

**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	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	CLT	Email and Phone contact, written communication
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	CLT	Or nominee
3. Verbal symptom checks on entry	Y	Door Stewards	
4. Ask vulnerable not to attend in person	Y	CS	
5. Everyone to use hand sanitiser on entry to the building	Y	Door Stewards	
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case suspected to have entered premises. Emergency action plan to be used in this situation.	Y	CS	Leadership should be notified asap of this situation.
7. Undertake the Pre-Event Checklist	Y	KV & CS	
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	Door Stewards	Or nominees

Control Measures			Control in place (Y/N)	Person Responsible	Comments		
<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	3	
	Severity	5			Severity	5	
	Overall Risk	35			Overall Risk	25	

Control Measures			Control in place (Y/N)	Person Responsible	Comments		
1.	Suitable social distancing policy in place (2m) between households.	Y	CS	Ground markings to show 2 m distance around entrances and exits.			
2.	No physical contact between persons from different households/bubbles	Y	CS	Stewards to ensure queuing is observed where needed.			
3.	All attendees required to wear a face covering at all times	Y	CS	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 worn.			
4.	One-way system of flow through building to avoid pinch points. 2 Metre floor markings to guide on safe distance. Staggered departures. Multiple entrances to be used.	Y	Door stewards	Stewarding to support compliance.			
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. Stewards to direct attendees to seats.			
7.	Capacity monitored and entry stopped when capacity reached. Only pre-booked attendance allowed which will be communicated to the church.	Y	Colin McM	Numbers known in advance as places booked till capacity reached.			
8.	No singing during services.	Y	CS	No singing or pseudo-singing eg. humming. Recorded music May be played or live instrumental music that isn't wind or brass.			

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Signage in place to remind people of safe practices	Y	KV	Signage visible inside and outside rooms.
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	Separate entrance for those that can't queue. Located for easiest access.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Door stewards	Will be reminded at end of meeting.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	CS	By prior arrangement
13. Congregation will be photographed once sat down so seating arrangement can be reported to Track and Trace in case of confirmed case.	Y	Service Lead	

<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
	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. Internal Doors kept open at all times with wedges to reduce contact with door handles. External doors propped open by stewards at appropriate times.	Y	Door stewards	Clear entrance and exit procedures communicated to members by stewards.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	KV	Cleaning wipes and antibacterial cleaner available to clean chairs after use. Deep cleans done between events.
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	CS	
4. Building not used again for 72 hours or building thoroughly deep cleaned between uses. Use deep-cleaning checklist for cleaning.	Y	KV	
5. No serving of food and drink items prior to, during or after the service.	Y	CS	
6. Undertake the 'Pre-Event Checklist'	Y	KV & CS	
7. Keep Register of attendees	Y	CMc	Contact details of attendees available from Church Office
8. Use of microphones limited to personal usage.	Y	CS or nominee	No hand held mics or sharing of microphones. No sharing of lecturn.

<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	Door stewards	
3. Undertake the 'Pre-Event Checklist' and Cleaning Checklist	Y	KV	
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	One way system to toilets through designated doors.
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	Attendee	
7. Children under 11 to be accompanied to the toilet	Y	Parents	

<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	3
	Severity	5		Severity	5
	Overall Risk	35		Overall Risk	25

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. All waste to be assumed contaminated and handled appropriately	Y	KV	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	KV	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	Bin in room
5. Lidded bins operated by foot-pedal to be provided	Y	KV	Need sourcing
6. Keep records of who has carried out cleaning and the tasks completed	Y	KV	Colin McMahon to check and store records

<b>Risk:</b> Transmission of Coronavirus within & by the worship team					
<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	4
	Severity	5		Severity	4
	Overall Risk	35		Overall Risk	24

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ensure that shared instruments (piano, drums) and wiped down before and after the events with alcohol wipes.	Y	Musicians	
2. Singers must have their own microphone stand and be distanced at least 3M from everyone else.	Y	Worship Leader	
3. No musical instruments involving people blowing should be used for worship.	Y	Worship Leader	
4. Musicians should be at least 1M from each and in a group no larger than 6.	Y	Worship Leader	Masks should be worn unless they interfere with musicianship. Extra distance is encouraged if unmasked.
5. No more than 2 people should operate on the desk. The middle chair should not be used.	Y	Desk Team	
6. Cabling etc for the musicians should be organised by one single technician in advance of the service.	Y	Worship	Musician set up will need to be communicated to the desk team in advance of the service to ensure that setup is correct on arrival.
7. Paper copies of music will need to be prepared 72 hours in advance of the service and again left for 72 hours following a service.	Y	Office team	

## Review/Revision Record

Date of Review	Confirmed by	Comments
23 <sup>rd</sup> Sept 2020	D Cooke	Reviewed in light of new guidance and decision to open up to live attendance.

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