

### **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. Please note that this framework is a generic one for evaluating risks and not specific to Coronavirus.

During 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 emphasise the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk as far as possible.

It is unlikely that the severity score will reduce until such time as there are effective treatments or a vaccine. The control measures you put in place will mostly impact upon the likelihood of occurrence, but you may conclude their impact is sufficient to reduce it below a rating of 5. This does not mean your control measures are not of value because the scoring bands are fairly broad. For example, reducing the likely rate of occurrence from once a week to once every 50 weeks would be a factor of 50 improvement in likelihood but still have a score of 5.

<b>Likelihood / Probability</b>
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

<b>Severity / Significance / Consequence</b>
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

<b>RISK / PRIORITY INDICATOR MATRIX</b>						
<b>LIKELIHOOD / PROBABILITY</b>	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	
<b>SEVERITY / SIGNIFICANCE / CONSEQUENCE</b>						

Score = (Severity x Likelihood) + (2 x Severity)  
(this formula places additional emphasis on high severity issues)

<b>Summary</b>		<b>Recommended timeframe for implementing any identified control measures</b>
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

<b>Risk:</b> Coronavirus entering the premises and potentially infecting users of the building			
<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>
	Severity	5	
	Overall Risk	35	
		Likelihood	1
		Severity	5
		Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	J Rayers	- Communicated through tbc News (news emails and printed copies for those without internet).
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	J Rayers / Steward	- Communicated through tbc News (news emails and printed copies for those without internet). - Part of steward checklist
3. Verbal symptom checks on entry	Y	Steward	- Part of steward checklist.
4. Ask vulnerable not to attend in person	Y	J Rayers	- Communicated through tbc News (news emails and printed copies for those without internet).
5. Everyone to use hand sanitiser on entry to the building	Y	J Rayers	- Hand sanitiser bottles put at entrance points.
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	J Rayers	- See 'tbc Re-Opening Appendices'
7. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ).	Y	J Rayers	- See 'tbc Re-Opening Appendices'
8. Display suitable posters to ask people with symptoms not to enter the building (see our <a href="#">Coronavirus poster library</a> )	Y	J Rayers	- Specific poster put in front foyer.
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	J Rayers	
10. All contractors to complete the 'Contractor Checklist' (Appendix 6 of <a href="#">Guidance on Re-opening churches</a> ).	Y	J Rayers	- See 'tbc Re-Opening Appendices'

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual direct from infected person</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	1
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	J Rayers	- Floor signs spaced every 2m. - Signed waiting areas near toilets if occupied.
2. No physical contact between persons from different households/bubbles	Y	J Rayers	- Wall poster reminding to socially distance. - Part of steward checklist.
3. All attendees required to wear a face covering	Y	Steward	- Part of steward checklist.
4. One-way system of flow through building to avoid pinch points	Y	J Rayers	- One-way system around sanctuary and stairways.
5. Areas marked out of bounds where appropriate	Y	J Rayers	
6. Seating arrangements adapted for social distancing	Y	J Rayers	- Pews ‘stringed’ off if within 2m, and signs put on pews themselves, particularly to stop people sitting near aisle (where people could be passing) or central divider (where people could be sitting on the other side).
7. Capacity monitored and entry stopped when capacity reached	Y	Steward	- Capacity will vary depending on the size of households / support bubbles. Maximum number in Sanctuary is assuming all available pews are taken by a household.
8. No singing during services	Y	Service Leader	- No congregational sung worship to be permitted.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Signage in place to remind people of safe practices	Y	J Rayers	- Wall posters and floor stickers strategically placed.
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	J Rayers / Stewards	- No changes to access. - Stewards will be respectful of all worshippers and their needs.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Steward	- Part of steward checklist.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	J Rayers	- Considering streaming (live or recorded) of services for those unable to attend, or those we recommend not to attend.

<b>Risk:</b>		<b>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	1
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y	Steward	- Door props to be used.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Steward	- Part of steward checklist.
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Steward	- Any collection to be set aside for a minimum of 72 hours.
4. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	J Rayers	- Sanctuary only to be used once a week. - If other areas are used more regularly then cleaning procedures to be reviewed.
5. No serving of food and drink items prior to, during or after the service.	Y	J Rayers	
6. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	J Rayers	- However, if someone wishes to borrow a Bible then this must be left aside for a minimum of 72 hours before it can be used again.
7. Microphones and other equipment kept to a single individual	Y	J Rayers	
8. Undertake the 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ) and Cleaning Checklist (Appendix 3 of <a href="#">Guidance on Re-opening churches</a> )	Y	J Rayers	- See 'tbc Re-Opening Appendices'



Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Keep Register of attendees	Y	Steward	

<b>Risk: 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>
	Severity	5	
	Overall Risk	35	
		Likelihood	2
		Severity	5
		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	Steward	
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		- Disposable hand towels and/or dryer already in place.
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ) and Cleaning Checklist (Appendix 3 of <a href="#">Guidance on Re-opening churches</a> )	Y	J Rayers	- See 'tbc Re-Opening Appendices'
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	J Rayers	- Signs strategically placed for where to wait if toilet is occupied.
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	J Rayers	
6. Ask people to spray clean toilet after use	Y	Steward	- Part of steward checklist
7. Children under 11 to be accompanied to the toilet	Y	Steward	- Part of steward checklist

<b>Risk:</b>		<b>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	1
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Steward	- Part of steward checklist
2. All waste to be assumed contaminated and handled appropriately	Y	Steward	
3. Anyone handling waste to be trained in suitable working practices	Y	J Rayers	
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	J Rayers	- See 'tbc Re-Opening Appendices'
5. All bins lined with disposable liners and all waste double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.	Y		
6. Lidded bins operated by foot-pedal to be provided	N/A		
7. Keep records of who has carried out cleaning and the tasks completed	Y	J Rayers	



<b>Risk:</b>		<b>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
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	J Rayers	- Use of video-conferencing (Zoom) for meetings.
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	J Rayers	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	J Rayers	
4. Provide hand sanitiser in rooms used for meetings.	Y	J Rayers	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	-		
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	-		
7. Implement cleaning procedures for goods and items entering the premises.	Y	J Rayers	- Any item brought into the building either to be cleaned or set aside for at least 72 hours prior to be touched by anyone.

## Review/Revision Record

Date of Review	Confirmed by	Comments
23/07/20	Jonathan Rayers	Risk assessment and mitigation measures implemented ahead of Day of Prayer on 02/08/20. Will be reviewed (and updated) ahead of any subsequent gathering.
01/08/20	Jonathan Rayers	Updated following revised Government guidance (31/07/20).

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes		
Staff Member Name (Print)	Signature	Date