

Risk assessment template

Company name: Kings Church Iver - Parentalk Mondays 8pm

Assessment carried out by: Peter Darkins

Date of next review: following any further gov guidance

Date assessment was carried out: 20/10/20

Based on Gov guidance 16/10/20

This is a course for parents of children under 12 starting 2/11/20 (Ref gathering limits). Support groups up to maximum of 15 + facilitators

The following is based on alert level medium. Not possible on any higher level

<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
	Leader & congregation	Temp gun available Visor available Hand sanitizer available Sanitizer spray available	Require all if experiencing any Covid symptoms not to turn up Correspondence about event to note this requirement	John/Sharon/Staff	Prior to the day	
			Strict booking system required to restrict numbers to maximum of 15 plus leaders	Staff	Prior to day	
			Wear masks unless leading speaking from front, or unable to due to medical advice	All	On the day	
			Temperature check for all as they arrive	John/Sharon/Staff	On the day	
			Record names & contact details for track & trace. (table and list to be available to sign after temp	John/Sharon/Staff	On the day	

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			check) List to be kept for min 1 month			
			Chairs to be positioned to allow for minimum of 1m+ gap between chairs.	John/Sharon/Staff	On the day	
			Drinks in non disposable cups to be taken from kitchen to tables. Gloves to be worn during distributing cups. Used cups to be put in bowls to be washed up. Washed up with use of gloves by leaders. Biscuits to be in small sealed packets for use of single person	John/Sharon/Staff	On the day	
			Attendees can speak, (but not with raised voices) from behind masks in order to share with others	All	On the day	

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			<p>Toilets max 1 person queuing inside foyer all others to queue outside.</p> <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>	<p>All</p> <p>Staff</p> <p>Staff</p>	<p>Sunday</p> <p>Prior to meeting</p> <p>Prior to meeting</p>	
			<p>Chairs. One chair per adult Prior to leaving stack chair in area to be quarantined for 72 hours</p>	<p>All</p>	<p>On day</p>	
			<p>Groups chatting prior to start and as the event closes to adhere to the group of 6 rule</p>	<p>All</p>	<p>During meeting</p>	

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

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