

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.

In 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.

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		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

Risk:	Coronavirus entering the premises and potentially infecting users of the building				
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Likelihood	2
	Severity	5		Severity	5
	Overall Risk	35		Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Door steward	A door steward will be appointed for every meeting and will be responsible
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Door steward	
3. Verbal symptom checks on entry	Y	Door steward	
4. Ask vulnerable not to attend in person	Y	Safeguarding deacon	Vulnerable is defined as those recommended for a flu jab annually; shielding people; Those with respiratory problems, heart problems, kidney, liver or chronic neurological conditions (Parkinson's, MS) diabetes or weakened immune system. Overweight people (BMI 40+) Pregnant women.
5. Everyone to wash their hands or use hand sanitizer on entry to the building	Y	Door steward	Hand sanitizer will be available on entry to the front doors.
6. Action Plan in place and communicated to leaders in event of Coronavirus case known to enter premises	Y	Safeguarding deacon	Action Plan 1) The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing. 2) Anyone known to have been in close contact with the case advised to wash their hands as soon as possible 3) Any surfaces likely to have been contaminated cleaned in line with cleaning guidance. 4) Consider whether to bring the service to an early conclusion. 5) Consult Health & Safety Executive website as to whether the event should be reported.

			https://www.hse.gov.uk/coronavirus/riddor/.
7. Temperature checks on entry	N		This is not judged necessary until government guidelines say otherwise
8. Display suitable posters to ask people with symptoms not to enter the building	Y	Deacon	
9. Display 'Staying COVID-19 Secure in 2020' poster (Appendix 3) at entrance(s).	Y	Deacon responsible	
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Stewards	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. All contractors to complete the 'Contractor Checklist' (Appendix 5).	Y	Minister	

Risk:		Transmission of Coronavirus to an individual direct from infected person				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Deacon responsible	Policy will be explained to all attendees
2. No physical contact between persons from different households/bubbles	Y	Stewards	
3. All attendees required to wear a face covering	Y	Stewards	Except for those exempted for medical reasons
4. One-way system of flow at the entrance and through building to avoid pinch points	Y	Deacon	Use the gate to discourage use of the stairs on entry so that people use the ramp to enter the building. Mark the ramp at 2 m spacing, giving consideration to the fact that the queue is on both sides of the handrail. Mark the pavement using cones for a queue at 2 metre intervals around the corner into Searjeant Street.. Signs throughout the building indicate the new one way system. When people are queuing to get in, discourage people from trying to leave the building. If they need to leave, ask them to wait until a gap can be created in the queue of arrivals to allow them to leave without infringing other peoples 2 m spacing.
5. Areas marked out of bounds where appropriate	Y	Deacon	Some of the pews are taped off and the prayer rooms are not open except to use the toilet or to exit the building. The kitchen and one of the toilets is marked out of bounds.

6. Seating arrangements adapted for social distancing	Y	Deacon	<p>Set out the moveable chairs in pairs with a 2 metre gap between them.</p> <p>Set the rows of chairs with a pitch of 2.1 metres (so that the face of one person is 2 metres behind the back of the head of the one in front.</p> <p>Use only every third row of pews. Tape off the intermediate rows.</p> <p>Only people from one household may sit in a pair of chairs or in a pew. (3 members of a household can put 3 chairs together and leave a single chair in that row 2 m. away for a single person to use)</p> <p>When people have chosen their sitting position they should stay near it to ensure they remain socially distanced.</p>
7. 40 individuals or 25 households including children are the capacity for the building to be monitored and entry stopped when capacity reached	Y	Stewards	<p>Maximum capacity for the church building based on 2 metre or 1metre plus social distancing is judged to be 40 individuals or 25 households including children. If this number is consistently reached pre-booking will be necessary.</p>
8. No congregational singing or shouting or loud praying during services	Y	Minister	<p>Singing by up to 3 socially distanced singers is allowed but only 2 live songs maximum during a service. The singers should perform behind the perplex provided.</p>
9. No loud music during service and	Y	Minister	<p>This is so that people don't have to shout to be heard</p>
10. No blowing of musical instruments	Y	Minister	
11. Signage in place to remind people of safe practices	Y	Deacon	
12. 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	Stewards	

13. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Minister	
14. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	Minister	
15. Children are the responsibility of parents or guardians when in the worship service and should be supervised by them and kept close to them so as not to infringe other people's space.	Y	Safeguarding deacon	Separate children's activities are allowed indoors following all relevant government guidance. All communal toys have been removed from church.
16. In the event of an emergency evacuation people will evacuate through the front doors if this is not possible the Prayer Room exit will need to be used.	Y	Minister	The prayer room exit needs to be kept clear at all times.
17. The length of the service should be kept to a minimum but should be no longer than one hour in total	Y	Minister	
18. People should leave the building as soon as the service ends and have conversations at a safe distance outside.	Y	Minister	People are encouraged to use the recreation ground next to the Triangle as an outside place to gather after meetings.

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)					
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	20

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	Stewards	The automatic sliding doors will be set to automatic and other doors pinned back. We will keep risks of fire to an absolute minimum and only close doors if it gets very cold or extremely windy.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitizer spray.	Y	Stewards	
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Treasurer	People are encouraged to give via their bank. For cash or check donations a collection box will stay in the entrance way and money will not be processed for 72 hours.
4. Toilets supplied with disposal hand towels (not a reusable linen towel), Hand sanitizer available on entry and hand washing on exit. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters needed.	Y	Deacon	People are discouraged from using the toilets but one will be one available for use when necessary in the prayer room. The kitchen and toilet next to the kitchen is out of bounds and will be marked as such.
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	Minister	
6. No serving of food and drink items prior to, during or after the service.	Y	Minister	For the present there will be no traditional communion where bread and wine are passed around. Individual disposable cups and biscuits in packets will be made available for communion.
7. No distribution of bibles or other books, service sheets or bulletins – attendees asked to bring their own and take them away with them.	Y	Minister	

8. Microphones and other equipment kept to a single individual	Y and N	Minister	The condenser mic will be used at a minimum distance of 1 metre from the person speaking, it can then be used by more than one person in series.
9. Undertake the 'Pre-Event Checklist' before every meeting (Appendix 2 of guidance) and Cleaning Checklist (Appendix 3 of guidance)	Y	Stewards	
10. Keep Register of attendees for track and trace	Y	Minister/ Pastor	This will be kept in a secure location for 21 days and then destroyed.

Risk:		Transmission of Coronavirus to an individual via toilet facilities				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	35			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 sanitizer spray.	Y	Minister Pastor	
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitizer. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	Minister	
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of guidance) and Cleaning Checklist (Appendix 3 of guidance)	Y	Minister	
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	Minister	
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Minister	The toilets will be cleaned at least once after every meeting.
6. Ask people to spray clean toilet after use	Y	Minister	
7. Children under 11 to be accompanied to the toilet	Y	Minister	
8.			

Risk: Transmission of Coronavirus to an individual via contaminated waste			
Persons at risk: Cleaners and anyone else handling waste			
Risk Rating before control measures	Likelihood 5	Risk Rating after control measures	Likelihood 2
	Severity 5		Severity 5
	Overall Risk 35		Overall Risk 20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Minister	
2. All waste to be assumed contaminated and handled appropriately	Y	Minister	
3. Anyone handling waste to be trained in suitable working practices	Y	Minister	
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Minister	
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	Minister	
6. Lidded bins operated by foot-pedal to be provided	N	Minister	Bins with lids that have to be opened by hand need their lids removing and emptying frequently.
7. Keep Register of attendees	Y	Minister	
8. Keep a record of who and when the buildings and toilets are cleaned	Y	Minister	
9.			
10.			

Risk:		Transmission of Coronavirus to an individual via working in the church building				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	5
	Overall Risk	35			Overall Risk	20

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Minister	Where possible
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Minister	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects and forbidding the touching of other peoples belonging.	Y	Stewards	
4. Provide hand sanitiser in rooms used for meetings.	Y	Minister	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Minister	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	Deacon responsible	
7. Implement cleaning procedures for goods and items entering the premises.	Y	Minister	
8.			

Review/Revision Record

Date of Review	Confirmed by	Comments
14/04/2021	Revd Giles Knight	This assessment should be reviewed every few months and every time there is a relevant change in government guidelines.

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