

NEC Risk Assessment Template

To be read in conjunction with NEC Risk Assessment Guidance (May 2021)



Church:	Pastor (Venue Manager):	Date completed:	Review date:
Great Brickkiln St (GBK)	Dan Majaducon	03/05/21	30/06/21



Guidance: Consider your particular circumstances and adapt the checklist of controls and measures below as appropriate. Using the risk assessment checklist below as a template, add in mitigations for any risks that are particular to your circumstances that may not be on the list. Record what you need to do for each activity to go ahead safely. Consider any equipment you need, and any temporary changes you might need to make to the church. Check back against your list of activities to confirm which ones can go ahead and when.

Controls Score: Provide a score from the range: 1 – Significant controls in place. 2 – Strong controls in place. 3 – Adequate controls in place. 4 – Minimal controls in place. 5 – No controls in place.

Overall Assessment Rating: Total the entire controls score to rate: Up to 134 (Low Risk). 135 – 264 (Medium Risk). 265+ (High Risk).

Area of Focus	Controls Required	Measure(s) in Place	Controls Score	Responsible Person	Completed Date
1. Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present) Risk: contracting or spreading the virus by not social distancing or by touching contaminated services.	1.1 Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role in the recording / livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church. Churches	Only communications personnel required for livestream will be present. None of the communications team are vulnerable or have household members who are. No sharing of microphones Those who attend to live stream or record will need to wear masks on entry. Social distancing will be in force. Only those taking part will be allowed on site. Hand sanitiser provided for use on entry and exit Surfaces and equipment will be cleaned after use.	2	Communications Lead H&S committee	28/04/2021

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	have a range of options available to share content on platforms such as Facebook, YouTube and Zoom.	Rota to ensure that Broadcast personnel are from the same bubble or face shields worn if not.			
	1.2 Identify one point of entry to the church building, and a separate exit if possible.	One way system in place – separate entry and exit point	1	Diaconate	28/04/2021
	1.3 Consideration and necessary action has been taken to ensure no individuals are lone working within the building at any time.	N/A	0		28/04/2021
	1.4 Consider staggered arrival times if multiple people from different households are coming into the building.	3 services on Sabbath to cater for different demographics – clean after each service i.e., elderly and underlying conditions; families; anyone else.	1	Leadership/Diaconate	28/04/2021
	1.5 Ensure safe use of equipment needed for livestreaming - avoid exceeding safe load on sockets, and cables / tripods causing trip hazard etc.	Cleaning products are provided Antibacterial Wipes, each person to clean equipment after use. Clean equipment after each service/streaming of service. Sockets and plugs and cables checked for damage before use. Equipment checked after use Use of disposable gloves	2	Diaconate/Communications H&S Team	28/04/2021
	1.6 Provide adequate hand cleansing stations. Provide hand sanitiser for the	Antibacterial sanitiser on entry and exit Sanitiser provided for those taking part in service and communications team.	1	Diaconate	28/04/2021


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	occasions when people cannot wash their hands.				
	1.7 Review guidance on cleaning church buildings, in particular increasing the frequency of cleaning for toilets and other risk-prone areas and ensuring regular disinfection of high-touch items. Advice on cleaning church buildings can be found here .	<p>This has been reviewed and can be referred to if needed</p>  <p>COVID 19 Keeping Church Buildings Clean (double click to open)</p>	2	Diaconate/H&S	28/04/2021
	1.8 Ensure individuals involved in any church cleaning activity do not fall into clinically extremely vulnerable categories or have members of their household who fall into such groups.	<p>Only those authorised by the head deacon and deaconess will be able to perform cleaning duties.</p> <p>None of these will have any vulnerable categories in their household.</p> <p>Disposable gloves will be provided for those involved in cleaning.</p>	2	Diaconate/H&S	28/04/2021
	1.9 Read guidance on face coverings and produce or download signage or other relevant materials to indicate compliance with the law for all except those exempt. Consider what arrangements are needed for occasions if individuals attend without face coverings. For example, the provision of masks by the	<p>Face covering will be mandatory unless exempt. Exempt mask wearers to be sited away from mask wearers to mitigate the risk</p> <p>Those leading out will not need to wear covering whilst officiating.</p> <p>Face covering advice –</p>  <p>Adobe Acrobat Document (double click to open)</p>	2	Diaconate/H&S	28/04/2021

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	church. Advice on face coverings can be found here .				
	1.10 Identify where you can reduce the contact of people with surfaces. For example, by leaving open doors that are not fire doors, using electronic documents rather than paperwork etc.	Doors to sanctuary will be left open. No fire doors will be propped open as per fire regulations Where it is not possible for doors to be open (such as toilets) wipes will be provided to clean handle after use. Have a lockable box to allow for tithe and offering. Handled by deacons (possibly head and assistants, to limit contact). Online tithe and offering provision.	1	Diaconate/H&S	28/04/2021
	1.11 Ensure you have arrangements to satisfy NHS an NHS Test requirements, to ensure your church keeps a temporary record of all visitors attending all services (in a way that is manageable for your church), and can assist NHS Test and Trace with requests for that data if needed (i.e. in the event of any local, positive outbreaks).	QR code in place for electronic registration when using entering. Provision for manual sign in is also provided for those without smart phones with adequate measures in place. (sanitiser available) Paper based login details will be kept for 21 days then destroyed. Online data set to delete after 21 days. AS per GDPR.	1	Diaconate/H&S	28/04/2021
2. Deciding whether to open to the public for private prayer, public worship and	2.1 Consider how the current restrictions apply to the particular circumstances of the church and worship, or other activities	Social distancing will be in force. Only those taking part will be allowed on site. Hand sanitiser provided for use on entry and exit Face covering will be mandatory unless exempt Surfaces and equipment will be cleaned after use.	2	Diaconate/H&S	28/04/2021

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other permitted activities	envisaged. Consider the implications of where people travel from and the distance involved.	One way system in force QR code in place for electronic registration when using entering. Provision for manual sign in is also provided with adequate measures in place . (sanitiser available) Paper based login details will be kept for 21 days then destroyed. Online data set to delete after 21 days			
	2.2 Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible / do not create unnecessary queues.	N/A		N/A	28/04/2021
	2.3 Check if any paid staff or members required for opening the church fall into clinically extremely vulnerable categories or have members of their household who do and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.	Only those authorised by the head deacon and deaconess will be available to open church for services and provide cleaning afterwards. None of these will have any vulnerable categories in their household	2	Diaconate/H&S	28/04/2021
	2.4 Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a	Those members or visitors in this category will be encouraged to use online methods to attend services. Reserving the first service of the day for those in this category to mitigate chance of infection as the building will have been quarantined for 48hours.	2	Leadership	28/04/2021

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	time for them to attend with suitable, additional restrictions in place.				
	2.5 Consider if a booking system is needed, whether for general access or for specific events / services.	Church clerk to be notified for specific access requests. Diaconate will ensure regulations are being followed.	3	Leadership/Church clerk	28/04/2021
	2.6 Identify and implement effective arrangements (and responses by leaders) for occasions when the maximum occupancy for the building is exceeded or attendees refuse to comply with the guidance of their local church.	Ensure that members are aware of the policy of first come first served as per our Covid-19 guidelines. Have more than one service to mitigate any occupancy problems. Booking system to ensure compliance with maximum occupancy guide.	3	Leadership/Communications H&S committee	
	2.7 Identify what changes your church may need to make to its ways of working and worship where attendance at church is not possible or restricted.	Stream church services. Use Zoom platform Provide information to members.	1	Communications/Leadership	28/04/2021
3. Deciding on the inclusion of singers / praise team in worship service. Risk: Aerosol spread of coronavirus may be increased by singing and playing of wind instruments	3.1 Check current guidance on singing to establish what is permitted. This is included in the government guidance for places of worship .	Use praise team or individual singer	2	Worship leader/leadership	28/04/2021
	3.2 Ensure that singers from different households can be socially distanced from one another, and from anyone else present (including camera or microphone)	Follow social distancing guidelines.	2	Diaconate/H&S Worship leader	28/04/2021


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	operators and any congregation).				
	3.3 Put in place measures to create a physical / visible distance (or barrier) between singers and any congregation.	Use of screen to create barrier	1	Diaconate/H&S	28/04/2021
	3.4 Provide reminders (verbally, visually) to any members of congregation present that they are not allowed to sing indoors.	Notices are in place. Verbal reminder during service.	2	Diaconate/H&S	28/04/2021
4. Preparation of the Church for access by members of the public for any permitted purposes Risk: Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	4.1 Confirm that all steps (above) for access for livestreaming / broadcasting have been carried out before anyone else accesses the building.	See live streaming area of focus	1	Communications	28/04/2021
	4.2 Update your website, and any relevant social media with information for both members and visitors. Communicate details on requirements such as bringing a face covering via all communication methods possible. Clearly state the limits on attendance for weddings, funerals, and any other permitted activities where upper limits apply.	Covid-19 information on website. Church services limited to maximum 35 persons as determined by our risk assessment. Baptism – no more than 30 Funeral - no more than 30 Wedding – no more than 30 Dedication – no more than 30 As per government guidelines	3	Communications	28/04/2021

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	4.3 Review guidance on cleaning church buildings, in particular increasing the frequency of cleaning for toilets and other risk-prone areas and ensuring regular disinfection of high-touch items. Advice on cleaning church buildings can be found here .	<p>Only those authorised by the head deacon and deaconess will provide church cleaning.</p>  <p>COVID 19 Keeping Church Buildings Clean</p>	1	Diaconate/H&S	28/04/2021
	4.4 Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different / separate exit.	<p>One way system in place – separate entry and exit point</p> <p>Floor and wall markings in place.</p>	2	Diaconate/H&S	28/04/2021
	4.5 Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Usher in place to manage car parking and approach to entry point.	2	Diaconate/H&S	28/04/2021
	4.6 Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing	Usher in place to manage car parking and approach to entry point.		Diaconate/H&S	28/04/2021

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	can be observed (taking into account any consequential risks of this).				
	4.7 Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors to sanctuary and windows within to remain open.	2	Diaconate/H&S	28/04/2021
	4.8 Consider the extent of preparations needed to the building depending on how long it has been fully or partially closed, and the level of maintenance carried out while the building was out of operation.	Building has been occupied with the operation of a foodbank. Building has been deep cleaned and maintenance carried out during the lockdown.	3	Diaconate/H&S	28/04/2021
	4.9 Ensure practical advice and guidance to control the risks from exposure to Legionella in man-made water systems is followed. Guidance regarding legionella and legionnaires' disease can be found here .	Deacons regularly flush the water systems weekly as standard practice even before the lock down due to the type of building we have – this will continue			
	4.10 Ensure checks and tests of all fire safety systems before reopening the building including fire pumps, fire alarm systems, emergency exits and escape routes (to ensure they are free from obstructions), the functionality of emergency	Fire alarm systems, emergency exits, and escape routes to be checked prior to services. No automatic door release on premises	2	Diaconate/H&S	16/05/2021


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	exit doors, automatic door releases, speakers and any systems for uninterruptible power supply.				
	4.11 If heating is required check your system is safe to use and test it before people are allowed in.	Heating checked on a weekly basis. Timed to go on twice a day – system has not been turned off during lock down. The gas system was last tested on	3	Diaconate/H&S	28/04/2021
	4.12 Remove items such as Bibles and hymn books that are used by multiple people.	Can bring own hymnals and Bibles NO USAGE of church books.	3	Diaconate/H&S	28/04/2021
	4.13 Cordon off or remove from public access any items that are liable to be touched or closely breathed upon.	N/A		N/A	28/04/2021
	4.14 Consider if pew / chair cushions need to be removed as per government guidance on soft surfaces.	N/A		N/A	28/04/2021
	4.15 Remove or isolate children's resources and play areas.	No access to these areas	1	Diaconate/H&S	28/04/2021
	4.16 Walk through the church to plan for physical distancing in seats, aisles, and pulpits, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk	Markings on chairs to designate social distance. Arrows on floor to show distance. Signage in place	2	Diaconate/H&S	28/04/2021

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	mitigation if absolutely necessary).				
	4.17 Clearly mark out seating areas including exclusion zones to maintain distancing.	Markings on chairs to designate social distance Family/ bubble seating clearly designated	2	Diaconate/H&S	28/04/2021
	4.18 Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	One way system in place – separate entry and exit point	2	Diaconate	28/04/2021
	4.19 Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	The upper floors will not be accessible to the public Access restricted to foyer, sanctuary and toilets - Other areas cordoned or closed No entry/authorised persons only signs in place.	1	Diaconate/H&S	28/04/2021
	4.20 Determine placement of hand sanitisers available for all church attendees to use.	At entrance, at exit. Comms desk and Pulpit In bathrooms	1	Diaconate/H&S	28/04/2021
	4.21 Determine if temporary changes are needed to the building to facilitate social distancing.	N/A		N/A	28/04/2021
	4.22 Put up notices to remind church attendees about important safe practices (for example no physical contact, practice hand washing etc.)	Notice in place	2	Diaconate/H&S	28/04/2021

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	4.23 Make necessary arrangements in regard to the collection and handling of physical money. Who will be involved? Is the task appropriate for them? Does the church need to provide PPE for this task to take place?	Have a lockable box to allow for tithe and offering. Handled by deacons (head and assistant only, to limit contact). – provision of disposable gloves for handling money. Online tithe and offering provision.	1	Diaconate/H&S/Leadership	28/04/2021
	4.24 Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes. Advice on cleaning church buildings can be found here .	Antibacterial wipes used to clean door handles, light switches and any often-touched surfaces. Bathrooms will be checked half-hourly during services by diaconate and authorised cleaners.  COVID 19 Keeping Church Buildings Clean	2	Diaconate/H&S	28/04/2021
	4.25 Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Pedal Bins Paper towels Liquid soap Hand sanitiser	1	Diaconate/H&S	28/04/2021
	4.26 Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Pedal Bins Paper towels Liquid soap Hand sanitiser	1	Diaconate/H&S	28/04/2021
	4.27 Ensure all waste receptacles have disposable liners (for example polythene bin bags) to reduce the risk to those responsible for removing them.	Liners provided for bins	1	Diaconate/H&S	28/04/2021

Area of Focus	Controls Required	Measure(s) in Place	Controls Score	Responsible Person	Completed Date
5. Use of the church for baptisms, weddings, funerals etc.	5.1 Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Advice on baptisms, weddings and funerals can be found here .	Church services limited to maximum 35 persons as determined by our risk assessment. Baptism – no more than 30 Funeral - no more than 30 Wedding – no more than 30 Dedication – no more than 30 As per government guidelines	1	Leadership	28/04/2021
6. Use of the church for permitted activities other than private prayer or worship.	6.1 Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church. The government's guidance on the safe use of multi-purpose community facilities can be found here .	Only food bank personnel allowed on upper floors. All foodbank personnel sign in and out. Visitors to foodbank remain in foyer no entry to other parts of the building. Follow hand sanitisation procedure. Those wishing to use the church for recording must notify the head deacon/deaconess who will arrange access and make sure cleaning materials are available for use after any session. Communications to be notified, especially if any of the comms equipment is to be used. Any other church groups i.e., Pathfinders or Adventurers, follow guidance as above.	2	Diaconate/H&S Leadership/Church Clerk	28/04/2021
7. Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	7.1 Ensure that the church has had a sufficient 'deep clean' at least 48 hours before the commencement of a new schedule of face-to-face worship services.	Clean and close for 48 hours prior to opening.	2	Diaconate/H&S	28/04/2021
	7.2 If the church building has been closed for 48 hours between periods of	Only those authorised will be allowed to clean. None will be in a vulnerable group.	2	Diaconate/H&S	28/04/2021

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Advice on cleaning church buildings can be found here .	being open then there is no need for extra cleaning to remove the virus from surfaces.				
Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	7.3 If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Only those authorised will be allowed to clean. None will be in a vulnerable group.	2	Diaconate/H&S	28/04/2021
	7.4 Identify surfaces that are frequently touched and by many people (often common areas) - for example handrails, doors, handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.	Antibacterial wipes used to clean door handles, light switches and any often-touched surfaces. Bathrooms will be checked half-hourly during services by diaconate and authorised cleaners.	3	Diaconate/H&S	28/04/2021
	7.5 Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	All surfaces to be kept clear	3	Diaconate/H&S	28/04/2021
	7.6 Bibles / literature / hymn books / leaflets deemed essential for services should be quarantined for 48 hours after use.	N/A		N/A	28/04/2021
	7.7 All cleaners provided with gloves (ideally disposable) and other relevant protective items.	Disposable gloves provided for all authorised cleaners.	2	Diaconate/H&S	28/04/2021

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	7.8 Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Cleaning materials provided.	3	Diaconate/H&S	28/04/2021
	7.9 Confirm person responsible for removing potentially contaminated waste (for example hand towels) from the church.	Diaconate to dispose of as per guidelines	3	Diaconate/H&S	28/04/2021
	7.10 Confirm the frequency for removing potentially contaminated waste (for example hand towels) from the church – suggested daily removal.	Diaconate to dispose of as per guidelines - daily	3	Diaconate/H&S	28/04/2021
8. Cleaning the church after known exposure to someone with Coronavirus symptoms.	8.1 If possible close the church building for 48 hours with no access permitted.	Clean and close for 48hrs	2	Diaconate/H&S	28/04/2021
	8.2 If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. Public Health England guidance available here.	N/A	2	N/A	28/04/2021
	8.3 If the building has been quarantined for 48 hours, then carry out cleaning as	 COVID 19 Keeping Church Buildings Clea	2	Diaconate/H&S	28/04/2021

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	per the normal advice on cleaning. Advice on cleaning church buildings can be found here .				
9. Sign off of completed risk assessment.	9.1 Confirm completed risk assessment has sign off from church Health and Safety representative.	<i>H. B. Jackson</i>		Health and Safety Officer Helderberg Jackson	16/05/2021
	9.2 Confirm completed risk assessment has sign off from local church board / administration.			Pastor Dan Majaducon	

Controls Score:	108
Overall Assessment Rating:	Low