

Coronavirus Risk Assessment for Opening Ebenezer Evangelical (Congregational) 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.

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 emphasize 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: 1. Pre building checks – Coronavirus 19						
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	1
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	9

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Before the building is open for worship it will be checked by the Church officers that it is in good working order	Yes	Ed Metcalfe	As the Maintenance Deacon will check the building over to make sure it is usable.
2. Before the building is open the boiler will be checked to make sure it is working properly	Yes	D. James	
3. Before using the building for public worship, it will be cleaned using correct protection gear.	Yes	Ed Metcalfe	
4. Before using the building, an outside agency will come in and do a PAT test on all devices as this has elapsed during lock down.	Yes	Outside firm	Wednesday 29th July 2020 - Nigel Sanders will do PAT testing to make sure all electronics are working.
5. The building will be left for 72 hours after the PAT test has been completed and then inspected for use	Yes	Ed Metcalfe	72 hours of time to be left before entering the building again and before the Church is cleaned again.
6. Before using the building, all water taps will be run for 20 minutes to re-chlorinate the water system and to kill any bacterial in the system.	Yes	D. Dowey	
7. The building will have a final check that it is ready to have the congregation in it.	Yes	Officers	

Risk: 2. Pre-Congregational guidance – Coronavirus 19						
Persons at risk		Ministers, leaders, members, attendees				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	1
	Severity	5			Severity	1
	Overall Risk	35			Overall Risk	3

Control Measures	Control in place (Y/N)	Person Responsible	Comments
8. A letter will be sent to all members and friends of the fellowship highlighting changes to the Chapel layout and the systems in place to minimise the risk of coming to a place of worship.	Yes	Pastor	See separate letter that explains the process and conduct of people coming and going from Church each week.
9. The Pastor will ask everyone symptomatic not to attend	Yes	Pastor	See separate letter.
10. For those travelling to the Church via public transport there is a reminder about the Senedd guidance for using public transport	Yes	Pastor	See separate letter.
11. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Yes	Pastor	See separate letter.
12. The congregation will be made aware of all duties and requirements of entering the Chapel building.	Yes	Pastor	See separate letter.
13. The 2-metre rule will be in place and signage up for that around the building	Yes	Officers	There will be printed signs up around the building and also the seats that can be used to maintain two metre distance.
14. Everyone will be asked to go to the toilet before coming to the Chapel and to wash after going to the toilet and also leaving the house.	Yes	Pastor	See separate letter.
15. There will be no singing or shouting or chanting during the services.	Yes	Pastor	See separate letter.

Risk: 3. Pre service preparation - Coronavirus 19						
Persons at risk		Ministers, leaders, members, attendees				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	1
	Severity	5			Severity	1
	Overall Risk	35			Overall Risk	3

Control Measures	Control in place (Y/N)	Person Responsible	Comments
16. The building will be prepared with signage for 2-metre distance and the washing of hands regularly that reduces the risk of catching covi-19	Yes	Officers	There will be printed signs up around the building and also the seats that can be used to maintain two metre distance.
17. Tape will be down on the floor guiding people into the Chapel and the one-way system to get to socially distanced seating.	Yes	Officers	There will be tape on the floor marking out entry points and exit points. There will also be Deacons directing people to seats.
18. An action plan has been drawn from for a Church service and Church officers will know the plan.	Yes	Pastor	-
19. Each Church officer will have a role to play on a Sunday Service to make sure people are safely guided to their seat and to their family bubble.	Yes	Officers	-
20. There will be only two acts of worship per Sunday	Yes	Pastor	A second service will happen after the Church is fogged and cleaned, and being left until the second service.
21. The toilets will only be used in an emergency and if they are used reported to a Deacon so that they can be cleaned at the appropriate time (after 72 hours).	Yes	Officers	See separate letter. Also the Pastor will announce that the toilets are out of action and only to be used in an emergency and reported when used.

Risk: 4. Service preparation & Service conclusion - Coronavirus 19						
Persons at risk		Ministers, leaders, members, attendees				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	2
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	12

Control Measures	Control in place (Y/N)	Person Responsible	Comments
22. A booking system will be in place for those wishing to come to the service at the Church. This will give us guidance as to how many people wish to attend. We have capacity for 72 people at two metres distance	Yes	Pastor/Secretary	http://www.ebenezer-pontnewydd.co.uk/booking.html For those online they can book in online. All others are asked to contact the Secretary.
23. People attending worship will be asked to wash their hands at home before travelling to the Chapel.	-	-	-
24. On arrival at the Chapel 2-metre rule will be enforced both outside and as people enter the building.	Yes	Officers	-
25. Before entry of the building a Church officer will make sure no one has symptoms and if there is someone with symptoms, they will be refused entry and asked to go home and self-isolate for 14 days.	Yes	Officers	-
26. Those entering the building will give their name and contact details to the secretary who will keep a roll of all who have attended each week and only discard them after 21 days.	Yes	Secretary	-
27. As people enter the building, they will sanitise their hands and will enter the building with doors open so no touching of door handles	Yes	Officers	-
28. People coming to the Church should already be wearing a face mask but if they present without one a face mask will be provided and guidance how to wear it will be given	-	Officers	At the door on the way in the Deacon on duty will check the booking or add the name of the persons or persons to the list.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
29. People entering the building will be guided to their seats by Officers standing at various points in the one-way system and we fill the Chapel from the furthest seat away from the door of entry and closest to the exit door.	Yes	Officers	Officers will be posted to direct people to their seats and then from their seats at the end.
30. As people sit in their seats they are asked to stay where they are, they are asked not to do anything that will cause harm to another person in the building.	Yes	Pastor	See separate letter. Also, the Pastor will announce and remind people of what is expected of them during the service.
31. When everyone is seated and ready the service can begin with the Pastor again highlighting the guidelines and what is expected of everyone there.	Yes	Pastor	-
32. Since the guidance on singing has changed, the congregation at 2metres, with masks on in a well ventilated room will be able to sing with caution and with intervals between hymns either sitting or standing	Yes	Pastor	June 2021 singing is permitted with a risk assessment with all risks taken into consideration. With everyone facing forwards and gently singing, with social distance there can be a safe environment to sing calmly and gently with masks on.
33. The service will take 60 mins or so	Yes	Pastor	-
34. The doors and windows will be open for ventilation but if it is colder people can keep their coats on.	Yes	-	During the winter months it may not be possible to keep the doors open. We will have to make sure there is air circulating around the room, but a high roof helps.
35. The Pastor will be at least 3m away from the nearest person so that there will be no danger to anyone near them as they speak.	Yes	Pastor	No Perspex screen is needed as the Pastor is far enough away from the first useable seats of the congregation - _____ metres.
36. The Pastor will have a Microphone so he doesn't have to shout, raise his voice at any time during the service.	Yes	Pastor	-
37. After the service members of the congregation will be asked to leave the building with limited contact	Yes	Pastor	See separate letter.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
inside. People can congregate away from the Church building and at a distance of 2 metres.			
38. On exiting the building there will be another hand sanitising station for people to wash their hands on exiting of the building	Yes	Officers	The Pastor will ask the officers to go to their exiting stations and then the Pastor will ask those closest to the door to exit first, this will be ordered and a row at a time.
39. When people head home, they are asked to wash their hands when at home to make sure that there is less risk of bringing germs home	-	All	-
40. If people get home and have symptoms of Covid 19 they must report that both to those in Authority and also the Pastor who can warn others and let tract and trace testers know the details.	-	Officers	Tract and trace procedures need to be followed to give the health system the best opportunity to contain and keep the virus at bay.
41. If someone contracts Covid 19 that person is asked to self-isolate and to stay away from the fellowship for 14 days.	Yes	Covid patient	
42. Any collections left in the collection box will remain there for 72 hours and then counted with hands being sanitised before and after counting.	Yes	Officers	Those Officers responsible for counting the money will do so after 72 hours but will be careful to wash hands before and after.

Risk: 5. Post service checks – Coronavirus 19						
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	1
	Severity	5			Severity	3
	Overall Risk	35			Overall Risk	9

Control Measures	Control in place (Y/N)	Person Responsible	Comments
43. The Church building will be cleaned after the morning service with a fogging machine and left until the evening service	Yes	Officers	The Officers will have arranged cleaning teams who will go in and clean the Church so that it can be used again the next week. 72 hours will be the set time before cleaning can and should take place.
44. A cleaning team will come in later in the week and fog the main building and anything that has been touched turning the service.	Yes	Officers	See comments in Section 42.
45. The building will be secured and readied again for another worship service the following week.	Yes	Officers	See comments in Section 42.
46. After the service an assessment will be made as to how things have gone and improvements to the systems in place and any changes to be noted and updated on the risk assessment and documentation.	Yes	Officers	The Officers will have a conversation about how the service went and what can be done better and if there is any safer way to do things.
47. The risk assessment will be sent to our Trustees before beginning any service and any amendments to this documentation.	Yes	Officers/Pastor	-

Pastor Darran Dowey - 20th July 2020.