# Coronavirus Risk Assessment for Places of Worship

This template risk assessment is intended to help you document the risk control measures you have introduced within the venue to control the spread of coronavirus (COVID-19). It is not a Venue Continuity Plan.

You must modify this risk assessment to ensure it reflects your activities and the specific risks and controls you have in place.

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| Location/Dept: | Date Assessed:  | Assessed by: |
| Task/Activity:Places of worship activities during coronavirus  |  | Reference Number: |
|  | Risk rating before implementing control measures |  | Risk rating after implementing control measures |  |
| Activity/Task | Hazard/Risk | Person at Risk | Likelihood (1-5) | Severity (1-5) | Risk/Priority | Control Measures in Place | Likelihood (1-5) | Severity (1-5) | Risk/Priority | Additional Control Measures Required |
| Places of worship activities | Contact with persons suffering from coronavirus | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | Emergency Action Plan (EAP) in place and communicated to all Faith Leaders and worshippers, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the venue.All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.The place of worship will display a QR code at the entrance. Visitors will have the option to provide their name and contact details or scan into the premise using the NHS Test and Trace app. Wherever possible, we will minimise the time workers spend in the office and will request that they work from home whenever possible. Where eligible, Faith Leaders, employees and volunteers are strongly recommended to take part in the government’s testing programme for COVID-19. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.WorkNest’s Return to Work Form to be completed when a Faith Leader, member of staff or volunteer returns from self-isolating or has been diagnosed with COVID-19.The place of worship is taking part in the government testing program and will test asymptomatic employees twice weekly. A separate risk assessment has been completed for the testing area / workers will receive home testing kits and will be expected to inform the place of worship of their results. Employees and Faith Leaders will be given time away from the workplace to receive a COVID vaccine when they have been invited to attend.Where eligible, employees are strongly recommended to take part in the government’s vaccination programme for COVID-19 to prevent the spread of the virus and help to protect everyone.  Employees and Faith Leaders that have been vaccinated must continue to follow COVID-19 control measures until further notice from the government is provided.Faith Leaders and employees are encouraged to download NHS COVID-19 app on personal phones and follow instructions received once it is available. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended legislation and practice.Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:* All surfaces and objects which are visibly contaminated with body fluids; and
* All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.

Religious leaders, lay people, family, volunteers, staff and members of the public, including children, are to stay at home and self-isolate if they have a new, continuous cough or a high temperature or loss of or change to sense of smell or taste. This is to minimise risk of spread of COVID-19 to friends, the wider community, and particularly the vulnerable.If anyone becomes unwell with symptoms of COVID-19 in a place of worship, they should go home immediately and be advised to follow the stay at home guidance which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don’t have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.Control measures will be revised and updated when the latest government guidance is released.Limits for communal worship should be decided on the basis of the capacity of the place of worship following a risk assessment (see [Section 5 ‘Restrictions on capacity’](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july#general-actions-to-reduce-the-spread-of-infection)).Social distancing should be strictly adhered to (see [Section 5 ‘Social distancing’](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july#general-actions-to-reduce-the-spread-of-infection)).<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july#general-actions-to-reduce-the-spread-of-infection>**Test and Trace**<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>The government has launched an NHS Test and Trace service to manage the risk of the virus re-emerging. The service:* Provides testing for anyone who has symptoms of COVID-19 to find out if they have the virus;
* Gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had; and
* Alerts those contacts, where necessary, and notifies them that they need to self-isolate to help stop the spread of the virus.

Further information can be found online, including for contacts of people with possible or confirmed COVID-19 infection who do not live with the person and for places of work.The opening up of public places following the COVID-19 outbreak is being supported by the NHS Test and Trace service. In line with other government guidance for other venues, you should assist this service by keeping an accurate temporary record of worshippers for 21 days, in a way that is manageable for your place of worship, and assist NHS Test and Trace with requests for that data if needed for contact tracing and the investigation of local outbreaks.The government will work with faith leaders and organisations to make the process for recording your customers and worshippers compliant with data protection legislation and as manageable as possible, including the development of digital solutions. This may be an additional reason for places of worship to consider a booking system for worshippers, in addition to limiting numbers in order to adhere to with social distancing guidelines. |
| Venue activities | Contact with persons who may have been exposed to coronavirus – foreign travel | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | Faith Leaders, employees and volunteers who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.Faith leaders, employees and volunteers instructed to follow government guidance on foreign travel.Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.Control measures will be revised and updated when the latest government guidance is released. |
| Venue activities | Contact with persons who may have been exposed to coronavirus | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | Once completed, participants should be encouraged to move on promptly, to minimise the risk of contact and spread of infection. If appropriate, you should reconfigure spaces to enable worshippers to be seated rather than standing which reduces the risk of contact.It is recommended that, where possible, places of worship continue to stream worship or other events to avoid large gatherings and to continue to reach those individuals who are self-isolating or particularly vulnerable to COVID-19.Historic England has also produced [guidance on cleaning historic surfaces](https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/) which might not be suitable for cleaning using standard cleaning products.All surfaces, especially those most frequently touched such as door handles and rails, should be regularly cleaned using standard cleaning products. See guidance. Sufficient time needs to be allowed for this cleaning to take place, particularly before reopening for the first time. Frequently-used objects, surfaces or spaces, including for example doorways between outside and inside spaces, should be given particular attention when cleaning.‘Staying COVID-19 Secure’ poster to be displayed at entrance. Undertake WorkNest’s COVID-19 Daily Cleaning Checklist.Faith Leaders, employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. The venue will aim to maintain two metres where possible (or one metre with risk mitigation where two metres is not viable) between households while arriving at and departing from work, while in work, and when travelling between sites.In an emergency, for example an accident or fire, people do not have to apply the social distancing rule if it would be unsafe.People involved in the provision of assistance to others will pay attention to sanitation measures immediately afterwards, including washing hands.Where social distancing cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the venue to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between staff. Further mitigating actions include:* Increasing the frequency of handwashing and surface cleaning;
* Keeping the activity time involved as short as possible;
* Using screens or barriers to separate people from each other;
* Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).

Venue managers will consider advertising set days or times when places of worship are open for individual prayer solely for those particularly vulnerable to COVID-19, e.g. those over 70 or clinically vulnerable.Additional parking and facilities such as bike racks to help people walk, run, or cycle to work where possible will be provided. The venue will aim to reduce congestion, for example by having more entry points to the venue.The venue will use markings and introduce one-way flow at entry and exit points.The venue will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points and will not use touch-based security devices such as keypads.The venue will provide alternatives for entry/exit points where appropriate, for example deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel at a distance.The venue will service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.Where systems serve multiple buildings, or we are unsure, advice will be sought from the heating ventilation and air conditioning (HVAC) engineers or advisers.The venue will open windows and doors frequently to encourage ventilation, where possible.**Social distancing**All managers and all worshippers to a place of worship should follow the guidelines on social distancing:* Where possible, adhere to social distancing of at least two metres (or one metre with risk mitigation where two metres is not viable) between households. For frequently-used places, mark areas using floor tape or paint to help people maintain social distancing.
* Queue management is important so that the flow of groups in and out of the premises can be carefully controlled in a socially distanced way, reducing the risk of congestion or contact. Considerations should be made for how to manage those waiting outside a place of worship, including the introduction of socially-distanced queuing systems.
* All religious practices should be carried out such that adherence to social distancing can be maintained between individuals from different households. This is to reduce the transmission of the virus. There should only be a closer distance when absolutely essential to enable a faith practice to be carried out (for example, contact with the Faith Leader). Time spent in contact should be kept to an absolute minimum.

Other mitigations to support social distancing could include:* Those leading the worship reminding congregants of the importance of social distancing and hygiene;
* Introducing a one-way flow in and out of the premises with appropriate floor markings or signage, with restrictions on accessing non-essential areas. At the end of worship, this could include worshippers leaving one row at a time, in order to prevent crowding at entry or exit points;
* Opening multiple entry points and offering clear signposting or assistance to guide worshippers and avoid congestion;
* Staggering arrival and departure times to reduce the flow at exits and entrances and reduce any impacts on public transport (venues could also consider introducing a booking system to help facilitate this);
* Separating worshippers using sing screens, barriers or alternative rooms and spaces;
* Ensuring any changes to entrances, exits and queues take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities;
* Introducing a booking system to help with managing numbers, particularly for services where demand will be high;
* Venue managers advertising set days or times when places of worship are open solely for those particularly vulnerable to COVID-19, such as those over 70 or clinically vulnerable;
* Leading worship in different spaces of the place of worship to limit the number of people in any one location – while avoiding risk of crowding at entry/exit points; and
* Where social distancing cannot be maintained, ensuring extra attention is paid to cleaning and hygiene to reduce the risk of transmission (consider how well ventilated the venue is and improve this where possible, for example by fixing doors open where appropriate).
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.Control measures will be revised and updated when the latest government guidance is released. |
| Venue activities | Contact with persons who may have been exposed to coronavirus | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | **The use of shared items*** Individuals should also avoid touching property belonging to others such as shoes which, if removed, should be placed and collected by their owner while adhering to social distancing principles.
* Reusable and communal resources such as prayer mats, service sheets, religious texts or devotional material should be removed from use. Single-use alternatives should be provided as long as they are removed and disposed of by the worshipper.
* Items owned by the individual to aid worship, such as a prayer mat or religious text, can be brought in but should be removed again by the worshipper.
* In circumstances where worshippers cannot bring their own books, places of worship should keep a selection of clean books for individuals to use. Clean books should be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use. Items which cannot be easily cleaned should also be subject to the 48-hour quarantine after use.

**Food and drink*** Where food or drink (‘consumables’) are essential to the act of worship, they can be used, however the sharing of food should be avoided, as should the use of communal vessels.
* If it is necessary to handle consumables as a part of a faith practice, those giving and receiving food items should wash their hands thoroughly before and after consumption, or wear gloves.
* Hospitality spaces within a place of worship, such as cafes, are permitted to open.

**Use of water*** Any pre-requisite washing/ablution rituals should not be done at the place of worship but carried out prior to arrival.
* In rare circumstances where it is necessary, washing facilities within the place of worship should be used in line with social distancing guidelines and hygiene measures applied.
* People should not wash the body parts of others.
* Where rituals or ceremonies require water to be applied to the body, small volumes can be splashed onto the body, but full immersion should be avoided.
* Others present should move out of range of any potential splashing.
* Where an infant is involved, a parent/guardian or other member of the infant’s regular household should hold the infant.
* All individuals involved should thoroughly wash their hands before and after and ensure good hygiene.

**Singing, chanting and the use of musical instruments**Where singing, chanting or musical instrument performances take place as part of the act of worship, we will:* Where music plays a big part in worship, and recordings are available, consider using these as an alternative to live singing or performing.
* If we do plan to proceed, limit the number of performers as far as possible.
* Avoid playing music at a volume that makes normal conversation difficult or that may encourage shouting when people will be trying to converse before or after worship.
* Ensure spoken responses during worship are not in a raised voice.
* Ensure any instrument played during worship is cleaned thoroughly before and after use.
* Ensure any performers (for example, a church choir) are positioned in a way that avoids face-to-face performance as far as possible.
* Improve ventilation whenever possible, recognising that good ventilation plays a crucial role in reducing transmission.
* Always ensure there is a gap of at least two metres between any performers and the first row of worshippers. Further mitigations like screens or other barriers between performers and worshippers may also be considered.
* Based on public health advice, if worship takes place inside, the congregation should not participate in any activity that can create aerosols, including singing, shouting and chanting. This follows the advice generally for the Performing Arts.
* If worship takes place outdoors, the congregation may join in with singing, and should follow the principles set out in Performing Arts guidance. This includes ensuring that congregation members follow social distancing.

**Cash donations*** Where possible, Faith Leaders should discourage cash donations and continue to use online or contactless giving and resources.
* Where this is not an option, cash should be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.
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| Venue activities | Contact with persons who may have been exposed to coronavirus | Children | 5 | 5 | 25 | * Young children should be supervised by the parent or guardian. They should wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser ensuring that all parts of the hands are covered. Places of worship can help remind children and young people, and their parents and guardians, of the important actions they should take during the COVID-19 outbreak to help prevent the spread of the virus. Posters on general hand hygiene can be found on the eBug website.
* Any shared facilities for children, such as play corners, soft furnishings, soft toys and toys that are hard to clean, should be removed and/or put out of use.
* Outdoor playgrounds are permitted to open where venue managers risk assess that it is safe to do so. See relevant guidance. Particular attention should be paid to cleaning frequently-touched surfaces by children and those that are at child height.
* Principles in general guidance from the Department for Education should also be followed for any separate children’s activities being organised by the place of worship alongside or within a service.
* For formal childcare and educational settings, refer to the relevant guidance.
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| Working in the office area of the venue | Contact with packages or items handled by persons who may have been exposed to coronavirus | Faith LeaderContractorsWorshippersEmployees Volunteers | 5 | 5 | 25 | The venue will look to reduce contact with others by: * Reviewing layouts and processes to allow people to work further apart from each other;
* Using floor tape or paint to mark areas to help workers keep two metres apart (or one metre with risk mitigation where two metres is not viable);
* Only where it is not possible to move workstations further apart, arranging for people to work side-by-side or facing away from each other rather than face-to-face;
* Only where it is not possible to move workstations further apart, using screens to separate people from each other;
* Avoiding the use of hot desks and spaces and, where not possible (for example, call centres or training facilities), cleaning and sanitising workstations between different occupants, including shared equipment.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.Control measures will be revised and updated when the latest government guidance is released. |
| Places of worship activities | Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc. | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.Control measures will be revised and updated when the latest government guidance is released. |
| Working in the venue | Contact with persons suffering from coronavirus – meetings | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | The venue will look to reduce contact with others by: * Using remote working tools to avoid in-person meetings;
* Allowing only absolutely necessary participants to attend meetings and maintaining two-metre distancing (or one metre with risk mitigation where two metres is not viable) between households;
* Avoiding transmission during meetings, for example by avoiding sharing pens and other objects;
* Providing hand sanitiser in meeting rooms;
* Holding meetings outdoors or in well-ventilated rooms whenever possible; and
* For areas where regular meetings take place, using floor signage to help people maintain social distancing.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.Control measures will be revised and updated when the latest government guidance is released. |
| Use of facilities | Contact with persons suffering from coronavirus – worshippers and contractors | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | The venue will look to improve hygiene between others by: * Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available;
* Providing regular reminders and signage to maintain personal hygiene standards;
* Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible, including displaying a cleaning schedule (so that it’s visual) and use of social distance markings in areas where queues normally form;
* To enable good hand hygiene, making hand sanitiser available on entry to toilets where safe and practical, and ensuring suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), are available. Communal towels should be removed and replaced with single-use paper towels;
* Introducing enhancing cleaning for busy areas including door handles and rails;
* Providing more waste facilities and more frequent rubbish collection;
* Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day; and
* Keeping the facilities well ventilated, for example by fixing doors open where appropriate and safe to do so.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.Control measures will be revised and updated when the latest government guidance is released. |
| Working in the venue | Contact with persons suffering from coronavirus – contact with objects that come into the venue and vehicles at the worksite | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | The venue will introduce: * Cleaning procedures for goods and merchandise entering the site;
* Cleaning procedures for vehicles;
* Greater handwashing and handwashing facilities for workers handling goods and merchandise and provide hand sanitiser where this is not practical;
* Regular cleaning of vehicles that workers may take home; and
* Restrictions on non-venue deliveries, for example personal deliveries to workers.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.Control measures will be revised and updated when the latest government guidance is released. |
| Places of worship activities | Contact with persons suffering from coronavirus – wearing of PPE | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn.Wherever it is required by law that face coverings are worn, we will request that all persons wear these, unless medically exempt. Worshippers, volunteers and staff using face coverings will be encouraged to:* Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
* Make sure the face covering covers the mouth and nose and fits well around the face.
* When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands.
* Change their face covering if it becomes damp or if they have touched it.
* Continue to wash their hands regularly.
* Change and wash face coverings daily.
* If the material is washable, wash in line with the manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste.
* Practise social distancing wherever possible.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.[https://www.gov.uk/government/publications/guidance-to-employers-and-venuees-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)Control measures will be revised and updated when the latest government guidance is released. |
| Places of worship activities | Contracting and spreading of infection | Faith LeaderContractorsWorshippersEmployeesVolunteers | 5 | 5 | 25 | Basic infection controls should be followed as recommended by the government:* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
* Put used tissues in the bin straightaway.
* Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
* Try to avoid close contact with people who are unwell.
* Clean and disinfect frequently-touched objects and surfaces.
* Do not touch your eyes, nose or mouth if your hands are not clean.

Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.Control measures will be revised and updated when the latest government guidance is released. |
| Places of worship activities | Contact with worshippers/contactors to site | Faith LeaderContractorsWorshippersEmployees Volunteers | 5 | 5 | 25 | All contractors expected to complete the Contractor Checklist found on the WorkNest Coronavirus Advice Hub.Contractors only allowed on site if the work cannot be completed at another time.Contractors instructed to keep two metres (or one metre with risk mitigation where two metres is not viable) away from all other persons at all times.Contractors provided with handwashing facilities.Contractors supervised at all times. |  | 5 |  |  |
| Visiting worshippers in the community or at hospital | Contact with persons who may have been exposed to coronavirus | Faith LeaderMembers of the public | 5 | 5 | 25 | Faith Leaders advised to follow strict instructions of medical staff at all times whilst on hospital sites.Any materials taken to the hospital MUST be left there before leaving the hospital, e.g. prayer sheet, anointing oil on cotton wool.Faith Leader to conform to hygiene standards at all times.Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.Maintain social distancing at all times and wash hands regularly or use hand gel. |  | 5 |  |  |
| Act of committal at crematoriums and cemeteriesWeddings | Contact with persons who may have been exposed to coronavirus | Faith LeaderMembers of the public | 5 | 5 | 25 | Clear documented procedure on funeral and wedding arrangements to limit the spread of the virus.Guidance for funeral arrangements can be located on the WorkNest Coronavirus Advice Hub.Selected Faith Leaders are to carry out act of committal (Faith Leaders in high-risk/vulnerable groups are subject to shielding/self-isolation guidance).Observe hygiene practices, especially following contact with surfaces in crematoriums, e.g. wooden lecterns, benches, doors, etc.Observe social distancing procedures whilst at gravesides or in crematoriums as directed by crematorium and cemetery staff. |  | 5 |  |  |

## Risk/Priority Indicator Key

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| Likelihood |  | RISK / PRIORITY INDICATOR MATRIX |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| Severity (Consequence) |  | SEVERITY (CONSEQUENCE) |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | Summary | Suggested Timeframe |
| 3. Moderate (lost time injury, illness, damage, lost care provider) |  | 12-25 | High | As soon as possible |
| 4. High (major injury / damage, lost time care provider interruption, disablement) |  | 6-11 | Medium | Within the next three to six months |
| 5. Very High (fatality / care provider closure) |  | 1-5 | Low | Whenever viable to do so |

## Review Record

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| Date of Review |  | Confirmed by |  | Comments |
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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.

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| Employee Name (Print) |  | Employee Signature |  | Date |
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