

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. Sign at the entrance asking not to enter the building if having Covid 19 symptoms	Y	Church Secretary	There is also a note on our website about this
2. All attendees encouraged to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Church Secretary	
3. Everyone to use hand sanitiser on entry to the building	Y	Group Leader	Auto hand sanitiser available at entry door.
4. Emergency Action Plan in place and communicated to leaders in event of Coronavirus case known to enter premises	Y	Health & Safety Officer/Church Secretary	A note is also in the PPE room and the foyer
5. Social distancing measures to be maintained where possible	Y	Group Leader	At least 1 meter recommended
6. 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)
7. Doors and windows to be opened to vent building before usage	Y	Group Leader	

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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	5
	Severity	5			Severity	4
	Overall Risk	35			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 measures in place	Y	Health & Safety Officer	Each group to have their own risk assessment outlining their measures
4. 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)
5. Seating arrangements adapted for social distancing	Y	Health & Safety Officer	Advice to keep 2 chairs free between individuals/families or bubbles
6. Capacity monitored through seating	Y	Group Leader	
7. Signage in place to remind people of safe practices	Y	Health & Safety Officer	

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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 touch points to be undertaken with 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 or persons who do the counting to sanitize their hands after counting	Y	Treasurer/Group Leader	Online giving page available on LEBC website
4. Rooms/sanctuary not used again for 72 hours or cleaned between uses with fogger	Y	Group Leader/Covid Team	Cleaning and fogging after usage.
5. Communion: Individual disposable wine/wafer units will be available.	Y	Group Leader	
6. Microphones cleaned after service/meeting with disposable wipes	Y	Group Leader	
7. Undertake the Cleaning Checklist	Y	Covid team/Group Leader	To be provided by Health & Safety Officer prior to usage.

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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. Each user encouraged to clean toilet seat with disposable wipes after use	Y	Group Leader	Wipes, bins and signage provided in each cubicle
2. Hand Sanitiser available prior to entering Toilet area.	Y	Group Leader	
3. Undertake the Cleaning Checklist	Y	Covid team/Group Leader	To be provided by Health & Safety Officer prior to usage.
4. 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. Anyone handling waste to use disposable gloves	Y	Health and Safety Officer	To be provided by Health & Safety Officer prior to usage.
2. All bins lined with disposable liners and all waste bagged prior to disposal.	Y	Health and Safety Officer/covid team	To be provided by Health & Safety Officer prior to usage.
3. Lidded bins operated by foot-pedal provided.	Y	Church Secretary	
4. Undertake the Cleaning Checklist	Y	Health and Safety Officer	To be provided by Health & Safety Officer prior to usage.
5.			
6.			
7.			

LEBC 2020 Covid-19 Risk Assessment for opening Church

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. Maintain suitable social distancing throughout.	Y	Group Leader	
2. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Group Leader	
3. Everyone to use hand sanitiser on entry to the building	Y	Health and Safety Officer	
4. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Group Leader	

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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	

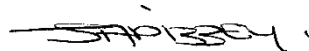
Control Measures	Control in place (Y/N)	Person Responsible	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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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
29/07/2021	Ruth Wilson Health & Safety Officer	Major revision following relaxation of government guidelines on 19 th July and following Trustee discussions about ongoing Covid considerations

Signed by



LEBC Health and Safety Officer

Sign off date: 14/8/2020