

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.

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



ALL NATIONS CHURCH

BARKINGSIDE & CLAYHALL

Covid-19 Risk Assessment for Use of Aldborough Room, Fullwell Cross Library, 140 High Street, Barkingside, Ilford, IG6 2EA

Introduction

This document sets out a risk assessment completed by the Trustees of ANCBC regarding the re-launch of All Nations publicly on 7th March 2021.

There are some key principles that we have endeavoured to follow:

- we will aim to create an environment that makes it easy for people to adhere to government guidance
- we will aim to create a culture where people behave in the new-normal way that adheres to the government guidance
- we (church leaders & trustees) will lead by example.
- we will expect people to adhere to the principles and will not be heavily policing adherence to the rules.

This document will be reviewed regularly, especially when the government guidelines are revised.

“Elders” refers to Rick Raja (Lead Planter, All Nations Church) & Simon Percy (Senior Elder, All Nations Church).

Risk:	Coronavirus entering the premises and potentially infecting users of the building
Persons at risk	Ministers, leaders, attendees.

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	3
	Severity	3
	Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	Elders	Sent in guidance re: meeting
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/ contact tracing/returning from foreign travel.	Y	Elders	Sent in guidance re: meeting
3. Verbal symptom checks on entry	Y	Elders/ Welcome Team	Part of a checklist for welcome team
4. Ask vulnerable not to attend in person	Y	Elders	Sent in guidance re: meeting
5. Everyone to use hand sanitiser on entry to the building	Y	Elders/ caretaker/ Welcome Team	Part of a checklist for welcome team. People encouraged to bring their own.
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	Elders/ Welcome team	Register taken for track and trace system during welcome.
7. Cleaning of potential virus hotspots	Y	Caretaker	Deep clean by caretaker
8. Display 'Staying COVID-19 Secure in 2020' poster at entrance(s).	Y	Elders/ caretaker	

9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	Elders/ Welcome team	Chairs set out in 2m bubbles. One way system for exit.
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Risk:	Transmission of Coronavirus to an individual direct from infected person
Persons at risk	Ministers, leaders, attendees.

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	3
	Severity	3
	Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	Elders	
2. No physical contact between persons from different households/bubbles	Y	Elders	All instructed to keep distance and leave the premises after the service. Sent in guidance re: meeting. No communal coat rack.
3. All attendees required to wear a face covering	Y	Elders	People to wear masks during service unless exempt
4. One-way system of flow through building to avoid pinch points	Y	Elders, Caretaker	
5. Areas marked out of bounds where appropriate	Y	Caretaker	Rooms will be locked where necessary.
6. Seating arrangements adapted for social distancing	Y	Elders/ caretaker	Assigned seats, 2m bubbles
7. Capacity monitored and entry stopped when capacity reached	Y	Elders/ Caretaker	Capacity decided by elders. Although we are meeting publicly, all those attending will be known by the Lead Elder.
8. No singing during services	Y	Elders	Songs maybe sung by a musician but no corporate singing allowed

9. Interaction between Tech team & service leaders to be kept to a minimum.	Y	Elders/Tech	Tech to be limited to ONE person. They should leave necessary microphones at the front to prevent service leaders needing to move around the room. Service leaders should upload all videos/ppts to the cloud storage to prevent contact via USB flash drives.
10. Signage in place to remind people of safe practices	Y	Elders/ caretaker	Elders/ caretaker to put this in place
11. 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	Elders	Fullwell Cross Library has disabled access but this won't be needed as all attendees at this stage will be known/ booked.
12. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	Elders/ Welcome team	Visitors should remain seated except for toilet use. Visitors asked to leave the premises straight after the service.
13. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y	Elders	Hybrid service provided - they can tune in via Zoom. Vulnerable categories (e.g. 70+, BAME groups) will be advised to follow government guidelines. They can attend at their own risk.
14. Promotion of good respiratory hygiene	Y	Elders/ caretaker	Elders to provide relevant posters and information

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)
Persons at risk	Ministers, leaders, attendees

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	3
	Severity	3
	Overall Risk	15

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	Caretaker	Doors open for welcoming and ventilation
2. Communal coat rack not to be used	Y	Caretaker	
3. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Set up team/ Caretaker	Set up team to clean the relevant hot spots.
4. No communal literature on display	Y	Set up team/ caretaker	Set up team instructed not to put out any other literature.
6. 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.	Y	Caretaker	
7. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	Caretaker	Caretaker of RCL Vision Venues organises cleaning, team to clean hot spots
8. No serving of food and drink items prior to, during or after the service.	Y	Elders/ Caretaker	

9. No Distribution of Bibles	Y	Elders	No physical Bibles - people to use their own electronic devices or their own paper Bibles and take them with them when service is finished. No Bibles will be distributed.
10. Microphones and other equipment kept to a single individual where possible	Y	Elders/ Caretaker	Pastors to use own tie mics. All AV stuff to be used will be property of RCL Vision Venues except battery operated devices such as laptops, dictophone etc.
12. Keep Register of attendees	Y	Elders/ Welcome team	Register kept on entry. Guests - name and telephone recorded. Kept for 21 days only. New privacy policy to be provided on back of register.

Risk:	Transmission of Coronavirus to an individual via toilet facilities
Persons at risk	Ministers, leaders, attendees

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	3
	Severity	3
	Overall Risk	15

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	Caretaker	To clean before and after the service.
2. 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.	Y	Caretaker	Caretaker will arrange this in a Covid secure manner.
3. Undertake the cleaning checklist.	Y	Caretaker	
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	Caretaker	Caretaker to provide clear guidance.
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	Caretaker	Caretaker to do deep clean before and after
6. Ask people to spray clean toilet after use	Y	Caretaker	Caretaker to provide signage & cleaning materials
7. Children under 11 to be accompanied to the toilet	Y	Elders, Caretaker	Elders will provide signage regarding this

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
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	3
	Severity	3
	Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Elders	Instructions before meeting.
2. All waste to be assumed contaminated and handled appropriately	Y	Caretaker	Hand hygiene waste to be removed immediately after the service.
3. Anyone handling waste to be trained in suitable working practices	Y	Caretaker	Instructions given beforehand, if appropriate
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	Elders, Caretaker	Elders to provide masks where necessary
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.	Y	Caretaker	This includes suitable disposal of used PPE.
6. Lidded bins operated by foot-pedal to be provided	Y	Caretaker	Provided by Caretaker/ Vision venues RCL staff.
7. Keep Register of attendees	Y	Elders	Register kept on entry. Guests - name and telephone recorded. Kept for 21 days only.

Risk:	Transmission of Coronavirus to an individual via working in the church building
Persons at risk	Ministers, leaders, attendees

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	2
	Severity	3
	Overall Risk	12

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	Elders	Zoom meetings where possible
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	Elders	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	Elders	
4. Provide hand sanitiser in rooms used for meetings.	Y	Elders / Caretaker	Provided by elders/ caretaker
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	Elders	
6. Implement cleaning procedures for goods and items entering the premises.	Y	Caretaker	

Risk:	Transmission of Coronavirus to an individual through children not adhering to social distancing
Persons at risk	Ministers, leaders, attendees

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	3
	Severity	3
	Overall Risk	15

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. All children to remain with their parents within household bubbles and instructed not to interact with other children during the service.	Y	Elders	Part of the instructions before restarting
2. No children's groups to be run during the service	Y	Elders	This decision will be revisited on a regular basis as the regulations change in accordance with the roadmap set out by the government.
3. Parents with younger children that are unable to adhere to social distancing will be with ONE responsible parent and/ or guardian at all times.	Y	Elders	

Review/Revision Record

Date of Review	Confirmed by	Comments
3rd March 2021	R Raja	Updated for Fullwell Cross Library in re-opening services on Sunday 7th March 2021.

Declaration

This Risk Assessment has been approved by the trustees of ANCBC:

Rick Raja, Lead Planter
Simon Percy, Senior Elder

Date: 3rd March 2021