

**Coronavirus Risk Assessment for Small groups (Max 12 people in Wigner, Butcher and Bennison Rooms. 15 in the Hall)**

**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 formula used deliberately places additional emphasis on risks with the most severe consequences but are not very likely (by adding 2 x severity to the score) over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.

During the pandemic it is likely that the virus risk 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.

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		Recommended timeframe for implementing any identified control measures
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	3	
	Severity	5	
	Overall Risk	15	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Small group leader (SGL)	Should someone symptomatic attend refer to emergency action and notify leadership asap.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	SGL	
3. Verbal symptom checks on entry	Y	SGL	
4. Gather attendance list in advance (Maximum XX people) and advise vulnerable people not to attend	Y	SGL	Email and Phone contact.
5. Ensure everyone to use hand sanitiser on entry to the building	Y	Attendees	
6. Emergency Action Plan in place and communicated to leaders and also displayed in each room in event of Coronavirus case suspected to enter premises	Y	SGL	Email/phone/WhatsApp CLT
7. Undertake the Pre-Event Checklist and sign as completed. (Appendix 2 of <a href="#">Guidance on Re-opening churches</a> ).	Y	KV & SGL	Or nominee in group
8. Display suitable posters to ask people with symptoms not to enter the building (see our <a href="#">Coronavirus poster library</a> )	Y	KV	
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	SGL	

<b>Risk:</b> Transmission of Coronavirus to an individual direct from infected person			
<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	3	
	Severity	5	
	Overall Risk	25	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m if possible but if not “1m plus mitigations”)	Y	KV & SGL	Chairs will be set out to requirement. Please ensure they are not moved by attendees.
2. No physical contact between persons from different households/bubbles.	Y	SGL	
3. All attendees required to wear a face covering at all times.	Y	SGL	Where sharing, face masks can be removed so everyone can hear/lip read. Face shields should be used if there are medical reasons that a face mask can't be work.
4. One-way system of flow through building to avoid pinch points	Y		SGL stewarding entrance to building. stewarding into main hall/Wigner room
5. Areas marked out of bounds where appropriate	Y	KV	In place all the time
6. Seating arrangements adapted for social distancing	Y	KV	Kevin puts out chairs
7. Capacity monitored and entry stopped when capacity reached	Y	SGL	Numbers known in advance
8. No singing during services	Y	SGL	Recordings may be used
9. Signage in place to remind people of safe practices	Y	KV	In each room
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	KV	There is enough space in current arrangement for wheelchair users

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	SGL	Church members and attendees have all been informed through the newsletter. Will be reminded at end of meeting by SGL.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	SGL	By prior arrangement

<b>Risk:</b> Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)			
<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	3	
	Severity	5	
	Overall Risk	25	

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	SGL	
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	KV & SGL	Cleaning wipes and antibacterial cleaner available to clean chairs after use
3. 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	KV	
4. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	KV	SGL can check complians through pre-event checklist.
5. No serving of food and drink items prior to, during or after the service.	Y	SGL	Bring own drink or food only if necessary.
6. No distribution of bibles, books or any resources – attendees asked to bring their own and take them away with them.	Y	SGL	
7. Undertake the ‘Pre-Event Checklist’	Y	KV & SGL	Or nominee in group
8. Keep Register of attendees	Y	SGL	Contact details of attendees provided to Church Office.

<b>Risk:</b> Transmission of Coronavirus to an individual via toilet facilities	
<b>Persons at risk</b> Ministers, leaders, members, attendees, contractors, cleaners	
<b>Risk Rating before control measures</b>	Likelihood 5
	Severity 5
	Overall Risk 35
<b>Risk Rating after control measures</b>	Likelihood 3
	Severity 5
	Overall Risk 25

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	KV	Cleaning spray and wipes made available for use
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	KV	
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	SGL	Or nominee in group
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	KV	
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	KV	
6. Ask people to spray clean toilet after use	Y	KV	
7. Children under 11 to be accompanied to the toilet	Y	SGL	No children at this meeting

<b>Risk:</b> Transmission of Coronavirus to an individual via contaminated waste	
<b>Persons at risk</b> Cleaners and anyone else handling waste	
<b>Risk Rating before control measures</b>	Likelihood 5
	Severity 5
	Overall Risk 35
<b>Risk Rating after control measures</b>	Likelihood 3
	Severity 5
	Overall Risk 25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. All waste to be assumed contaminated and handled appropriately	Y	SGL	All used wipes put in waste bag provided
2. Anyone handling waste to be trained in suitable working practices	Y	CLT	Kevin deals with the waste
3. All waste handled with suitable PPE (see cleaning guidance for details).	Y	CLT	Provided
4. 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	KV	
5. Lidded bins operated by foot-pedal to be provided	Y	KV	In each used room
6. Keep records of who has carried out cleaning and the tasks completed	Y	KV	Deep cleaning checklists stored with office.

## Review/Revision Record

Date of Review	Confirmed by	Comments
23 <sup>rd</sup> Sept 2020	D Cooke	Reviewed in light of new guidance.

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


