

Alive Church COVID Risk Assessment

It should be considered as a supplement to a general risk assessment of the premises.

This document will be subject to regular review. It will be reviewed following changes in government regulations or guidance to ensure that the assessment of risks remains appropriate and the control measures are appropriate and are functioning as intended.

Risk Assessment Matrix

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.

In 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.

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		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

Risk:	Coronavirus entering the premises and potentially infecting users of the building					
Persons at risk	Pastors, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	
	Severity			Severity		
	Overall Risk	35		Overall Risk		

Control Measures	Person Responsible	Date Completed	Notes
1. Anyone symptomatic called and asked not to attend.			
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.			Reminders sent via email, placed on social media and on printed notices in the building
3. Verbal symptom checks on entry.			
4. Ask vulnerable people not to attend in person.			
5. Everyone to use hand sanitiser on entry to the building.			
6. Action Plan in place and communicated to leaders in the event of a Coronavirus case known to enter premises.			
7. Verbal requests and checks to ensure face coverings are used.			
8. Undertake the 'Pre-Event Checklist'.			
9. Display suitable posters to ask people with symptoms not to enter the building.			
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.			

Control Measures	Person Responsible	Date Completed	Notes
11. All contractors to complete the 'Contractor Checklist'			
12. Buildings aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.			
13. Clearly mark out seating areas including exclusion zones to maintain distancing.			
14. Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.			
15. Limit access to places with a temporary cordon.			
16. Determine placement of hand sanitisers available for visitors to use.			
17. Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.			
18. Check all cleaners are not in a vulnerable group or self-isolating.			
19. All cleaners provided with relevant PPE (ideally disposable).			
20. Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.			

Risk:	Transmission of Coronavirus to an individual direct from infected person					
Persons at risk	Pastors, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	
	Severity				Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Person Responsible	Date Completed	Notes
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)			
2. No physical contact between persons from different households/bubbles			
3. All attendees required to wear a face covering as is a legal requirement .			
4. One-way system of flow through building to avoid pinch points.			
5. Areas marked out of bounds where appropriate.			
6. Seating arrangements adapted for social distancing.			
7. Capacity monitored and entry stopped when capacity reached.			
8. No singing from the congregation during services.			
9. Signage in place to remind people of safe practices.			
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as those with disabilities.			

11. Instructions given not to gather in groups, except with members of their own household, inside or outside the building.			
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.			
13. Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.			
14. Anyone not following appropriate guidance or adhering to Alive policies and procedures will be asked to leave the premises.			
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Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)					
Persons at risk	Pastors, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	
	Severity				Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Person Responsible	Date Completed	Notes
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature).			
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.			
3. No passing of collection basket and collection not counted for 72 hours after service.			
4. Toilets supplied with disposable 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.			
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses.			
6. No serving of food and drink items prior to, during or after the service.			
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.			
8. Microphones and other equipment kept to a single individual.			
9. Undertake the 'Pre-Event Checklist' and 'Cleaning Checklist'.			
10. Keep a register of attendees.			

11. Remove from use all books (incl. Bibles) plus leaflets except single use material that will be removed by the user.			
12. Remove or isolate children's resources and play areas.			
13. Determine if temporary changes are needed to the building to facilitate social distancing.			
14. Host Team to wear PPE			
15. Do not pass collection basket around but locate it at a fixed point a minimum 2m from seating.			
16. Donations collected must be securely stored for 72 hours before counting and card readers cleaned after each use.			
17. Communion is served by placing cups and wafers into hands and cups immediately disposed of into double lined bags.			
18. Communion servers to wear gloves and face coverings.			
19. People allocated to receive communion in bubbles.			
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Risk:	Transmission of Coronavirus to an individual via toilet facilities				
Persons at risk	Pastors, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity				Severity
	Overall Risk	35			Overall Risk

Control Measures	Person Responsible	Date Completed	Notes
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.			
2. Toilets supplied with disposable hand towels or dryers (not a reusable linen towel), hand sanitiser.			
3. Undertake the 'Pre-Event Checklist' and 'Cleaning Checklist' .			
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.			
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.			
6. Ask people to spray clean toilets after use.			
7. Children under 11 to be accompanied to the toilet.			
8. Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.			
9. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.			
10. Ensure an adequate stock of soap and disposable hand towels, and a bin for towels, are available.			

11. Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.			
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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
	Severity				Severity
	Overall Risk	35			Overall Risk

Control Measures	Person Responsible	Date Completed	Notes
1. Everyone asked to take waste home with them if possible.			
2. All waste to be assumed contaminated and handled appropriately.			
3. Anyone handling waste to be trained in suitable working practices.			
4. All waste handled with suitable PPE (see cleaning guidance for details).			
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.			
6. Lidded bins operated by foot-pedal to be provided			
7. Keep a register of attendees			
8. Confirm the person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.			
9. Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.			
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Risk:	Transmission of Coronavirus to an individual via working in the church building/ offices					
Persons at risk	Pastors, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	
	Severity				Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Person Responsible	Date Completed	Notes
1. Use remote working tools to avoid in-person meetings.			
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.			
3. Avoid sharing utensils such as pens and other objects.			
4. Provide hand sanitiser in rooms used for meetings.			
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.			
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.			
8. A suitable lone working policy has been consulted if relevant.			
9. Buildings have been aired before use.			
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Control Measures	Person Responsible	Date Completed	Notes
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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	Person Responsible	Date Completed	Notes
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Control Measures	Person Responsible	Date Completed	Notes
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Review/Revision Record

Date of Review	Confirmed by	Comments
13.09.2020	Simon Nicoll	

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
Simon Nicoll	Simon Nicoll	13.09.2020

