

Building Main Church		Area/ room:	
	Date of Assessment: 17/07/2020	Activity / process / person being risk assessed Church Worship Services	Suggested Review Intervals: monthly intervals

What are the Hazards?	Who Might Be harmed and How?	What are you already doing to control the hazard / risk?	Current level of risk?	What further action is necessary to control the hazard /risk?	Level of risk after further action?	Action by Whom?	Action by When	Progress
Meeting creates a hazard	All present	Currently meeting online but would want to resume meetings in the building.	Low.	<ol style="list-style-type: none"> 1. Consider what meetings need to happen on site 2. Offer some services on internet – Zoom 3. Can 72 hour intervals be achieved between services? 		Officers Officers Officers	16/8 16/8 16/8	<ol style="list-style-type: none"> 1. One Sunday Service (AM) and prayer meeting (weds) 2. PM Sunday and Monday Bible study 3. Meeting Sunday and Wednesday provides gap.
Contracting Covid 19 by not hand washing/ sanitizing hands	Members, Visitors	Nil	High	<ol style="list-style-type: none"> 1. Set up hand sanitizing stations 2. Remove cotton towels and replace with disposable paper towels 3. Ensure open top bins are available for waste paper. 4. Encourage hand washing with appropriate signage. 		WD WD WD DB	23/08 14/8 14/8 16/8	<ol style="list-style-type: none"> 1. Stations identified at entrances and stocked. 2. Paper towel dispensers fitted and stocked. 3. Bins with liners in place 4.
Spreading Covid 19 in busy areas and bottle necks i.e. not maintaining social distancing	Members, Visitors	Nil	High	<ol style="list-style-type: none"> 1. Identify and reduce busy areas and bottlenecks 2. Set limits on numbers of people in certain areas. 3. Plan & manage the flow of people 4. Improve ventilation during meetings 5. Promote & manage social distancing 		DB/WD Officers Officers Officers Officers	23/08 16/8 16/8 16/8 16/8	<ol style="list-style-type: none"> 1. Done and seating plan prepared 2. Seating plan 3. Stewards to be briefed 4. Open Windows before each service 5. Attendance guidance, practice session, stewards

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				6. Provide Signs and Markers to promote social distancing		DB/WD	16/8	instructions prepared for approval
Spreading Covid 19 by insufficient cleaning	Members, Visitors	Normal cleaning routines exist	High	<ol style="list-style-type: none"> 1. Clear surfaces and reduce clutter to facilitate cleaning 2. Discourage people bringing unnecessary items. 3. Coats, umbrellas e.t.c. to remain with the owner. 4. Identify and obtain suitable cleaning products and PPE. 5. Establish cleaning routines 6. Consider waste removal routine 7. Use quarantine times to enhance cleaning schedule for: Door handles, Pulpit Organ Pews Toilets Disposal of waste. 		DB/WD Officers Officers Officers Officers Officers Volunteers	23/08	<ol style="list-style-type: none"> 1. Completed 2. See guidance to attendees 3. See guidance to attendees 4. Products sourced Gloves,masks in stock 5. TBA 6. TBA 7. Gaps between services to be agreed
Spreading Covid 19 through Cash Offering	Treasurer, Deacons	Many use online giving	Medium	<ol style="list-style-type: none"> 1. Promote online giving 2. No handing around of collection basket 3. Quarantine offering before handling 		Treasurer	30/5 16/8 30/8	<ol style="list-style-type: none"> 1. Done in newsletters 2. Place basket in Foyer 3. Treasurer bags and leaves offering 3 days
Spreading Covid 19 by partaking in the Lord's Supper	Members	Nil	High	<ol style="list-style-type: none"> 1. Suspend holding the Lord's supper until the prevalence of Covid is sufficiently low. 2. Review monthly 		Officers	16/8	<ol style="list-style-type: none"> 1. Suspended 2. To discuss in each officers meeting
Spreading Covid virus by joint use of items in the church e.g. books, leaflets, cushions	Members, Visitors	Nil	High	<ol style="list-style-type: none"> 1. Avoid use of shared hymnals and bibles. 2. Remove cushions 3. Remove leaflets 			30/8 18/7 16/8	<ol style="list-style-type: none"> 1. Bibles available for visitors only, then quarantined. 2. Removed 18/7/20 3. Done

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				4. Where items are used implement a quarantine of the item for 72 hours		Officers		
Increased risk of spreading virus by singing	Members Visitors	Meetings held online so no risk at present	High	1. Suspend hymn singing when meeting in the Church 2. Review monthly		Officers	15/7	1. Suspended 15/7/20 2. To discuss in officers meetings
Failure to manage toilet areas could spread covid 19	Members Visitors	Meetings held online, so no risk at present	High	1. Limit numbers 2. Heighten cleaning routine 3. Provide signs.			16/8 23/8	1. See attendee guidance 2. TBA 3. TBA
Failure to clearly communicate Covid 19 controls	Member, Visitors	Discussions with Members via online meetings.	High	1. Before reopening make the risk assessment public 2. Hold a dry run meeting to teach people new protocols 3. Publish controls on website 4. Poster with controls near entrance		Officers Officers DB DB	20/8 23/8 20/8 16/8	1. Web and delivered 2. Planned for 23/8/20 3. 20/8 4. done
Ensure Minister has safe working practices	Minister and people contacted	Work has been online		1. Ensure minister understands church risk assessment 2. develop protocol for home visits etc		DB	16/8 30/8	done
Someone taken ill during meeting	Individual and attendees			1. develop a protocol			30/8	TBA
Failure to ensure controls are working	Members Visitors		High	2. Carry out a weekly review of how the procedures are working 3. Implement changes as required		Officers Officers		1. TBA 2. TBA

Risk is Accident Occurrence multiplied by Severity.

Likelihood of Accident Occurring		X	Likely Severity of Accident		=	Resultant Risk
1	Improbable		1	Trivial		8
2	Possible	X	2	Minor		
3	Occasional		3	3 day injury		
4	Frequent		4	Major	X	
5	Regular		5	Major (several people)		
6	Certain		6	Death		

Assessment Team (List those that were involved in the assessment, eg H&S Rep, Learners, Faculty Director etc.)			
Print Name:	Position:	Signed:	Date:
D Brookes	Elder		14/8/20
WA Davies	Elder		14/8/20

Overall Risk potential: High (15-36) Medium (7-14) Low (1-6)

(NB. Complete if High Risk only) If **HIGH risk**, the full trustees must make a decision as to whether the activity can continue, or whether it must be stopped until controls are implemented.

Print Name:	Position:	Signed:	Date:
Decision / Comments: (must be completed in all high risk circumstances) The Assessors believe that when all the recommended actions are completed or included in the ongoing control processes, the risk of Covid infection in attending Church meetings will be reassessed as LOW			

Reviewed By:	Date:	Conclusion

(Note: the risk assessment can be reviewed and if still suitable and sufficient can remain unchanged for a maximum of 4 years. After this time a new assessment **must** be undertaken.)