

Swindon Evangelical Church												
Risk Assessment for Re-opening Church Building for one Sunday Worship Service												
Completed by: Garmon Davies, Luke Moody and Alex Tibitendwa (Deacons)						Date: Aug-20						
Risk can be defined as the likelihood of an event happening combined with the severity of its consequences. It can be quantified as: Risk = likelihood x severity Using a range of 1 to 5 to describe both likelihood and severity results in a risk range of 1 to 25. The risk can be broken down into three categories - Low (1 to 8), Medium (9 to 15) & high (16 to 25).												
Please add any other relevant details here: This assessment applies to one meeting on a Sunday, with no childrens activities. Any												
Risk assessment procedure: 1. Identify potential risks 2. Using your judgement assign a value to the likelihood and severity 3. Consider actions that can be taken to reduce the risk. 4. Assign new values to likelihood and severity. 5. If the reduced risk is still high reconsider your proposed activity. 6. Add as many rows as you wish, the risk will calculate as you go. 7. Risk Assessment to be approved by the Trustees before an activity can commence												
Potential risks		Severity	Likelihood	Risk		Action to reduce risk (Mitigation)		Responsibility	Severity	Likelihood	Reduced Risk	
		1 to 5	1 to 5	Sev x Lik	L, M, H				1 to 5	1 to 5	Sev x Lik	L, M, H
Health	People falling ill at church	5	2	10	medium	Send home as soon as possible to self isolate if showing COVID-19 symptoms Request that they get tested for COVID-19 Follow contact trace protocol Take list of all attendees	Duty Deacons	5	2	10	medium	
	Arriving at church with COVID-19 symptoms	5	3	15	medium	Give clear messaging that nobody with symptoms should attend - posters, website and email communications Send home as soon as possible to self isolate if showing symptoms Request that they get tested for COVID-19 Follow contact trace protocol Take list of all attendees	Sub-Group	5	1	5	low	
	Individuals shielding arriving at church	3	2	6	low	Give clear messaging that those shielding should follow Government protocol - email/letter communication Nobody with symptoms should attend - posters, website and email communications	Sub-Group	3	1	3	low	
	Member of congregation flagged in contact tracing	1	1	1	low	Keep record of congregation for 21 days Respond to any request from tracing service	Sub-Group	1	1	1	low	
Social Distancing	Too many people gathering at door (entering or exiting the church)	3	5	15	medium	Open doors earlier and encourage congregation to stagger arrival and departure (letter/email) Add 2m markings outside of main door, utilising forecourt Nobody on door welcoming Prop open internal doors Multiple hand sanitiser stations Take contact information inside building Separate exit (pulpit end, via garden and through side doors)	Duty Deacons	3	2	6	low	
	People engaging in close conversation with or shaking hands with the pastor/preacher	4	4	16	high	Request that any questions are put to preacher afterwards electronically Remind congregation of importance of social distancing - posters and email/letter	Sub-Group	4	2	8	low	
	Room capacity exceeded and 2m rule compromised	2	4	8	low	Clear number limit for service Determine rota for members' attendance, leaving space for visitors Overflow room in school room Duty deacons responsible for monitoring social distance adherence	Sub-Group	2	3	6	low	
	Different households talking and gathering in large groups after a service	3	4	12	medium	Clear signage and communication with congregation (email/letter) 2m markings on carpet Duty deacons responsible for monitoring social distance adherence	Duty Deacons	3	2	6	low	

