

Version 9	Updated to reflect changes for Government's Step 4 guidance
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It is a requirement for Managing Trustees to conduct a risk assessment for their buildings, and therefore it is advised that the ongoing risks from Covid-19 could be assessed as part of this work. 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 the risk. It might help to look at a [sample risk assessment from the HSE](#). You will need to consider:

- **What** - identifying what activity or situations might cause transmission of the virus.
- **Who** - think about who could be at risk.
- **How** - 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.
- **Track** - track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

This assessment is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#). For further guidance on how to carry out a risk assessment, please refer to the [HSE Guidance on Risk Assessments](#).

Please refer to the activity specific guidance found on www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property/ which will assist in thinking through the risks for each group who uses the building.

This planning process is important, as it checks and ensures that the church building accommodates the requirements for opening; or alternatively highlights what other considerations need to be discussed and agreed to make the building safe to open. This is a shared responsibility that should be 'circular' in process, not linear, i.e., each risk and action needs to be reviewed over time, so that processes can be monitored and changes made, if needed.

Use the suite of connected documents provided by the Connexional Property team for COVID-19 when developing your risk assessment

Covid-19 Risk Assessment

Name & Address of Church		Assessment under taken by
Area or Activity Assessed		Date of Initial Assessment Date to be Review

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Current Controls <i>What controls are currently in place to prevent the spread of the virus?</i>	Additional Covid-19 Controls – Reducing Risk <i>What further action in each scenario would help reduce the spread of the virus?</i> <i>*Any changes to listed buildings must be sensitive & reversible, please contact the Conservation for guidance.</i>	Action Plan <i>What needs to be done?</i> <i>Who will do it?</i>

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