  UP Church: DC	See 1 above
7. Capacity monitored and entry stopped when capacity reached	Y	Stewards/ Welcomers	Refer to attendee list (steward responsible to be on RH side of foyer and to communicate when close to capacity). Report to door steward.
8. No singing during services	Y	PD UP church: DC	LEFC - Order of service will not include singing. Reinforced by announcements. UP Church: One singer behind screen (as permitted in guidance), 2 more musicians socially distanced using own instruments, audio team to use gloves and to sanitise cables.
9. Signage in place to remind people of safe practices	Y	PO/PD	Signage in place – distancing, sanitising, hand washing. Additional notices in toilets (please wipe/spray after use and please put lid down when flushing)
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Y	PO/Stewards	Disabled entrance available. Side exit suitable as disabled exit.





Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	PD UP Church: DC	Email before reopening and announcements during service.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	PD UP Church: DC	Vulnerable Person's service (10am). Shielded advised not to attend at all. Recording of sermons to remain online.
13. Preaching/reading/voice projection to avoid being too close to people.	Y	PD UP Church: DC	To preach/read from back of platform. Single stand microphone. Pastor only to read initially. Music to be played via laptop with remote control by pastor. UP Church to preach behind screen.
14. Personal item eg umbrellas to be kept on everyone's person and not left in the foyer.	Y	Stewards	Umbrella stands to be removed. Stewards to advise people who try and leave things in foyer.
15. Cleaning procedures to be followed to minimise risk of contamination as cleaning takes place	Y	JB	Checklist to be followed – appendix 3.



<b>Risk 3: Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)</b>						
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners						
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	3
	Severity	5			Severity	4
	Overall Risk	35			Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles	Y	Stewards/ Welcomers	Covers: Main front doors/ doors between foyer and main body/ side doors in main body. These also to be kept open to aid ventilation. To review again when the weather gets colder.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	JB and cleaning team UP Church FC/ cleaning team	Checklist of pre-service, between service, after service cleaning to be followed by both churches. Items <i>must</i> be ticked off and handed to Pastor/elder. Completed lists to be kept on coffee bar. Pens for checklist to be wiped with disinfectant wipe before and after use. UP Church complete cleaning checklist and leave on coffee bar.
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Both pastors	No cash offerings initially. To be reviewed.
4. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	Both pastors	No entry to the church building except for urgent maintenance or cleaning. Anyone needing to use the buildings for these reasons must contact Peter Day at least 48 hours before access is require



Control Measures	Control in place (Y/N)	Person Responsible	Comments
5. No serving of food and drink items prior to, during or after the service.	Y	Both pastors	People may bring their own refreshments but must take all rubbish home.
6. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	PD	All books removed.
7. Microphones and other equipment kept to a single individual	Y	Audio team	LEFC: One microphone only to be set up by audio team. UP Church: Max 3 instruments (no drums). All to bring own. Cabling to be sanitised and to be connected by someone wearing gloves.
8. Undertake the 'Pre-Event Checklist' (Appendix 2) and Cleaning Checklist (Note: LEFC cleaning checklist is at Appendix 3 in place of the BU checklist)	Y	PD/JB UP Church: DC	Peter Day to complete appendix 2 weekly by 9:30am. In his absence, to be completed by an elder. Appendix 3 is the LEFC cleaning checklist. This is to be followed by both churches
9. Keep Register of attendees	Y	PD/ UP Church: DC	Register of members attending to be noted by steward responsible. Names/telephone numbers of non-members to be recorded. To be kept in a safe place by each Pastor and then shredded 21 days after the service.



<b>Risk 4: Transmission of Coronavirus to an individual via toilet facilities</b>						
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners						
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	3
	Severity	5			Severity	4
	Overall Risk	35			Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	JB and LEFC cleaning team UP Church cleaning team	Full clean of toilets is included in the LEFC cleaning checklist at Appendix 3
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	Stewards/ Welcomers/ Cleaning teams	Supplies of hand towels to be checked after <i>each</i> service. Hand sanitiser <i>and</i> anti-bac soap to be in each toilet Posters on: <ul style="list-style-type: none"> <li>- Handwashing</li> <li>- Please wipe after use</li> <li>- Please put toilet lid down before flushing</li> </ul>
3. Undertake the 'Pre-Event Checklist' (Appendix 2) Cleaning Checklist (Appendix 3)	Y	PD/JB	As above (Risk 3, control 8)



Control Measures	Control in place (Y/N)	Person Responsible	Comments
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	PD/ Stewards UP Church: DC/ Reception	Both pastors to encourage people to go to toilet before they leave home (see 9 below) Foyer steward to ensure social distancing while waiting for toilet. Cleaning checklist (appendix 3 covers step by step toilet cleaning).
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	JB/ Cleaning teams	Appendix 3. Checklist completion required after each service
6. Ask people to wipe toilet after use with disinfectant wipe. Seat and handle	Y	PD/MD	Signs – to be produced by MD. Stewards to remind.
7. Children under 11 to be accompanied to the toilet	Y	PD Up Church: DC	Pre-opening email/videos
8. Safety of baby changing area. Ask people to spray mat after use and take nappy home	Y	PD/MD	Signs. Remove potty.
9. Discourage toilet use.	Y	Both pastors	Through pre- reopening email/video to encourage people to go before they leave home. Services maximum of one hour.



<b>Risk 5: Transmission of Coronavirus to an individual via contaminated waste</b>							
<b>Persons at risk</b>		Cleaners and anyone else handling waste					
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	2	
	Severity	5			Severity	4	
	Overall Risk	35			Overall Risk	16	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Both pastors	Reopening email/video. Reminders in service.
2. All waste to be assumed contaminated and handled appropriately	Y	Both cleaning teams	Appropriate handling of waste in cleaning checklist (appendix 3)
3. Anyone handling waste to be trained in suitable working practices	Y	JB/ UP Church Cleaning coordinator	Instruction in handling waste contained in appendix 3
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	JB/ UP Church Cleaning coordinator	PPE available: masks, gloves, disposable aprons.
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	JB/ UP Church Cleaning coordinator - FC	Details in appendix 3. <b>All waste to be double bagged and place in hall for 72 hours.</b> Then transferred to bins on Wednesday evenings by LP.
6. Lidded bins operated by foot-pedal to be provided	Y	PD/PO	Toilet x 2 plus foyer.



<b>Risk 6: Transmission of Coronavirus to an individual via working in the church building</b>						
<b>Persons at risk</b>		Ministers, leaders, members, attendees, contractors, cleaners				
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	2
	Severity	5			Severity	4
	Overall Risk	35			Overall Risk	16

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	PD	Pastor to work from home where possible. Building not to be accessed during the week except for cleaning and urgent maintenance. PD to be advised at least 48 hours before entering building to avoid clashes between different groups.
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	PD/LO	All leadership meetings to take place online. Pastors to conduct counselling by telephone/email. Visits to be socially distanced – on road or garden.
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	PD/PO/ Stewards/ Audio team	Pens for keeping checklist of people attending services. Stewards to use own pens/pens to be wiped before and after use. Audio team to use cleaning wipes. Microphone and lectern to be wiped before and after use. Pastor/leader to step back if microphones need changing. Videoing of service – whoever videos to use own camera/phone and then forward file to pastor.
4. Provide hand sanitiser in rooms used for meetings.	Y	PD/PO	Hand sanitising units in all current usage areas.



Control Measures	Control in place (Y/N)	Person Responsible	Comments
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	PD/LO	See 2 above.
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	N/A		Only services taking place.
7. Implement cleaning procedures for goods and items entering the premises.	Y	PD/PO	Post and deliveries left for 72 hours before being used/opened.



## Appendix 4: Privacy statement

### **Lansdowne Evangelical Free Church Privacy Notice for collecting contact information from church attendees.**

This privacy notice is an addendum to Lansdowne Evangelical Free Church's main privacy statement and notices. The Church Data Protection Compliance Manager can be contacted by emailing [lefcddata@gmail.com](mailto:lefcddata@gmail.com).

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Lansdowne Evangelical Free Church can pray and worship during this COVID-19 recovery phase. We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at Lansdowne Evangelical Free Church and it may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks. Your name and contact details will temporarily be securely stored in the pastor's locked office. They will be retained for a period of 21 days in line with government guidance and then securely and confidentially disposed of within the following 7 days.

Please inform Lansdowne Evangelical Free Church as soon as possible if you test positive for coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see [www.ico.org.uk/coronavirus](http://www.ico.org.uk/coronavirus).

## Appendix 5: Emergency Action Plan

Church Building: Lansdowne Evangelical Free Church, Lansdowne Hill, London SE27 0AR

### Coronavirus Emergency Action Plan

Should someone attending the church display symptoms of Coronavirus the following steps will be taken:

- 1) The person will be asked to leave as soon as possible, with their household, return home and seek guidance from NHS111 as to self-isolation and testing.
- 2) Anyone known to have been in close contact with the case advised to wash their hands as soon as possible
- 3) Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.
- 4) Consider whether to bring the service to an early conclusion.
- 5) Consult Health & Safety Executive website as to whether the event should be reported. <https://www.hse.gov.uk/coronavirus/riddor/>.