

# LEBC 2022 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 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. Please note that this framework is a generic one for evaluating risks and not specific to Coronavirus.

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

## LEBC 2022 Covid-19 Risk assessment for opening church

<b>Risk:</b>		<b>Coronavirus entering the premises and potentially infecting users of the building</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	5	
	Severity	4			Severity	3	
	Overall Risk	28			Overall Risk	21	

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 consider self-isolation after symptoms and/or positive test	Y	Church Secretary	There is a note on our website about this
3. Encourage everyone to use hand sanitiser on entry to the building	Y	Group Leader	Auto hand sanitiser in place at entry door
4. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	Health & Safety Officer/Church secretary	
5. Social distancing measures to be maintained where possible including the arrival and departure of the venue.	Y	Group Leader	
6. Doors and windows to be opened to vent the building before usage	Y	Group Leader	

## LEBC 2022 Covid-19 Risk assessment for opening church

<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	5	
	Severity	4			Severity	3	
	Overall Risk	28			Overall Risk	21	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (rows of chairs remain spaced at 1m)	Y	Health & Safety Officer	
2. Attendees are requested to wear a face covering (unless exempt) when moving around the building and whilst singing. Masks can be removed when seated	Y	Group Leader	Signage in place. Attendees asked to bring own mask – spares are available
3. Seating arrangements to allow people to social distance	Y	Health & Safety Officer	
4. Reduced capacity will be monitored and reviewed monthly	Y	Health & Safety Officer & Church Secretary	
5. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	Church Secretary/ Group Leader	
6. 'loose' items such as bibles, toys, leaflets etc will be kept to a minimum	Y	Group leader	

## LEBC 2022 Covid-19 Risk assessment for opening church

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)</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	5	
	Severity	4			Severity	3	
	Overall Risk	28			Overall Risk	21	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles	Y	Group Leader	Door wedges provided
2. Cleaning of touch points such as door handles, light switches and surfaces with anti-bac wipes at the end of each meeting or let	Y	Group Leader	Cleaning materials and training provided. Fogging machine is available for use if desired. Auto hand sanitiser at various points
3. No passing of collection plate/bag	Y	Treasurer/group leader	Online giving page available on LEBC website
4. Communion to be celebrated with individual disposable cups	Y	Group Leader	
5. After church beverages to be served from 2 locations to reduce risk of crowding – serving hatch and small trolley in sanctuary bay window. Any biscuits should be pre-packaged individual items	Y	Drinks team	Trolley to be manned by a team member at all time to manage risk of children near hot drinks.

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<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via toilet facilities</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	5	
	Severity	4			Severity	3	
	Overall Risk	28			Overall Risk	21	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Surfaces should be cleaned at the end of each meeting/let	Y	Group leader	Hirers to be made aware of this expectation
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser.	Y	Group Leader/Health & Safety officer	Signage in place
3. Ask people to spray or wipe clean toilet after use	Y	Group Leader/Health & Safety officer	Signage and spray/wipes in place

## LEBC 2022 Covid-19 Risk assessment for opening church

<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	5	
	Severity	4			Severity	3	
	Overall Risk	28			Overall Risk	21	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. All waste to handled appropriately, observing good hygiene practices.	Y	Group leader/covid team	There is no need to store waste prior to disposal or to wear PPE (unless a positive case is confirmed)
2. All bins are foot operated and lined with disposable liners	Y	Covid trained cleaning team	Cleaning and waste handling procedure in place
3. Where a known/suspected case of coronavirus has been present all waste to be double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.	Y	Health & Safety Officer/church secretary	PPE to be worn when disposing of potentially contaminated waste – gloves and an apron Covid emergency action plan in place

## LEBC 2022 Covid-19 Risk assessment for opening church

<b>Risk:</b>		<b>Transmission of Coronavirus to an individual via working in the church building</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	5	
	Severity	4			Severity	3	
	Overall Risk	28			Overall Risk	21	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Continue to use remote working tools to enable meetings where appropriate.	Y	Church Secretary	Zoom/Skype/MS Teams in place
2. Avoid transmission during meetings, for example, by limiting sharing pens and other objects.	Y	Group Leader	
3. Provide hand sanitiser in rooms used for meetings.	Y	Church Secretary/Health & Safety Officer	
4. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Group Leader	

## LEBC 2022 Covid-19 Risk assessment for opening church

**THIS SECTION HAS BEEN LEFT BLANK FOR FUTURE UPDATES**

<b>Risk:</b>							
<b>Persons at risk</b>							
<b>Risk Rating before control measures</b>	Likelihood			<b>Risk Rating after control measures</b>	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.			
9.			



## LEBC 2022 Covid-19 Risk assessment for opening church

### Review/Revision Record

Date of Review	Confirmed by	Comments
02/03/2022	Ruth Wilson	Review following removal of all restrictions by the Government in England on 24 February 2022

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