

Risk assessment template

Name: Kings Church Iver. - Church service in Iver Village Hall

Assessment carried out by: Peter Darkins

Date of next review: following Gov update

Date assessment was carried out: 20/10/20

Sunday Church services in Iver Village Hall 10:30-12.00 (This will include set up and set down time prior to and after the event)

The services will include Musicians, Speaker & Congregation Assessment prepared in accordance with government guidance for places of worship dated 16/10/20 & e-mail from Pat Leech dated 27/8/20. Kings Church Iver is a charitable organisation ref 1151701.

The following is based on alert level medium

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Coronavirus being present	Musicians, Speaker, Congregation from	Temp gun available Visor available	Require all if experiencing any Covid symptoms not to turn up	WT/Staff	Prior to the day	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
(COVID-19) – Risk of infection	COVID 19 infection	Hand sanitizer available Sanitizer spray available	Correspondence about event to note this requirement			
			Wear masks unless leading speaking from front or singing from front, or unable to due to medical advice or under 11 years old	All	On the day	
			Temperature check for all as they arrive	Setup team/elders	On the day	
			Record names & contact details for track & trace. (table and list to be available to sign after temp check) List to be kept for min 1 month	Setup team/Elders	On the day	
			Chairs. Basic layout to be set-out by setup team to establish position of rows of	Setup team/Elders	On the day	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			chairs (first chair in each row). Setup team to wear gloves			
			Other chairs to be ready to be put into position as family groups/ bubbles arrive by either set up team or individuals as they arrive (max 6 people)	Setup team/ Elders	On the day	
			Chairs to be 1m+ between family groups/bubbles	Setup team/ Elders	On the day	
			Chairs to be positioned to allow for minimum of 1m+ gap along sides of Hall.	Setup team/ Elders	On the day	
			Chairs to be positioned to allow for 2m gap behind last row and stage.	Setup team/ Elders	On the day	
			1 st row of chairs to be set out to allow 2m gap	Setup team/ Elders	On the day	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			between musicians & speakers.			
			One way system to be adopted for people once in the hall leaving early or visiting the toilets. (Hall to Kitchen to corridor to toilet to Hall) Route to be reversed on service completion as most people will head immediately out via the main doors. Signage to be in place to assist.	All/ set up team	On the day	
			Toilets to be used in accordance with Village Hall guidance (one person uses at any one time)	All		
			Kitchen facilities. None to be used unless in emergency situation.	All		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			Collection, buckets to be available on exit. Advise use of online option where possible.	Staff/setup team	Sunday	
			Provide where possible separate microphones for musicians and speakers.	Musicians/set up team	Sunday	
			Team to wipe chairs prior to stacking them & returning to cupboard.	Staff/setup team	Sunday	
			Door handles to be wiped prior to leaving	Staff/setup team	Sunday	
			Floor to be swept prior to leaving	Staff/setup team	Sunday	
			Shielding people and clinically vulnerable people. Advise not to attend in accordance with government guidance Correspondence about	WT/Staff	Prior to the day	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			event to note this requirement			
			Over 70s advised to stay at home as much as possible & minimise contact with others outside their household Correspondence about event to note this requirement	WT/Staff	Prior to the day	
			The only people allowed to sing are the musicians at the front	All	Sunday	
			Kings church toilets to be used to supplement Village Hall facilities. Toilets max 1 person queuing inside foyer all others to queue outside.	All Staff	Sunday Prior to Sunday	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>Toilets to have hand sanitiser available to be used on entry & exit</p> <p>Wipes to be available for people to wipe down handles and other surfaces touched ie taps /toilet seat etc following individual use</p>	Staff	Prior to Sunday	
	Musicians, Speaker, Congregation trip hazards (cables)	Rubber cable protectors	Rubber cable protectors to be used over any cables outside of main musicians and speaker areas	Musicians/setup team	Sunday	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19