

LEBC 2020 Covid-19 Risk Assessment for opening Church

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
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

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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
	Severity	5	
	Overall Risk	35	
	Likelihood	5	
	Severity	4	
	Overall Risk	28	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Church Secretary	Email/letter to everyone in database and signage on building.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Church Secretary	Email/letter to everyone in database.
3. Verbal symptom checks on entry	Y	Group Leader	Procedure will be put in place and external signage provided for individuals to view prior to entry
4. Encourage vulnerable individuals not to attend in person	Y	Church Secretary	Email/letter to everyone in database and signage on building.
5. Everyone to use hand sanitiser on entry to the building	Y	Group Leader	Auto hand sanitiser available at entry door.
6. Emergency Action Plan in place and communicated to leaders in event of Coronavirus case known to enter premises	Y	Health & Safety Officer/Church Secretary	
7. Undertake a 'Pre Building Usage' Checklist	Y	Health & Safety Officer/Church Secretary.	This is used for any individual group requesting usage.
8. Display suitable posters to ask people with symptoms not to enter the building.	Y	Health & Safety	Fixed signage displayed.

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
		Officer/Group Leader	
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Group Leader	2m distancing to be maintained
10. All contractors to complete the 'Contractor Checklist'	Y	Church Secretary and/or Health & Safety Officer/and/or Church Administrator	
11. Everyone entering to wear face covering (unless exempt)	Y	Group Leader	Signage on face coverings displayed. Attendees advised to bring own mask. (spares available if necessary)
12. Separate points of entry and exit to the building clearly identified. One way system in operation.	Y	Health & Safety Officer/Church Secretary.	Markings on floor to indicate one way system.
13. Doors and windows to be opened to vent building before usage	Y	Group Leader	
14. Out of bound areas clearly marked and cordoned off	Y	Health & Safety Officer/Church Secretary	

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
15.			
16.			
17.			

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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
	Severity	5	
	Overall Risk	35	
		Likelihood	5
		Severity	4
		Overall Risk	28

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors and windows to be opened to vent building before usage	Y	Group Leader	
2. Use of Hand sanitiser at point of entry and throughout building.	Y	Group Leader	
3. Suitable social distancing policy in place (2m)	Y	Health & Safety Officer	Markers in place. One way system where practical.
4. No physical contact between persons from different households/bubbles	Y	Group Leader	
5. Everyone entering to wear face covering (unless exempt)	Y	Group Leader	Signage on face coverings displayed. Attendees advised to bring own mask. (spares available if necessary)
6. One-way system in operation	Y	Health & Safety Officer	
7. Out of bound areas clearly marked and cordoned off	Y	Health & Safety Officer/Church Secretary	
8. Seating arrangements adapted for social distancing	Y	Health & Safety Officer	Floor markings for chairs. Different markings for different layouts.
9. Capacity pre-determined and monitored.	Y	Group Leader	Booking system in place.

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. No singing at any time.	Y	Group Leader	
11. Signage in place to remind people of safe practices	Y	Health & Safety Officer	
12. No changes to entrances, exits or queuing unless needed to accommodate those who need them, such as worshippers with physical disabilities.	Y	Group Leader	
13. Attendees instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Group Leader	
14. Remove all 'loose' items such as Bibles, toys, leaflets etc.	Y	Group Leader	
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18.			

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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
	Severity	5	
	Overall Risk	35	
		Likelihood	5
		Severity	4
		Overall Risk	28

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	Group Leader	Door wedges provided.
2. Cleaning of all surfaces/touch points to be undertaken with appropriate sanitiser spray or disposable wipes.	Y	Group Leader/Covid Team Member	Cleaning materials and training provided. Fogging machine for use after and between usages. Auto Hand Sanitiser at various points.
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	Treasurer/Group Leader	Online giving page available on LEBC website
4. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	Group Leader/Covid Team	Cleaning and fogging after usage.
5. No food and drink at any time. (other than communion)	Y	Group Leader	Communion only to be individual disposable units provided.
6. Communion: Individual disposable wine/wafer units will be available.	Y	Group Leader	
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Church Secretary/Group Leader	Included in notice to users prior to usage.
8. Microphones and other equipment kept to a single individual and cleaned after use with Sanitiser spray/disposable wipes	Y	Group Leader	

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Undertake the Cleaning Checklist	Y	Covid team/Group Leader	To be provided by Health & Safety Officer prior to usage.
10. Keep Register of attendees	Y	Church Secretary	Either by pre-booking or onsite register at point of entry.
11. Keep log of where people sit	Y	Group Leader	To be retained for 21 days in line with Government Regulation under Test and Trace and GDPR
12.			
13.			

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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
	Severity	5	
	Overall Risk	35	
	Likelihood	5	
	Severity	4	
	Overall Risk	28	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Cleaning of all surfaces/touch points to be undertaken with appropriate sanitiser spray or disposable wipes.	Y	Group Leader	Disabled toilet only in use. Cleaning every hour or between groups whichever is the shorter.
2. Disabled Toilet supplied with soap/water and hand dryer.	Y	Group Leader/Health & Safety Officer	Signage inside Disabled Toilet area.
3. Hand Sanitiser available prior to entering Toilet area.	Y	Group Leader	
4. Undertake the Cleaning Checklist	Y	Covid team/Group Leader	To be provided by Health & Safety Officer prior to usage.
5. Children under 11 to be accompanied to the toilet by parent or carer	Y	Group Leader	Group Leader to advise those attending.
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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
	Severity	5	
	Overall Risk	35	
	Likelihood	5	
	Severity	4	
	Overall Risk	28	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Group Leader	Group Leader to advise those attending
2. All waste to be assumed contaminated and handled appropriately	Y	Group Leader/Covid Team	
3. Anyone handling waste to be trained in suitable working practices	Y	Health and Safety Officer	To be provided by Health & Safety Officer prior to usage. Training to be provided
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Health and Safety Officer	To be provided by Health & Safety Officer prior to usage. Training to be provided.
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	Health and Safety Officer/covid team	To be provided by Health & Safety Officer prior to usage. Training to be provided.
6. Lidded bins operated by foot-pedal provided.	Y	Church Secretary	
7. Undertake the Cleaning Checklist	Y	Health and Safety Officer	To be provided by Health & Safety Officer prior to usage.
8.			

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
9.			
10.			

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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
	Severity	5	
	Overall Risk	35	
		Likelihood	5
		Severity	4
		Overall Risk	28

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Church Secretary	Zoom/Skype and Microsoft Teams in place
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Group Leader	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Group Leader	
4. Everyone to use hand sanitiser on entry to the building	Y	Health and Safety Officer	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Group Leader	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	Health and Safety Officer	
7. Implement procedures for goods and items entering the premises.	Y	Health and Safety Officer	

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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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10.			

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THIS SECTION HAS BEEN LEFT BLANK FOR FUTURE UPDATES

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
1.			
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Review/Revision Record

Date of Review	Confirmed by	Comments
14/9/2020	Jeanette Pizzey (Health & Safety Officer)	
05/12/2020	Rebecca Hogg (Trustee)	No changes made

Signed by



LEBC Health and Safety Officer

Sign off date: 14/8/2020