

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.

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

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. Inconvenience to ongoing operations
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1-15	Low	Whenever viable to do so
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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	Risk Rating after control measures	Likelihood	4
	Severity	5		Severity	4
	Overall Risk	35		Overall Risk	24

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Jocelyn Payandeh	Members of public asked not to attend if displaying covid symptoms via following ways: Posters on entry to church On registration form when booking On email confirmation when booking Via website and social media pages
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Jocelyn Payandeh	Members of public asked to follow government guidance via following ways: Posters on entry to church On registration form when booking On email confirmation when booking Via website and social media pages
3. Ask vulnerable not to attend in person	Y	Jocelyn Payandeh	Vulnerable asked not to attend in the following ways: On registration form when booking On email confirmation when booking Via website and social media pages
4. Everyone to use hand sanitiser on entry to the building	Y	Jocelyn Payandeh	Sanitising stations placed at every door in use. Also placed in foyer and outside toilet.
5. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	Leading steward	Leading steward to approach person and ask them to leave. Depending on contaminated areas decide whether service can go ahead or has to be cancelled. Deep clean to take place and church closed for 72

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			hours. All other users of building must be notified.
6. Display suitable posters to ask people with symptoms not to enter the building	Y	Jocelyn Payandeh	Posters displayed on all entrances to the building
7. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Jocelyn Payandeh	2m markers on floors in the foyer and in church. Church seating arranged so families/bubbles are 2m away at all times. Posters displayed in church building as reminder.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. Floor stickers to be used to ensure 2 metre distance kept at all times	Y	Jocelyn Payandeh	Floor stickers placed 2 metres apart in all used areas.
9. Doors kept open where safe to do so to reduce touch points	Y	Jocelyn Payandeh	Foyer door to be kept open when arriving by door wedge. This will be closed at start of service for security and reopened at the end of service by the door steward.
10. Remove all possible touch points: Leaflet table Card rack	Y	Jocelyn Payandeh	Leaflets and card rack stored away
11. One-way system to be introduced on entrance and exit of the building.	Y	Jocelyn Payandeh	One way system created by placing sanitising stations in foyer. Arrows also put up to direct members of public to use one way system. Doors taped of which aren't in use. All capable to exit through old doors at the back of church
12. One-way system to be introduced into main church where services are held.	Y	Jocelyn Payandeh	Arrows put up to direct members of public to use one way system.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
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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	3
	Severity	5			Severity	4
	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	Jocelyn Payandeh	Policy communicated via booking form, booking confirmation, website and social media.
2. No physical contact between persons from different households/bubbles	Y	Jocelyn Payandeh	Members of public reminded of this via following ways: Posters on entry to church On registration form when booking On email confirmation when booking Via website and social media pages
3. All attendees required to wear a face covering	Y	Leading steward	Members of public reminded of this via following ways: Reminded verbally on entry to the building Posters on entry to church On registration form when booking On email confirmation when booking Via website and social media pages
4. One-way system of flow through building to avoid pinch points	Y	Jocelyn Payandeh	One way system created by placing sanitising stations in foyer. Arrows also put up to direct members of public to use one way system. Doors taped of which aren't in use.
5. Areas marked out of bounds where appropriate	Y	Jocelyn Payandeh	Use of hazard tape to mark areas that are out of bounds to members of public. Signs on male/female toilets to say out of use. School and offices remain

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			locked.
6. Seating arrangements adapted for social distancing	Y	Jocelyn Payandeh	All chairs moved to 2m away and excess chairs stored away.
7. Capacity monitored and entry stopped when capacity reached- Booking system in place	Y	Jocelyn Payandeh	Booking system capped at 70 people.
8. No singing during services	Y	Lead steward	Members of public reminded of this via following ways: Reminded verbally before Worship band starts On registration form when booking On email confirmation when booking Via website and social media pages There will be a worship group with one person singing- each member of group will be 2 metres away and all behind a Perspex screen the singer will stand with their back to rest of worship group.
9. Signage in place to remind people of safe practices	Y	Jocelyn Payandeh	Signs up throughout building.
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	Jocelyn Payandeh	Disabled entrance, lift and disabled toilet all still in use. Aisles wider for wheelchair access.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Jocelyn Payandeh	Members of public reminded of this via following ways: Posters on entry to church On registration form when booking On email confirmation when booking Via website and social media pages

Control Measures	Control in place (Y/N)	Person Responsible	Comments
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	Jocelyn Payandeh	Services streamed online for those who fall into these categories.
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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	4
	Severity	5			Severity	3
	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	Jocelyn Payandeh	Door wedges placed at each door in use- internal doors to be kept open for the whole service. Foyer door to be kept open on arrival and departure and closed during service for security.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray and PPE	Y	Jocelyn Payandeh	Cleaning rota in place for all areas of church building used. Appropriate cleaning materials and PPE provided and kept in cleaning cupboard.
3. Collection plate/bag by 2 individuals wearing visors and masks and collection not counted for 72 hours after service.	Y	Lead steward	Collection plates to be carried round by 2 individuals wearing PPE- collectors to keep hold of plate at all times. Congregation asked to place offering in this. Plate to be then kept in vestry for 72 hours before being counted.
4. 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	Jocelyn Payandeh	Disabled toilet only toilet in use. Male and female toilets marked not in use. Disposable towels available in a dispenser. Hand dryer turned off.
5. Church Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	Jocelyn Payandeh	Church building to be locked by leading steward. Only one church service per Sunday.
6. No serving of food and drink items prior to, during or after the service.	Y	Jocelyn Payandeh	Tea and coffee not provided by church at this time.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Jocelyn Payandeh	Bibles and Hymn books removed from church and stored. Members of public reminded to bring their own Bibles

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			in the following ways: On registration form when booking On email confirmation when booking Via website and social media pages
8. Microphones and other equipment kept to a single individual	Y	Sound desk operative	Sound desk operative to only provide microphones to leader and to preacher for their use only. Used microphones to be kept in sound desk and locked away until following week.
9. Keep Register of attendees via booking system	Y	Jocelyn Payandeh	Booking system in place with links via website and social media. Each family required to give email and phone number and name each person attending. Booking information for each service to be kept for 21 days. In the case of member of public turning up. Lead steward to take their name and number and pass on to Jocelyn Payandeh.
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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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	4
	Severity	5			Severity	3
	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 sanitiser spray.	Y	Jocelyn Payandeh	Cleaning rota in place for all areas of church building used. Appropriate cleaning materials and PPE provided and kept in cleaning cupboard.
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	Jocelyn Payandeh	Disabled toilet only toilet in use. Male and female toilets marked not in use. Disposable towels available in a dispenser. Hand dryer turned off.
3. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	Jocelyn Payandeh	Cleaning guidance in place, document created to communicate this to cleaners. Members of public asked to clean touch points in toilet after each use. Sign in toilet to remind user along with antibacterial spray, disposable towel. 2m markers outside toilet to encourage social distancing when queuing
4. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Jocelyn Payandeh	Cleaning guidance in place, document created to communicate this to cleaners. Pedal bins provided.
5. Ask people to spray clean toilet after use	Y	Jocelyn Payandeh	Members of public asked to clean touch points in toilet after each use. Sign in toilet to remind user along with antibacterial spray, disposable towel.
6. Children under 11 to be accompanied to the toilet	Y	Lead steward	Members of public reminded of this in the following ways:

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			On registration form when booking On email confirmation when booking Verbally by lead steward
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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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	4
	Severity	5			Severity	3
	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	Lead steward	Members of public reminded of this in the following ways: On registration form when booking On email confirmation when booking Verbally by lead steward
2. All waste to be assumed contaminated and handled appropriately	Y	Jocelyn Payandeh	Waste not collected until 72 hours after service. All cleaners provided with appropriate PPE.
3. Anyone handling waste to be trained in suitable working practices	Y	Jocelyn Payandeh	Waste not collected until 72 hours after service. All cleaners provided with appropriate PPE.
4. All waste handled with suitable PPE	Y	Jocelyn Payandeh	PPE provided by church and kept in cleaning cupboard
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	Jocelyn Payandeh	Waste not collected until 72 hours after service. All cleaners provided with appropriate PPE. Cleaners informed of this.
6. Keep records of who has carried out cleaning and the tasks completed	Y	Jocelyn Payandeh	List created and kept on cleaning cupboard door
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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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	4
	Severity	5			Severity	3
	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	Ministers/leaders	Meetings taking place via Zoom
2. Restrict attendance of individuals at meetings to those necessary and maintain social distancing throughout.	Y	Ministers/leaders	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Ministers/leaders	
4. Provide hand sanitiser in rooms used for meetings.	Y	Ministers/leaders	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Ministers/leaders	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	Ministers/leaders	
7. Implement cleaning procedures for goods and items entering the premises.	Y	Jocelyn Payandeh	All goods delivered to be ideally left for 72 hours. If this is not possible- antibacterial spray and PPE is provided and found in cleaning cupboard
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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Risk:					
Persons at risk					
Risk Rating before control measures	Likelihood			Risk Rating after control measures	Likelihood
	Severity				Severity
	Overall Risk				Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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Review/Revision Record

Date of Review	Confirmed by	Comments

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

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