

# RISK ASSESSMENT FORM

**Name of event:** In-Person Gathering, Emmanuel Westbury Church Service

**Date of event:** Regular Sunday afternoons from 6<sup>th</sup> December 2020

**Time of event:** 3.30 – 5.30 pm

**Location:** St Albans Church, Coldharbour Road

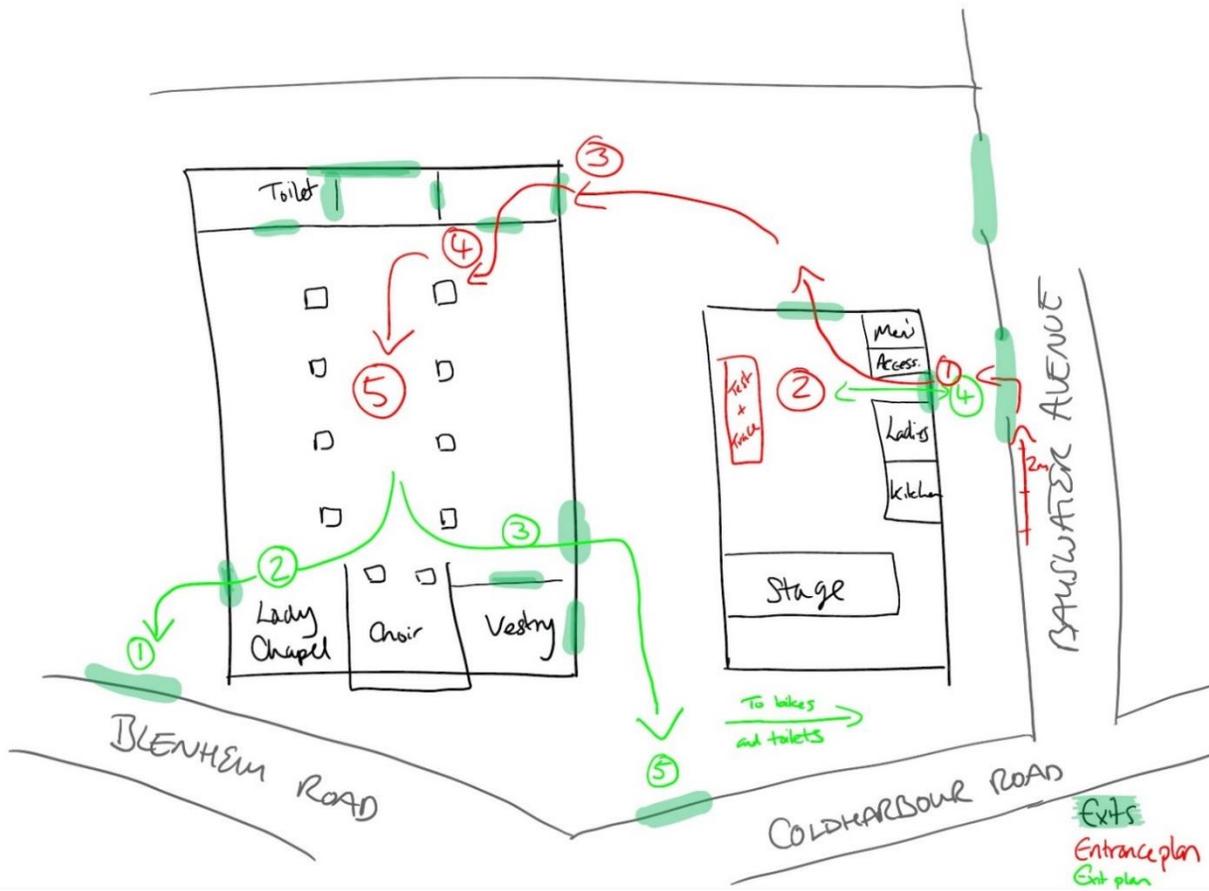
**No. of Persons at Risk:** Around 120 people (see below note on capacity)

**Assessment Date:** v6.0 02/12/20

**Updated:** Nicholas Brand

**Assessor:** Ed Watson

## Site Plan



## Photos:



**Event Description:**

Sunday gathering of Emmanuel Westbury congregation to watch the live stream/ service broadcasted from St Albans.

Emmanuel Westbury is hiring the St Alban's Church Building to host the event. The St Alban's contact is Rev Emma Langley.

The event is being run in accordance with guidance issued for the Safe Use of Places of Worship during the pandemic (updated 25 September 2020).

This has been updated because, on the 27/11/2020, Bristol was placed in 'Very high alert' Tier 3 of the government's COVID risk ranking.

**Venue Managers:** Rota of Ed Watson, Sim Jemmett and Annette Jenkins

**Transport to/ from event:**

- Parking is available in adjacent streets but not on-site
- A number of worshippers reside locally and could walk.

**Capacity:**

- The likely number of people attending is 120, based on known sizes of households/bubbles, and configuration of ticketed seating areas
- The theoretical maximum capacity is 250 if additional seating is released on the balcony.
- Without additional seating on the balcony, dependent on the configuration of households/bubbles occupying the designated seating areas the theoretical capacity is a range of between 60 and 220 people
- As the event is ticketed we will know, in advance how many people to expect and adjust the risk assessment and plans accordingly if required
- We will make provision in the ticketing to accommodate a maximum of 10 walk-ins

**Access:**

The site will be accessed from Bayswater Avenue. The path to the main hall door and if needs be the church hall and courtyard will be used for queuing with 2m intervals marked using cones.

All attendees will be checked in in by stewards, requested to wear face covering and sanitize hands and pass posters reminding of social distancing guidelines and the need to return home if experiencing any COVID-19 symptoms.

**Egress:**

Upon conclusion of the event attendees will be dismissed in household/ bubbles or maximum groups of six at suitable intervals to avoid bunching. Two alternative exits from the building and site will be used to avoid mixing and stewards will be positioned outside to monitor dispersal.

Tier 3 means there is to be no social interaction between households; thus no household should be talking to any other household either in the church building or outside in the church grounds.

**Cleaning:**

Chairs and touch points will be wiped before and after the event. Likewise, toilets will be cleaned before and after the event (both hall and church).

**Approximate event timings:**

14:30 Site Access by Venue Manager + Helper

15:00 Stewards arrive for briefing

15:30 Arrival of Worshippers

15:50 Welcome

16:00 Live Stream

17:15 End of Live Stream/Broadcast

17:30 Dismiss Groups

17:45 Cleaning and Set Down  
 18:15 Offsite

For one Sunday (13/12), the service will be repeated at 18:00 and chairs/surfaces/lavatories will be wiped in between services and the offsite time moved to 20:15.

**Stewards:**

Typical requirement is Venue Manager + 5 stewards (2 @ church hall entrance, 1 @ door to church, 2 inside church).

AV Operator also required (TBA by Tech Team)

**Welcomers:**

Up to 4 Welcomers will be positioned, socially-distanced, at the entrance to welcome people as they queue and to spot newcomers and students

Activity/Process	Areas of Risk	Likelihood, severity & risk*	Steps to reduce risk	Person Responsible	Signed off when done
Risks related to Covid-19					
Travel to Site	Proximity of people facilitating transmission of virus	2x3 = 6	Attendees encouraged to walk where possible or use personal car. No onsite parking so any people coming by car will spread out through local streets thereby avoiding bunching. Use of public transport to be last resort.	Duty Venue Manager and steward team	
Attendance at 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  Include poster at door reminding people not to enter if they have a persistent cough, temperature or loss of taste or smell  Entrance stewards to keep an eye out for anyone obviously ill particularly anyone coughing and ask them if they have coronavirus symptoms.  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.	Duty Venue Manager and steward team	
Attendance at 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.	Duty Venue Manager and steward team	
Attendance at event	A person attends who has not pre-booked	2x3=6	Paper forms on socially distanced table set up for those who haven't signed up online (incl. Test & Trace Form, Addendum Privacy Notice and other requirements from online form). QR code for location if using NHS COVID app.  NB: we understand the regulations to mean that people are <b>not</b> legally obliged to provide contact details with permission to pass on to NHS Track and Trace. Therefore, we cannot insist that people to provide contact details and consent, but we will politely encourage them to do so.	Duty Venue Manager and steward team	

Activity/Process	Areas of Risk	Likelihood, severity & risk*	Steps to reduce risk	Person Responsible	Signed off when done
			There is adequate space for walk ins to be seated. In the highly unlikely event of a large number of walk ins, people will be turned away at the door.		
Attendance at event	Large gathering attracts interest of concerned neighbours	1x3=3	Event to proceed only when landowner permission is granted (St Alban's Church)  Event organiser to speak with any concerned members of the public and reassure that the event is legal, risk assessed and safe.	St Albans  Duty Venue Manager and steward team	
Attendance at event	Spreading or picking up virus by touching surfaces	2x3=6	<p><i>Buildings are in use by St Alban's Church therefore EW to clean all chairs, touch points and toilets before and after use.</i></p> <p>Before event: Chairs already set out by St Albans. Chairs to be cleaned by EW before event. 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><del>Print out cleaning schedule poster for toilets and follow requirements and fill in as cleaned.</del></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 informed that they will be required to sanitise hands on entry and maintain good hand hygiene e.g. catch it, bin it, kill it.</p> <p>Instruction email reminds people that there will be no refreshments. Encourage people to bring their own hand sanitiser if they would like 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 site to queue for registering and hand sanitising 2m apart marked by cones.</p> <p>Stewards ask people to move directly to their seats.</p> <p>At end people recommended to sanitise hands before leaving and directed to leave by person at microphone.</p> <p>At end of event all chairs, toilets and touch points to be cleaned.</p>	Duty Venue Manager and steward team	

Activity/Process	Areas of Risk	Likelihood, severity & risk*	Steps to reduce risk	Person Responsible	Signed off when done
Attendance at Event	Spreading or picking up virus through air-born droplets	2x3=6	<p>In instruction email to attendees and on posters, people are asked to:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintain social distancing of at least 2m even when this may be inconvenient.</li> <li>• Maintain good hygiene when coughing or sneezing. (e.g. catch it, bin it, kill it)</li> <li>• No raised voices</li> </ul> <p>As noted above go to chairs promptly, stay in chairs and leave promptly as directed.</p> <p>Stewards on doors to remind attendees to wear face coverings before entering building. Stewards to direct person to pack of disposable face coverings on a socially-distanced table (ideally outside) to provide to anyone without a face covering.</p> <p>Reduced interaction by arrangement of chairs.</p> <p>Stewards to keep an eye whether large numbers are leaving to toilets at once and control queuing if necessary.</p> <p>Only one household to be using a bathroom at a time – signs put up to inform attendees.</p> <p>Hand sanitiser inside the open doors to the bathrooms</p> <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.</p>	Duty Venue Manager and steward team	
Attendance at event	Mixing of households/ bubbles	<p>When Bristol is in Tier 3 - 2x3=6</p> <p>When Bristol is in Tier 2 or Tier 1 – 2x3=6</p>	<p><u>While Bristol is in Tier 3:</u> People in one household must not speak to people in other households – either in the church building or when outside in the church grounds.</p> <p><u>When no longer in Tier 3:</u> When seated, attendees may speak to those immediately either side of them but not to mingle.</p> <p>COVID-related restrictions will be explained in the sign-up email and <u>emphasised</u> by the meeting leader from the front.</p> <p>Dismissal from the building to be in an orderly, controlled fashion in household/bubble groups and, only when Bristol is no longer in Tier 3, socially-distanced groups of no more than 6 people.</p> <p>The need to maintain social distancing and not mix will be reiterated as part of departure instructions. Dismissal to be via two exits on opposite sides of the building. Position two stewards outside to monitor/remind people not to mix even when outside.</p>	Duty Venue Manager and steward team	

Activity/Process	Areas of Risk	Likelihood, severity & risk*	Steps to reduce risk	Person Responsible	Signed off when done
Attendance at event	Mixing of children	1x3=3	Parents will agree at registration to follow these requirements: <ul style="list-style-type: none"> <li>• All children to be accompanied and supervised by a parent/guardian at all times</li> <li>• Children aged 11 and above to wear a face mask</li> <li>• Maintain social distancing of at least 2m even when this may be inconvenient.</li> <li>• Maintain good hygiene when coughing or sneezing. (e.g. catch it, bin it, kill it)</li> <li>• No raised voices</li> </ul>	Parent/Guardian	
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	Follow requirements as for attendees in terms of whether able to attend, hand sanitising and hygiene, face covering, no unnecessary touching of surfaces.  Main Microphone used will be single 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.  All AV equipment including sound desk, projector, computer etc only to be touched by single AV operator. If others assist in setting up cables etc this is to be done with just 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.  All equipment to be cleaned before use.	AV Operator	
Stewarding	Spreading or picking up virus by touching surfaces or through air-born droplets	2x3=6	Follow requirements (as for general attendees) in terms of whether able to attend (particularly emphasise as may feel more duty to attend when potentially ill), hand sanitising and hygiene, face covering, no unnecessary touching of surfaces. Have reserves or back up plan if stewards are unable to attend.  When stewarding, it can be more challenging to socially distance, so remind stewards to be particularly aware of keeping distance.  Entrance Stewards who are registering people should ideally do so on own device.  Stewards briefing to be undertaken suitably socially distanced, ideally outside but in church building depending on weather. N.B. Steward Briefing not subject to rule of 6 – wear hi-vis jackets to demarcate stewards from attendees.	Duty Venue Manager and steward team	
Speaking from the front.		2x3=6	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 sanitising 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.  Those who will be speaking at the front, should wear face masks at all times except when actually 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	Duty Venue Manager and steward team	

Activity/Process	Areas of Risk	Likelihood, severity & risk*	Steps to reduce risk	Person Responsible	Signed off when done
			when at the front and thus maintain social distancing from others; masks not to be placed on lectern unless in a bag. Where speaker stands to be at least 2m from anyone else.		
Disposal of Waste	Contaminated waste causing infection	1x3=3	All waste to be collected and bins emptied at end of event collected rubbish to be put in outside main general waste bins.	Duty Venue Manager and steward team	
NHS Test and Trace requirements	An infection spread at church may be spread further without isolation of potentially infected people	2x3=6	Consent asked for in online booking form on Churchsuite. Attendance of registered individuals recorded at check-in. Unregistered attendees asked if willing to consent to Test and Trace via paper form or using NHS COVID-19 App.  No contact details required for children under 18 when accompanied by parent. No unaccompanied children registered.	Duty Venue Manager and steward team	
Known or suspected COVID case in attendee	Higher chance that other people present will have caught COVID and of subsequent infections	1x3=3	If someone becomes ill during the event with suspected COVID 19 stewards will ask that person to leave immediately.  If COVID case suspected or informed of COVID case afterwards, follow advice of Public Health England, contained <a href="#">in the following document</a> which includes the regional office contact number.  Carry out actions as directed by them such as closing church for 72 hours, cleaning to higher standard in line with requirements.	Duty Venue Manager and steward team	
Wider Community Outbreak	Tier level changes due to virus concentration	3x3=9	Event organiser regularly to review local and government guidance and cancel event in line with guidance, if required.	Simon Russell and Venue Managers	
Change in Government Legislation	Change to legislation	3x3=9	Director of Operations and Venue Managers to regularly review current government guidance/legislation and cancel event if no longer legal.	Simon Russell and Venue Managers	
Ensure fresh air is free to circulate	Risk of lack of fresh air circulating	2x2=4	Ensure there is a reasonable circulation of fresh air in the building. Due to design of church building, opening doors/windows unlikely to be required but should be considered to ensure good flow of fresh-air.		

Non-Covid-19 related risks					
Fire doors open during event	Would not retard fire as designed	1x4=4	No fire doors to be left unattended. Steward to stay alert. Close doors if there is a fire, fire alarm sounds, or any other evacuation needed.	Duty Venue Manager and steward team	

	Risk of intruder and theft	2x3=6	Close doors/don't open doors away from where people are.		
Attendance at Event	Disruption by individual	1x3=3	Low public publicity 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  Mobile telephone to call 999.	Duty Venue Manager and steward team	
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.  Cables for AV are run away from where people walk or are secured/covered.  First Aider present with First Aid Kit	Duty Venue Manager and steward team	
Attendance at Event	Illness or injury by unexpected cause	1x3=3	First Aider present with mobile telephone to call 999	Duty Venue Manager and steward team	
Attendance at Event	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 not bolted and easy to unlock (vestry fire exit).  In event of fire direct people to fire exits and assemble in the: GARDEN AREA AT THE BLENHEIM ROAD SIDE OF THE CHURCH AND HALL.  We will likely ask people to disperse and go home in the event of a fire, as congregating in the garden will likely pose a risk to social distancing measures.	Duty Venue Manager and steward team	

<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

**REFER TO PLAN ON PG 1 FOR APPROXIMATE LOCATION OF STEWARDS:**

Steward Number	Steward Name	Stewarding at start (red on plan below)	Stewarding at end (green on plan)
1	TBC	ENTRANCE – hand sanitise, check in, register for test and trace if not signed up	Blenheim Road exit – ensuring no hanging around or mingling and, when in Tier 3, no talking between households
2	TBC	ENTRANCE – hand sanitise, check in, register for test and trace if not signed up	At front exit with hand sanitiser, moving people on through doors, ensuring 2m distance

3	TBC	CHURCH DOOR – face covering on	At front exit with hand sanitiser, moving people on through doors, ensuring 2m distance
4	TBC	INSIDE CHURCH – direct to seat	By church hall toilets ensuring 2m queueing, one household at a time
5	TBC	INSIDE CHURCH – ensure people go directly to seat	Coldharbour Road exit – ensuring no hanging around or mingling and, when in Tier 3, no talking between households

APPROXIMATE LOCATIONS OF SIGNAGE:

1. "Please queue here"
2. Main signs
3. Aframes
4. face coverings
5. Toilets:
  - 5a One at a time
  - 5b Handwashing
  - 5c cleaning schedule
6. 'Toilets this way'
7. Test + Trace table
  - 7a Test + trace sign
  - 7b QR codes
  - 7c Test + trace forms
  - 7d Test + trace programme

