

RISK ASSESSMENT FORM

<p>Name of event: Sunday Morning Services at Emmanuel Bishopston</p> <p>Date of event: 20 September weekly thereafter</p> <p>Time of event: 10:30 to 11:30</p> <p>Location: Church Hall, Church of the Good Shepherd</p>	<p>No. of Persons at Risk: We expect up to 30 people to attend</p> <p>Note: Activities that pose risk to more than one person or members of the public should be afforded High Priority</p> <p>See 'RISK RATING INFORMATION' at end of document</p>	<p>Assessment Number: Emm</p> <p>Assessment Date: 17.09.2020</p> <p>Updated: 22.09.2020</p> <p>Assessor: Nicola Turley and Suzie Cameron</p>
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Activity/Process	Areas of Risk	Likelihood, severity & risk*	Steps to reduce risk	Person Responsible	Signed off when done
Risks related to Covid-19					
Use of building for meeting by people who have registered to attend an event	A clearly ill/infected person entering the building	2x3=6	<p>Remind people in pre-meeting email that they should not attend if they have any Covid-19 symptoms (predominantly being a persistent cough, a high temperature or a loss of taste or smell)</p> <p>Include poster at door reminding people not to enter if they have a persistent cough, a high temperature or a loss of taste or smell (or any other Covid-19 symptoms that we may choose to highlight)</p> <p>On door welcomer to keep an eye out for anyone who is obviously ill - particularly anyone who is coughing - and ask them if they have Covid-19 symptoms</p> <p>Anyone who arrives and has not registered to attend - and thus not received the pre-meeting email - should be directed to read the poster stating that they should not stay if they have a persistent cough, a high temperature or a loss of taste or smell</p> <p>It is unlikely we will have spare spaces for those who haven't registered. Any such people will need to attend a different week</p>	<p>Project coordinator – Jonathan Jeanes (auto-reply with this info sent to guests when sign-up)</p> <p>Stewards</p> <p>Set up coordinator to brief on-door steward</p>	
Use of building for meeting by people who have registered to attend an event	A person at higher risk of serious ill health from Covid-19 enters the building and comes into contact with an infected person	2x4=8	<p>This person(s) to come in via the fire exit at the back (thus avoiding the queue), sit in one of the two sets of seats in the small hall and be invited to leave first to avoid crowd again (particularly in the car park).</p> <p>Check whether anyone requires this option via email to those signed up day before event.</p>	Set up coordinator	

Use of building for meeting by people who have registered to attend an event	A person who should be self-isolating attends	1x4=4	Remind people in the pre-meeting email and on the poster at the front of building that those who are self-isolating - or a part of a household where someone is self-isolating - should not attend the event	Project coordinator overall responsibility (info included in auto-email when booking)	
Use of building for meeting by people who have registered to attend an event	Spreading or picking up the virus by touching surfaces	2x3=6	<p>Before event:</p> <p>Welcome video to explain new procedures and adjustments to the building, such as the one-way system</p> <p>Those responsible for cleaning and set-up to be provided with (preferably disposable) gloves. Hands should also be just-washed and face coverings should be worn</p> <p>Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.</p> <p>Chairs will be put out less than 72 hours before the event (on Sunday morning). As such, chairs will be cleaned with sanitising spray or wipes once they have been put out. Other items put out - such as signs, sanitiser, etc. - are only touched by one person and those setting up wash their hands after completing the task. Those responsible for setting up will have cleaned their hands and wear a face mask.</p> <p>Cleaning will need to take place as usage has occurred – please see the bottom of this section relating to cleaning. Frequently touched surfaces in bathrooms will be given a clean before service, after an initial hand wash, and again at end of service. This is not a deep clean just spray and wipe touched surfaces which are taps and toilet flush and toilet doors. Main doors etc should be propped open if possible to maintain privacy.</p> <p>A cleaning rota will be established and a toilet cleaning schedule will be clearly displayed on the doors to the toilets as per guidance.</p> <p>In all cases, ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes</p> <p>Remove any items that people might be tempted to touch – such as Bibles, leaflets or toys</p>	<p>Project coordinator overall responsibility (info included in auto-email when booking)</p> <p>Stewards</p> <p>Stewards</p> <p>Stewards with set up coordinator oversight</p> <p>Set up coordinator</p> <p>Stewards</p>	

		<p>Set up one-way system and prop doors open for routes through building so there is no need to frequently touch handles etc. This includes the doors to the male and female toilets, but not the cubicle doors. Check that there is sufficient soap and paper towel in the toilets and the bins are empty (so that paper towels can be disposed of)</p> <p>Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them</p> <p>In pre-meeting email to attendees and poster people will be required to wash their hands upon entry and maintain good hand hygiene</p> <p>Encourage people to bring their own hand sanitiser. There will also be no Bibles or paper provided for notes so people will be encouraged to bring their own.</p> <p>Pre-meeting email asks people to move directly to their seats and to remain in their seats as much as possible and to leave promptly at the end as directed by stewards</p> <p>At event:</p> <p>As above, welcome video and pre-meeting email will inform people of the steps they will need to take and the procedures they will be expected to comply with</p> <p>People entering the building are to queue for registering and hand washing 2m apart, as marked by chairs or preferably tape on the floor. Queuing should happen outdoors – we can direct people to form a line down the covered walkway (with the line snaking around the church building/into the car park, if necessary)</p> <p>Households not to come in to wash hands until instructed to do so by registering steward</p> <p>Steward to ask people to move directly to their seats</p> <p>Person leading the service uses a microphone to remind people to find a seat quickly and to remain in that place for the duration of the event</p> <p>No refreshments to be provided. Attendees can bring their own drinks (if required)</p>	<p>Stewards</p> <p>Project coordinator overall responsibility (info included in auto-email when booking)</p> <p>Stewards</p> <p>Service leader</p>	
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Use of building for meeting by people who have registered to attend an event	Spreading or picking up virus through droplets transmitted through air	2x3=6	<p>In instruction email to attendees and on posters people are asked to:</p> <ul style="list-style-type: none"> ● Bring and wear a face covering at all times when they are inside the building for the safety of others and as required by law ● Maintain social distancing of at least 2 metres even when this may be inconvenient ● Always cough or sneeze into a tissue and dispose of the tissue immediately, then wash or sanitise their hands ● Not sing or speak in raised voices <p>Small numbers will mean limited queuing requirement and social distancing in queuing will be maintained</p> <p>Stewards to direct attendees to chairs promptly, encourage them to stay in chairs and leave promptly as directed</p> <p>Stewards on the door will remind attendees to wear face coverings before entering the building. Stewards to direct people to packet of disposable face coverings on a socially distanced table, ideally outside, if they arrive without a mask</p>	<p>Project coordinator (info included in auto-email when booking)</p> <p>+ Service leader</p> <p>Stewards</p>	

			<p>Reduce interaction between persons by arrangement of chairs. No chairs facing each other</p> <p>Any children must remain with their family groups at all times</p> <p>Stewards to keep an eye on whether large numbers are leaving to use the toilets at once and control queuing if necessary. One person in toilet block at a time, with signage to indicate this is the case</p> <p>Increase ventilation by opening doors and windows</p> <p>Singing will not be permitted</p> <p>Attendees should be reminded that usual social distancing rules apply outdoors.</p> <p>The building should be vented for as long as possible after the service</p>	<p>Set-up coordinator</p> <p>Parents</p> <p>Stewards</p> <p>Service leader to remind</p>	
Use of AV equipment for sound, projection and livestreaming	Spreading or picking up virus by touching surfaces or through droplets transmitted through air	2x3=6	<p>Follow requirements as for attendees in terms of attendance, hand washing and hygiene and face coverings</p> <p>No unnecessary touching of surfaces</p> <p>Microphones should be positioned by the AV operator and only touched by them. Remind anyone speaking or singing not to adjust the microphones</p> <p>All AV equipment to be touched by a single AV operator. If possible, AV operator to use own equipment (for example, their laptop). If using shared equipment then ideally clean carefully or store untouched for 72 hours between uses</p>	Tech coordinator	
Stewarding	Spreading or picking up virus by touching surfaces or through droplets transmitted through air	2x3=6	<p>Follow requirements as for attendees in terms of attendance, hand washing and hygiene and face coverings</p> <p>Have reserves or back-up plan if stewards are unable to attend</p> <p>When stewarding it can be more challenging to socially distance so remind stewards to be particularly aware of this</p>	<p>Project coordinator overall responsibility Set-up coordinator to carry out.</p> <p>Project coordinator</p>	

			The steward who is registering people should ideally do so on their own device (or use pen and paper and update electronic records later)	Steward	
Speaking from the front		2x3=6	<p>Follow requirements as for attendees in terms of attendance, hand washing and hygiene and face coverings</p> <p>Have reserves or back-up plan if speaker is unable to attend, such as streaming from home</p> <p>Speaker and leader to have separate lecterns if both are required, both of which are cleaned before and after use.</p> <p>Speakers should wear masks at all times except when they are addressing people from the front</p> <p>Speakers should sit in seats near the front to reduce incidence of passing less than 2m from other attendees</p> <p>Only remove masks when at the front and thus socially distanced from others</p> <p>Speaker to stand as far away as possible from others</p>	<p>Speaker and leader Project coordinator to remind them</p> <p>Speaker</p> <p>Speaker and leader</p>	
NHS Test and Trace requirements	An infection spread at church may then spread further without the isolation of potentially infected people	2x3=6	<p>Consent to use name, telephone number and time at building for NHS Test and Trace to be requested from attendees through ChurchSuite booking form.</p> <p>Name and consent will be stored for 21 days before being securely destroyed and not used for any other purposes</p> <p>Consent to be recorded on paper list of people registered to attend the meeting, with space to add the details of anyone not on ChurchSuite but attending the meeting</p> <p>No contact details required for children under 18 when accompanied by parent</p>	Project coordinator to oversee via Churchsuite booking	
Known or suspected Covid-19 case in attendee	Higher chance that other people present will have caught Covid-19 and of subsequent infections	3x3=9	<p>If someone becomes ill during the event with suspected Covid-19 they will be asked to leave immediately</p> <p>In partnership with B&A Parish: If suspected Covid-19 case or confirmed Covid-19 case then follow the advice of Public Health England contained in the following document which includes the</p>	<p>Stewards</p> <p>Project coordinator</p>	

			regional office contact number		
			Carry out actions as directed by PHE, such as closing church for 72 hours and cleaning to a higher standard in line with requirements		

Non-Covid-19 related risks					
Use of stage for seating			<p>Ensure no chairs near the edges</p> <p>Ensure chairs are spaced in line with social distancing regulations</p> <p>Make sure steps up to stage safe/no trip hazards</p>	Stewards	
Fire doors open during event	Would not retard fire as designed	1x4=4	Stay alert. Close doors if there is a fire, fire alarm sounds, or any other evacuation needed	Set up coordinator	
	Risk of intruder and theft	2x3=6	Close doors/don't open doors away from where people are		
Use of building for meeting by people who have registered to attend an event	Disruption by individual	1x3=3	<p>Stewards/organisers available to calm individual and take to one side</p> <p>Stewards vigilant for aggravated individual and try to speak to them prior to entering building</p> <p>Mobile telephone to call 999</p>	Stewards	
People walking around building	Tape, cables, additional social distancing related items and normal items leading to risk of trips and falls	2x2=4	Make sure any adjustments do not cause a trip hazard, and particularly check that tape does not lift and that cables for camera and AV are run away from where people walk or are secured/covered	Tech coordinator	
Use of building for meeting by people	Illness or injury by unexpected cause	1x3=3	Mobile phone to call 999	Set-up coordinator	
Use of building for meeting by people	Fire	1x3=3	<p>Check Fire detection system and manual fire extinguishers installed and regularly maintained.</p> <p>Small number of people in small building with 3 exits. Should give clear guidance as to fire exits to use and allow time for people to escape. No cooking or candles and limited electrical equipment</p>	Site manager	

			<p>Ensure fire exits are not bolted and easy to unlock</p> <p>In event of fire direct people to fire exits and assemble by the car park</p>		
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<i>To establish Risk Rating, multiply "Likelihood" by the "Severity"</i>	LIKELIHOOD		SEVERITY OF INJURY		RATING BANDS	
	1	Most unlikely	1	Trivial injury(ies)	1&2	Minimal Risk
	2	Unlikely	2	Slight injury(ies)	3&4	Low Risk
	3	Likely	3	Serious injury(ies)	6&8	Medium Risk
	4	Most likely	4	Major injury(ies) or death	9,12&16	High Risk