

**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> Pastoral Visitor being a carrier of COVID	
<b>Persons at risk</b> Visitor, Households visited	
<b>Risk Rating before control measures</b>	Likelihood 5
	Severity 5
	Overall Risk 35
<b>Risk Rating after control measures</b>	Likelihood 3
	Severity 4
	Overall Risk 20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Where possible pastoral contact should be made by phone or by video call. Where not possible then next preference is to meet in a clean, COVID secure environment such as the Church Hall. Next preference would be to meet outdoors away from home, or at their home in the garden. If none of these options are viable then it is recognised that visits will take place in visitors homes.	Y	Visitor	Environments which people don't use are likely to be more and hence are preferable for meetings.
2. All visitors asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Visitor & visited	
3. Visitors to use hand sanitiser on entry to the place of visit.	Y	Visitor	Hand Sanitiser can be provided on request.
4. Restrict planned Pastoral visits to just 1 a day except in exceptional circumstances (i.e bereavement, crisis moment, urgent care need)	Y	Visitor	
5. Ensure that people in the meet sit as far apart as is practical. A minimum of 2m is recommended.	Y	Visitor	
6. Wear possible wear a face covering throughout the meeting. Face shields should be used if lip reading is required.	Y	Visitor	
7. Ensure you maintain a diary of places visited with timings. Use the NHS COVID app on your phone as well if possible.	Y	Visitor	

Control Measures			Control in place (Y/N)	Person Responsible	Comments		
<b>Risk:</b>		<b>Transmission of Coronavirus to Pastoral Visitor</b>					
<b>Persons at risk</b>		Pastoral Visitor, Household visited. Other households with contact to Pastoral Visitor					
<b>Risk Rating before control measures</b>	Likelihood	5		<b>Risk Rating after control measures</b>	Likelihood	2	
	Severity	5			Severity	4	
	Overall Risk	35			Overall Risk	20	

Control Measures			Control in place (Y/N)	Person Responsible	Comments		
1.	Suitable social distancing observed on visit.	Y	Y	Visited	See above. Where possible don't in their home.		
2.	Avoid contact with surfaces in the location of visit. Wash hands before and after visits	Y	Y	Visitor			
3.	Do not eat or drink during the visit	Y	Y	Visitor	Bring refreshments with you.		
4.	Wear face covering throughout the visit	Y	Y	Visitor			
5.	Check the visited for COVID symptoms on arrival.	Y	Y	Visitor			
6.	Avoid physical contact with other people	Y	Y	Visitor			
7.	If meeting inside then, where possible, ventilate the room.	Y	Y	Visited			
8.							
9.							

**Review/Revision Record**

Date of Review	Confirmed by	Comments
23 Sept 2020	D Cooke	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

