



Six Ways Erdington Baptist 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

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				



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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

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: 1. 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	5
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	21

Control Measures	Control in place (Y/N)	Person Responsible = Deacons and minister throughout.	Comments
1. Ask everyone symptomatic not to attend	Y		Through pastoral contact and information sent out to all congregation members.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y		As above
3. Verbal symptom checks on entry	Y		Notice at door, info given for people to confirm/not if fit to enter.
4. Ask vulnerable not to attend in person	Y		Have general info going out to people. Pastoral awareness of underlying conditions.
5. Everyone to use hand sanitiser on entry to the building	Y		Hand dispensers at entrances, affixed to walls. Cubicle open for handwashing.



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Control Measures	Control in place (Y/N)	Person Responsible = Deacons and minister throughout.	Comments
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y		Using BUGB suggested action plan.
7. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).	Y		Given to all groups using the building.
8. Display suitable posters to ask people with symptoms not to enter the building	Y		
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y		Queueing outside with floor markings. One-way system inside: in through main doors – out through hall or controlled through the corridor. 2 metre spacing for seating. People to book to attend.
10. Temperature checks on entry	Y		

Risk: 2. 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	3
	Overall Risk	35		Overall Risk	21



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Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Deacons	2 metres. No “turning up and attending” for Sunday worship. Allocated seating. Masks to be worn.
2. No physical contact between persons from different households/bubbles	Y		To be reminded in info sent out for each event and in situ.
3. All attendees required to wear a face covering	Y		Masks to be worn by all, other than by person whilst leading worship.
4. One-way system of flow through building to avoid pinch points	Y		In at front doors, exit at door opposite foodbank room.
5. Areas marked out of bounds where appropriate	Y		
6. Seating arrangements adapted for social distancing	Y		Seating plan for services. Allocated seats. Pre-booked.
7. Capacity monitored and entry stopped when capacity reached	Y		Applicable to Tuesday Prayers and communion.
8. No singing during services	Y		Musicians at front and singing led from front
9. Signage in place to remind people of safe practices	Y		Use TV screens as well as posters.
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		Stewards to be alert to this.



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Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y		Reminder in situ and in info sent out to members.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y		Through pastoral contact prior to worship
13. Communion to be conducted with great care and regard to social distance, safe hygiene practice.			-those distributing bread and wine should wash their hands immediately prior to distribution or wear gloves. -pre-prepared pieces of bread dropped into the hands of those receiving. -wine cups to be lifted from trays and placed in the hands of those receiving. -no contact between those distributing and those receiving, and no contact between those receiving and any plate.



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Risk: 3. 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	5
	Severity	5			Severity	3
	Overall Risk	35			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 (may not be appropriate for fire safety or to maintain suitable temperature)	Y		Fortunately, the sanctuary is very spacious. As far as possible we will have windows and doors open.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y		Cleaning kits made available.
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y		Collection basket on entrance/exit. Encourage online giving/cheques.
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		Individual access for toilet cubicles. 3 out of 4 in use. 1 reserved for handwashing.
5. Area not used again for 72 hours or building thoroughly deep cleaned between uses	Y		Each user group responsible for cleaning afterwards. Use paid cleaner/volunteers to clean more deeply after main usage.



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Control Measures	Control in place (Y/N)	Person Responsible	Comments
6. No serving of food and drink items prior to, during or after the service.	Y		
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y		Rotate the Bibles and hymn books that are available.
8. Microphones and other equipment kept to a single individual	Y		
9. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y		
10. Keep Register of attendees	Y		Pre-booked for Sundays. List to be kept by minister for Tuesdays and Fridays.



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Risk:						4. 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		5		
	Severity		5				Severity		3		
	Overall Risk		35				Overall Risk		21		

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	Deacons	
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		
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y		
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		Middle cubicle out of use as handwashing point.
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y		Thorough cleaning between each usage.
6. Ask people to spray clean toilet after use	Y		Spray, wipes paper towel in toilets and signage in toilets.



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Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. Children under 11 to be accompanied to the toilet	Y		
8. Hand sanitiser stations outside the toilet areas	Y		

Risk: 5. 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	5
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	21

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y		
2. All waste to be assumed contaminated and handled appropriately	Y		
3. Anyone handling waste to be trained in suitable working practices	Y		Use zip-lock bags for disposal. Place in main bin.
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y		



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Control Measures	Control in place (Y/N)	Person Responsible	Comments
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		
6. Lidded bins operated by foot-pedal to be provided			Need to replace some bins.
7. Keep records of who has carried out cleaning and the tasks completed	Y		

Risk: 6. 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	5	
	Severity	5			Severity	3	
	Overall Risk	35			Overall Risk	21	
Control Measures	Control in place (Y/N)	Person Responsible	Comments				
1. Use remote working tools to avoid in-person meetings.	Y		Zoom to continue for foreseeable future.				
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y		Confirmed as current policy.				
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y		Confirmed as current policy				



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4. Provide hand sanitiser in rooms used for meetings.	Y		
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y		
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	?		
7. Implement cleaning procedures for goods and items entering the premises.	Y		

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