

Risk assessment

Company name: Christ Church Hemel

Assessment carried out by: Sam Buckley/Robert Matheson

Date of next review: 16th May 2021

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Name of Activity: Sunday morning gathering

Description of Activity: Meeting together as a church, members, attenders and church pastors on a Sunday for corporate worship.

Numbers involved: Indoors: 50 people restricted by available space, spread across Main Hall and overflow in Willow Room.

Outdoors: up to 100 people restricted by available space, spread across KS1 playground or picnic area at Hobbs Hill.

How long will it last? Around one hour

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Airborne transmission of Coronavirus inside the school buildings	Any person entering the church buildings. Comprising of pastors, members and attenders catching Covid 19	Ask anyone symptomatic not to attend.	Regular reminders sent to members and attenders of guidance regarding Covid regulations.	Sam Buckley	Fortnightly.	
		Anyone arriving symptomatic asked to return home (with any	Stewards to verbally check with attendees	Stewards	Every Sunday	

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		family) by steward before entering.				
		<p>Anyone shielding or vulnerable encouraged not to attend physically but make use of livestreaming.</p> <p>Social distancing will be maintained (2m) in the car park and within the school building, playground or picnic area, including when exiting the school premises. (Note: Stewards will be provided with face masks which must be used.) There will be no common area for Stewards to store coats/bags, they will be placed on their chair in the gathering.</p> <p>Seating will be arranged to maintain a minimum 2m separation of households. All</p>	<p>None</p> <p>Use of floor markings marked out by school.</p> <p>Visitors will be informed by stewards</p>	<p>Sam Buckley to contact</p> <p>Regular congregation will be informed of their responsibilities by email (including parents care of their children)</p> <p>Stewards will inform visitors</p>	<p>Via email before starting Sunday gatherings</p> <p>Every Sunday</p> <p>Every Sunday</p>	

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		<p>chairs will be laid out beforehand to indicate space.</p> <p>When the picnic area is used, stewards will arrange the benches before the service to ensure that 2m separation is maintained.</p> <p>If the Lords' Supper is held outside after the main service, attendees will generally be asked to stand for a short time. Anyone who needs a chair can take one out with them.</p> <p>Children to remain responsibility of parents/carers (<u>no Creche or Sunday Club</u>). Side room set aside for parents of babies if needed.</p>	None	<p>Stewards</p> <p>Parents</p>	<p>Every Sunday</p> <p>Every Sunday</p> <p>Every Sunday</p>	

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		<p>Attendees in the main hall and Willow Room will use separate entrances and exits, and will be directed to the appropriate entrance by a steward in the car park.</p> <p>For the main hall, entry and exit will be via double-doors at front (fire exit). A steward will direct people to seats as they arrive, and direct them to leave at the end of the service.</p> <p>For the Willow Room, separate entrance in link corridor to be used. Those arriving first will be seated furthest from the entrance to the Willow Room. When leaving, those nearest the door will leave first.</p> <p>School signage in place already to keep general</p>	<p>None</p> <p>Attendees will be informed of protocol and will be instructed to leave in households in turn at end of the service.</p> <p>Attendees will be informed of protocol and will be instructed to leave in households in turn at end of the service.</p> <p>Providing extra signage if needs be.</p>	<p>Stewards</p> <p>Service leader of the day.</p> <p>Steward in Willow Room.</p> <p>Stewards</p>	<p>Every Sunday</p> <p>Every Sunday</p> <p>Every Sunday</p> <p>Every Sunday</p>	

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		<p>awareness of social distancing.</p> <p>Indoors: No singing. Recorded music to be played through speaker system at a volume that allows speaking without raising the voice.</p> <p>Outdoors: Singing is allowed provided social distancing is maintained.</p> <p>All attendees must book in advance. In case of transmission, the church will keep a record of attendees each Sunday through the booking system. This is to assist in 'track and trace'.</p> <p>All attendees to wear face masks at all times inside the building.</p>	<p>None</p> <p>Ensure music/singing complies with the government guidance on performing arts.</p> <p>None</p> <p>Spare face masks will be provided by stewards</p>	<p>PA steward</p> <p>Musicians</p> <p>Stewards</p> <p>Stewards</p>	<p>Every Sunday</p> <p>Every Sunday</p> <p>Every Sunday</p> <p>Every Sunday</p>	

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		<p>Preacher/leader/reader/prayer to speak from at least 3 metres away from nearest attendee, (When speaking from the front, no face mask necessary.)</p> <p>Attendees must follow the rules that are current at the time regarding social contact when leaving the venue. Service leader to announce at the end of each meeting.</p>	<p>Ensure the lectern is set up at least 3 metres away from front row and proper amplification on speakers.</p> <p>None</p>	<p>Speakers and PA steward</p> <p>All attendees</p>	<p>Every Sunday</p> <p>Every Sunday</p>	
<p>Hand transmission of Coronavirus / contaminated surfaces on the premises</p>	<p>All attendees</p>	<p>All persons to sanitise hands with hand sanitiser available on entrance to building</p> <p>Hand washing facilities available in toilets</p> <p>Attendees to take rubbish home with them. Any rubbish to be double bagged, removed</p>	<p>None</p> <p>None</p> <p>Service leader to ask attendees to take rubbish home with them.</p>	<p>All attendees</p> <p>Attendees,</p> <p>Cleaning team</p>	<p>Each meeting</p> <p>Each meeting</p> <p>Each meeting</p>	

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	<p>Any person touching touch points</p> <p>Any person touching the seats</p>	<p>from the premises and left for 72 hours before disposal</p> <p>Cleaning team to use cleaning checklist to clean touchpoints before and after service</p> <p>External doors left open (weather permitting) or steward will open doors as required while maintaining social distance.</p> <p>Internal doors left in open position to ensure air flow</p> <p>Seats to be cleaned by cleaning team prior to usage and after usage. Stewards then to clear away chairs wearing disposable gloves. Gloves disposed of immediately afterwards.</p>	<p>None</p> <p>Touchpoints to be wiped after each meeting</p> <p>None</p> <p>None</p> <p>None</p>	<p>Cleaning team</p> <p>Cleaning team</p> <p>Stewards</p> <p>Cleaning team (Note must use PPE provided)</p> <p>PA/AV team</p>	<p>Before and after each service</p> <p>Each meeting</p> <p>Start and End of service</p> <p>Start and End of service</p> <p>6/9/20</p>	

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		Microphones to be allocated to leader/preacher for each service. Stand mic set up for usage by any other person at the front.				
	Anyone touching PA/AV equipment	PA/AV team only to touch PA/AV equipment allocated to them. Gloves to be worn during set up of interface between church and school equipment.	None	PA/AV team	Every Sunday	
Coronavirus contamination of toilets	Attendees	Hand wash & paper towels to be provided. Toilet surfaces to be sanitised regularly before and after the service using the school system and disinfectant and cleaning checklist provided.	None PPE incl. face mask to be worn by toilet cleaners.	Stewards Cleaning team	Ongoing Before and after each meeting	

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Lords' Supper: contamination of bread and wine	Any person taking the bread & wine during the Lords' Supper	Use individually wrapped bread & wine for each attendee. Offer bread & wine to attendees on a tray to avoid handling by servers.	Servers to sanitise hands prior to serving.	Servers	On each occasion the Lords' Supper is celebrated.	
Coronavirus contamination of the collection box	See cover note below					
Coronavirus contamination of refreshments	See cover note below					
Coronavirus contamination of communal bibles	Any person using a communal church bible being infected by coronavirus.	Members and attenders encouraged to bring their own bibles. Bible passages used will be projected onto the screen for ease of following. Any person needing a church bible will be given one and at the end asked to either take it	None	Email sent out to members and attenders 7 days before first gathering and reminders in the Sunday gatherings.	Before the first meeting	

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		home or put it in a box at the exit. This box will then be quarantined until the following Sunday.				
Coronavirus contamination of children's books	Any person touching the books or toys in the corridors	Corridor only to be used for access to toilet. Parents to supervise children such that they don't touch the books.		Attendees Parents	Each meeting Each meeting	
Fire alarm	Any person attending	Following the site fire safety procedure, identifying fire exits.	Be aware that safety from fire overrules social distancing advice. Maintain 2m distancing at assembly area.	Stewards	Identify fire exits at first gathering and then once per month	
Provision of First Aid	Any person attending, First Aider	Provide PPE for any first aider. 2m social distancing cannot be maintained whilst administering First Aid, physical contact should be	First aiders to be aware of advice on CPR from the Resuscitation Council – https://www.resus.org.uk/media/statements/resuscitation-			

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		kept to a minimum and hands washed before and after treatment. Injured person or their parent to apply any treatment where possible.	council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/			

Cover Note: We do not intend to either take a collection nor leave out a collection box. Nor will we have refreshments, therefore we have not assessed this risk.