

RISK ASSESSMENT FORM

<p>Name of event: Sunday Gathering at EMH</p> <p>Date of event: 13th September 2020</p> <p>Time of event: 4.15-5.45pm</p> <p>Location: Emmanuel Meeting House</p>	<p>No. of Persons at Risk: up to 50 people</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: 11/09/2020</p> <p>Updated:</p> <p>Assessor: Mike Harris</p>
--	---	---

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	Remind people in pre meeting email that they should not attend if they have a persistent cough, temperature or loss of taste or smell	Mike Harris	MH
			Include poster at door reminding people not to enter if they have a persistent cough, temperature or loss of taste or smell	Mike Harris	MH
			On door welcomer to keep an eye out for anyone obviously ill particularly anyone coughing and ask them if they have coronavirus symptoms.	Mike Harris to brief on door welcome.	MH
			Anyone arriving who is not registered and thus not received email to be directed to read the poster that they should not stay if they have a persistent cough, temperature or loss of taste or smell.	Mike Harris to brief person registering	MH
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 pre meeting email and on poster at front of building that people who are or needing to self isolating or in a household where someone in this category should not attend the event.	Mike Harris	MH
Use of building for meeting by people who have registered to attend an event	Spreading or picking up virus by touching surfaces	2x3=6	Before event: Ideally quarantine chairs in position for 72 hours before use. If chairs are put out by people less than 72 hours before make sure this is with just cleaned hands and a face mask. Make sure other items put out such as signs, sanitiser etc only touched by one person and those setting up wash hands after completing task.	Mike Harris	MH

		<p>Check that nobody has used the building since the last clean of frequently touched surfaces (mainly toilets) or that 72 hours has elapsed.</p> <p>Print out cleaning schedule poster for toilets and follow requirements and fill in as cleaned.</p> <p>Before event prop doors open for routes through building so no need to frequently touch handles etc. This includes doors to male and female toilet but not cubicle doors. Check sufficient soap and paper towel in toilets.</p> <p>In instructions email to attendees and poster people are asked to enter through the side hall and will be required to wash hands on entry and maintain good hand hygiene eg catch it, bin it, kill it.</p> <p>Instruction email to note there is alternative step free access and hand sanitizing and to notify Mike if need to use this access.</p> <p>Instruction email reminds people that there will be no refreshments but may bring their own. Encourage people to bring their own hand sanitiser if they would live to, and to bring own Bibles as those in the building won't be available to be used.</p> <p>Instruction email asks people to move directly to their seats and remain in their seats as much as possible and leave promptly at the end as directed by Stewards.</p> <p>People entering the building to queue for registering and hand washing 2m apart marked by chairs, taped lines or wall with signs in Side Hall.</p> <p>Households not to leave side hall to wash hands until another household entered main space to be instructed by registering steward and by poster.</p> <p>Steward ask people to move directly to their seats .</p>	<p>Mike Harris</p> <p>Mike Harris/Stewards</p> <p>Mike Harris</p> <p>Mike Harris</p> <p>Mike Harris</p> <p>Mike Harris</p> <p>Mike Harris</p> <p>Mike Harris</p> <p>Registering Steward</p> <p>Main Space steward</p> <p>Mike Harris</p>	<p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH/PE</p> <p>MH/HE</p> <p>MH</p>
--	--	---	--	---

			Attendees reminded in pre-email and before the service starts that they are not allowed to sing along with music played as part of the service.		MH
Use of AV equipment for sound, projection and screening the livestream	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 whether able to attend, hand washing and hygiene, face covering, no unnecessary touching of surfaces.</p> <p>Main Microphone used will be single gooseneck microphone set up at the front. This will be positioned by the AV operator and only touched by them. Remind anyone speaking not to adjust, or to sanitise hands before and after adjusting.</p> <p>Handheld wireless microphone only touched by the single user, and microphones for band only touched by an AV operator with cleaned/sanitised hands and the users.</p> <p>All AV equipment including sound desk, projector, computer etc only to be touched by single AV operator (the two operators will have set items they are touching and specific roles rather than sharing roles. If others assist in setting up cables etc this is to be done with just washed hands and face covering and keeping what they touch to a minimum particularly not standing near and touching surfaces frequently touched by the AV operator such as iPad, computer, camera. If possible AV operator to use own equipment (eg computer & iPad). If using shared equipment ideally clean carefully or store untouched for 72 hours between use.</p>	<p>Action responsibility of AV operator.</p> <p>AV Operator</p> <p>Mike Harris</p>	<p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p>
Stewarding	Spreading or picking up virus by touching surfaces or through droplets transmitted through air	2x3=6	Follow requirements as for attendees in terms of whether able to attend (particularly emphasise as may feel more duty to attend when potentially ill), hand washing and hygiene, face covering, no unnecessary touching of surfaces. Have reserves or back up plan if stewards are unable to attend.	Mike Harris / Stewards	MH

			<p>When stewarding it can be more challenging to socially distance so remind stewards to be particularly aware of keeping distance.</p> <p>Steward who is registering people ideally to do so on own device. If using shared device this should be clean or have been untouched for 72 hours.</p>	<p>Mike Harris</p> <p>Steward</p>	<p>MH</p> <p>Used paper list, later updated on ChurchSuite and shredded</p>
Speaking from the front.		2x3=6	<p>Those attending to speak follow requirements as for attendees in terms of whether able to attend (particularly emphasise these requirements as may feel more duty to attend when potentially ill), hand washing and hygiene, face covering, no unnecessary touching of surfaces. Also to be notified of requirements below in advance and reminded on day. Have back up plan if self isolating.</p> <p>Those speaking up front should wear mask at all times except when addressing people from the front. Speakers should sit in seats near the front to reduce incidence of passing less than 2m from other attendees. Only remove mask when at the front and thus socially distanced from others, please do not place mask on lectern unless in bag. Where speaker stands to be at least 2m from anyone else</p>	<p>Mike Harris</p> <p>Mike Harris to remind other speakers</p>	<p>MH</p> <p>MH</p>
NHS Test and Trace requirements	An infection spread at church may be spread further without isolation of potentially infected people	2x3=6	<p>Consent asked for in online booking form on Churchsuite.</p> <p>Paper forms on socially distance table set up for those who haven't signed up online</p> <p>Although all adults expected to attend no contact details required for children under 18 when accompanied by parent. No unaccompanied children registered.</p>	Simon Russell	<p>MH (checked)</p>
Known or suspected COVID case in attendee	Higher chance that other people present will have caught COVID and of subsequent infections	3x3=9	<p>If someone becomes ill during the event with suspected COVID 19 they are asked to leave immediately.</p> <p>If suspected COVID case or informed of COVID case afterwards. Follow advice of Public Health England contained in the following document which includes the regional office contact number.</p>	<p>Mike Harris/Simon Russell</p>	<p>MH</p> <p>N/a</p>

			Carry out actions as directed by them such as closing church for 72 hours, cleaning to higher standard in line with requirements.		
--	--	--	---	--	--

Non-Covid-19 related risks					
----------------------------	--	--	--	--	--

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.	Mike Harris	MH
	Risk of intruder and theft	2x3=6	Close doors/don't open doors away from where people are.		MH
Use of building for meeting by people who have registered to attend an event	Disruption by individual	1x3=3	Low public publicity and ticket only event. Stewards/organisers available to calm individual and take to one side. Stewards vigilant for aggravated individual and try to speak to them prior to entering building Landline and mobile telephone to call 999, and close proximity to police station.	Mike Harris, other Elders and Stewards present	MH
People walking around building	Tape, cables, additional coronavirus related items and normal items leading to risk of trips and falls	2x2=4	Make sure any coronavirus related adjustments do not cause a trip hazard, particularly check tape does not lift and that Cables for AV are run away from where people walk or are secured/covered. First Aider present	Mike Harris AV Operator Mike Harris	MH MH – one cable in potentially hazardous position but only 2 users would walk that way and both warned
Use of building for meeting by people	Illness or injury by unexpected cause	1x3=3	First aider present and landline and mobile telephone to call 999	Mike Harris	MH
Use of building for meeting by people	Fire	1x3=3	Fire detection system and manual fire extinguishers installed and regularly maintained. Small number of people in large building with multiple exits, any fire should allow plenty of	Mike Harris	MH MH

			<p>time for people to escape. No cooking or candles and limited electrical equipment.</p> <p>Ensure fire exits are not bolted and easy to unlock (vestry fire exit).</p> <p>In event of fire direct people to fire exits and assemble by Man on Horse statue by Hotel du Vin.</p>		<p>MH</p> <p>N/a</p>
--	--	--	---	--	----------------------

<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