

Risk assessment template

Company name: Canning Road Evangelical Church

Assessment carried out by: DG

Date of next review: 01 Dec 2020

Date assessment was carried out: 14 July 2020

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 aerobic transmission	Church attendees and workers	Church closed	Maintain 2m distance between attendees	SG	2 Aug 2020	
			Hold conversations outside not inside church buildings	SG	2 Aug 2020	
			No singing or loud responses	SG	2 Aug 2020	
			No wind instruments	SG	2 Aug 2020	
			No baptisms	SG	2 Aug 2020	
			Provide steward with mask in Narthex to assist and remind attendees	LG	20 July 2020	

			Communicate risk mitigations to attendees	DG	20 July 2020	
Covid-19 transmission by person-person contact	Church attendees and workers	Church closed	No-one who is displaying symptoms of Covid-19 (temperature, coughing etc.) should attend	SG	2 Aug 2020	
			Those who are over-70 should consider their own health before planning to attend	SG	2 Aug 2020	
			Those who are shielding should not attend	SG	2 Aug 2020	
			Those who are self-isolating should not attend	SG	2 Aug 2020	
			A record will be kept for 21 days of those attending	HG	20 July 2020	
			Anyone who is ill subsequently should inform church so that other attendees can be traced	SG	20 July 2020	
			On-line services to continue for those who cannot attend safely	SG & HG	16 Aug 2020	

			Maintain 2m distance between attendees	SG	20 July 2020	
			Floor markings in Narthex and aisles to indicate 2m separation	SG	20 July 2020	
			Provide signage as a reminder	HG	20 July 2020	
			Number of attendees to be limited by distancing and building dimensions	DG	9 Aug 2020	
			Note it is unlikely that the number of attendees will exceed the safe capacity of the building	DG	9 Aug 2020	
			Attendees should arrive at church no longer than 10 minutes before the start of the service	SG	2 Aug 2020	
			Attendees should leave the buildings immediately after the service concludes.	SG	20 July 2020	

			Attendees must not shake hands, hug or kiss others outside their household	SG	20 July 2020	
			Pews will be roped off to maintain 2m distancing	SG	20 July 2020	
			Pews will have signage or markings requesting attendees to sit away from the aisle	HG	20 July 2020	
			Attendees will be asked to occupy front rows first	SG	20 July 2020	
			Attendees will be asked to leave in row order	SG	20 July 2020	
			Entrance via front doors and exit via passage to car park	SG	2 Aug 2020	
			There will be no separate children's activities during the Sunday service.	SG	2 Aug 2020	
			Children are to remain with and be supervised by parents.	SG	2 Aug 2020	

			Provide hand sanitizer at entrance	GN	20 July 2020	
			Provide hand sanitizer at exit	GN	20 July 2020	
			Leader and musicians to remain in their positions during service	SG	9 Aug 2020	
			Communicate risk mitigations to attendees	SG	2 Aug 2020	
			This risk assessment to be displayed on the church website	SG	15 July 2020	
Covid-19 transmission via surfaces	Church attendees and workers	Church closed	Door furniture, pews and toilet to be cleaned thoroughly using bleach or similar prior to first service and after all services	GN	20 July 2020	
			Doors will be wedged open	GN	20 July 2020	
			Rugs and soft toys to be removed from children's play areas	GN	20 July 2020	

			There will be no offering taken during the service	SG	2 Aug 2020	
			The offering boxes will be closed off	SG	20 July 2020	
			Attendees will be requested to give via standing order or on-line banking	SG	2 Aug 2020	
			The only toilet in use will be the disabled toilet at the entrance to the church	SG	2 Aug 2020	
			No cloth towel will be provided in the toilet	GN	20 July 2020	
			Hand sanitizer will be provided inside the toilet	GN	20 July 2020	
			No church bibles or hymnbooks will be available	GN	20 July 2020	
			Scripture texts will be projected	SG	9 Aug 2020	
			Communicate risk mitigations to attendees	SG	2 Aug 2020	

Covid-19 transmission via food and drink	Church attendees and workers	Church closed	No tea, coffee or biscuits will be served after the church service	SG	2 Aug 2020	
			Before preparing the bread and wine the steward will wash hands thoroughly and dry them using a disposable towel	DH	9 Aug 2020	
			Bread will be pre-cut in the kitchen and served on a large plate	DH	9 Aug 2020	
			Wine will be decanted into individual disposable cups in the kitchen and carried in church on a tray	DH	9 Aug 2020	
			The steward will wear gloves and a mask while serving the bread and wine	DH	9 Aug 2020	
			Attendees will place the used disposable cups on the pew rack or take them away from the church	DH	9 Aug 2020	

			The steward will wear gloves while collecting the used disposable cups	DH	9 Aug 2020	
			No cloth dishcloths or towels will be used in the kitchen	GN	20 July 2020	
			Communicate risk mitigations to attendees	SG	2 Aug 2020	

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