

RISK ASSESSMENT FORM

<p>Name of event: Sunday Gathering at EMH</p> <p>Date of event: Sundays from 25th July 2021</p> <p>Time of event: 4.15-8pm</p> <p>Location: Emmanuel Meeting House</p>	<p>No. of Persons at Risk: up to around 120 people in each service</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: 21/7/2021</p> <p>Updated:</p> <p>Assessor: Mike Harris</p>
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Entry Process			Exit Process		
<p><i>N.B. in the below the "LH stairs/stairwell" refers to the stairs closest to the side hall and "RH stairs/stairwell" refers to the opposite side by the Burston Cook parking spaces</i></p> <p><i>This Risk Assessment has been written in accordance with government guidance COVID-19: guidance for the safe use of places of worship - GOV.UK (www.gov.uk) and Church of England guidance COVID 19 Guidance from the 19th July 2021 v1.0.pdf (churchofengland.org)</i></p>					
<p>The majority of participants are to enter through the main doors. A table with hand sanitiser will be available under the portico and the Main Door Steward will direct everyone to sanitise their hands as they enter</p> <p>The NHS QR Code & paper forms will also be available near the doors for those who wish to check in.</p> <p>Once through the main doors, Main Area Steward 1 will direct attendees towards seats, or on to Main Area Steward 2 who will assist in directing them towards seats. Those using balcony seats (reserved for the Clinically Extremely Vulnerable or others who would prefer greater distance) are to be directed up the RH staircase, providing easy access to the central balcony and the right hand balcony.</p> <p>At the 4.15pm service when children's work is running, parents dropping children off in the side hall will enter through the main side hall door, before signing their children into their activities and entering the main space through the LH stairwell doors and finding a seat, or heading up those stairs to the balcony if required. A table with hand sanitiser, spare Test & Trace forms and the NHS QR Code will also be available at this doorway.</p>			<p>If the weather is good, attendees will be asked to leave in a broadly phased way through the main doors, where those in the balcony are able to leave either before or after those in the main space. If the weather is bad and people remain in the building for conversation and refreshments, the RH side door can be opened to allow anyone who wishes to exit separately to do so.</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 attendees	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 a persistent cough, temperature or loss of taste or smell</p> <p>Include poster at door reminding people not to enter if they have a persistent cough, temperature or loss of taste or smell</p>	<p>Mike Harris</p> <p>Mike Harris</p>	

			On door welcomer to keep an eye out for anyone obviously ill particularly anyone coughing and ask them if they have coronavirus symptoms.	Lead steward to brief on door welcome.	
Use of building for meeting by attendees	A person who should be self isolating attends	1x4=4	Remind people in pre meeting email and on poster on entrance that people who are or needing to self isolating	Mike Harris	
Use of building for meeting by attendees	Spreading or picking up virus by touching surfaces	2x3=6	<p>Before event: Ideally quarantine chairs in position for 48 hours before use. If chairs are put out by people less than 48 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.</p> <p>Print out cleaning schedule poster for toilets and follow requirements.</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 sanitise 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 to notify Mike if need to use this access.</p> <p>Hard parts of chairs, lectern, AV laptops, bathrooms and pews used cleaned between services</p>	<p>Mike Harris/ Dan Taylor/ Aimee Oleszuk</p> <p>Mike Harris/Stewards</p> <p>Lead Steward</p> <p>Mike Harris</p> <p>Mike Harris</p> <p>Cleaning Team</p>	
Use of building for meeting by attendees	Spreading or picking up virus through droplets transmitted through air	2x3=6	<p>In instruction email to attendees and poster people are asked to:</p> <ul style="list-style-type: none"> Maintain good hygiene when coughing or sneezing. (e.g. catch it, bin it, kill it) 	<p>Mike Harris</p> <p>Main Space Stewards</p>	

			<p>Low numbers of people and three different washrooms so congestion in toilet area during meeting unlikely. Stewards to keep an eye whether large numbers are leaving to toilets at once and control queuing if necessary.</p> <p>Hand sanitiser inside the open doors to the bathrooms</p> <p>Main doors kept open when appropriate with weather, noise levels and security. Building is large and so generally ventilation is not a big concern.</p>	Mike Harris	
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>Sanitise hands on entry and attend no unnecessary touching of surfaces. Sanitise more regularly if needing to touch shared 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. Those using the microphone remind in advance to avoid touching the lectern and microphone wherever possible.</p> <p>Handheld wireless microphone only touched by the single user, and microphones for band only touched by those using them – apart from AV operator with cleaned/sanitised hands.</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/sanitised 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 using shared equipment ideally clean carefully or store untouched for 48 hours between use.</p>	<p>Action responsibility of AV operator.</p> <p>AV Operator</p> <p>Mike Harris</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). Remind stewards to be aware of people's differing feelings around the covid situation and to keep social distance where appropriate.	Mike Harris / Stewards Lead Steward	
Anyone else serving in the service	Spreading or picking up virus by touching surfaces or through droplets transmitted through air	2x3=6	To 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).	Service leader	
Known or suspected COVID case in attendee	Higher chance that other people present will have caught COVID and of subsequent infections	3x3=9	If someone becomes ill during the event with suspected COVID 19 they are asked to leave immediately. 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. Carry out actions as directed by them such as closing church for 48 hours, cleaning to higher standard in line with requirements.	Mike Harris/Simon Russell	

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	
	Risk of intruder and theft	2x3=6	Close doors/don't open doors away from where people are.		
Use of building for meeting attendees	Disruption by individual	1x3=3	Stewards/organisers available to calm individual and take to one side. Stewards vigilant for aggravated individual and try to speak to them as soon as possible prior to entering building	Mike Harris, other Elders and Stewards present	

			Landline and mobile telephone to call 999, and close proximity to police station.		
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. Cables for AV are run away from where people walk or are secured/covered.	Mike Harris AV Operator	
Use of building for meeting by people	Illness or injury by unexpected cause	1x3=3	First aid kit available and landline and mobile telephone to call 999	Mike Harris	
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 time for people to escape. No cooking or candles and limited electrical equipment. Ensure fire exits are clear. In event of fire direct people to fire exits and assemble by Man on Horse statue by Hotel du Vin.	Mike Harris	

<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