

Risk assessment template

Company name: Halland Chapel

Assessment carried out by: M J David, C Nias

Date of next review: July 29th 2020

Date assessment was carried out: Monday June 29th 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
Spread of infection generally	Any person attending could contract Covid 19 if preventative measures were not taken.	One way systems in place, for entry and exit. Hand sanitiser on entry. No hand shaking or physical contact of any kind between persons. Seating assigned with one metre plus rule.	Review the risks after the first service as to their effectiveness and make improvements as necessary.	Venue Manager and team	By date of first opening- anticipated to be July 12th 2020 possibly	
Danger to the over 70's even without underlying health issues. Danger to shielded persons.	All over 70 's to be reminded of the government guidelines from the most recent	Reminding all these persons of the relevant advice and the care they are advised to take	Ensure all these persons receive copies of the guidelines, either via e mail or by post.	Venue manager and team	By date of first opening- anticipated to be July 12th 2020 possibly	

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	<p>advice. Shielded persons to be reminded that they are not permitted to attend services at present.</p>					
<p>Spread of infection via unwell persons attending even if they have only mild symptoms</p>	<p>If someone attends with even very mild symptoms of Covid 19, other people attending could become infected</p>	<p>Advise the attendees not to come if they are even mildly unwell. Remind them of the government advice with regard to Covid 19 symptoms via posters etc</p>	<p>Ensure all persons likely to attend are reminded of this.</p>	<p>Venue Manager and team</p>	<p>By date of first opening- anticipated to be July 12th 2020 possibly</p>	
<p>Risk of not knowing exactly who has attended each service</p>	<p>Not able to identify persons to report for Test and Trace purposes</p>	<p>Take a record of persons at each service and keep for 21 days. Be prepared to pass on information to the</p>	<p>Keep records centrally – for 21 days, until given further instructions. Make sure the worshippers are aware of this temporary record and why it has to be kept.</p>	<p>Venue manager and team</p>	<p>Record system in place by date of opening</p>	

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		relevant authorities if needed.	Attendees should take note of those they have had close contact with* in the event of symptoms being manifested within 48 hours of their visit the Chapel. (*i.e. face to face contact at less than 1m or being within 2m for more than 15 mins.)			
Spread of infection via surfaces touched	Any person touching a contaminated surface could be infected.	All surfaces likely to be touched will be cleaned before the first service and after each subsequent service. Toilets and vulnerable areas to be cleaned before and after each service.	Check cleaning materials are appropriate to the need. Review the risks after the first service, as to their effectiveness, and make improvements as necessary.	Venue Manager and team	By date of first opening- anticipated to be July 12th 2020 possibly	
Spread of infection via breach of one metre plus rule	Any person could become infected by a breach of the	Pews to be assigned with one metre plus rule, except for	Notices in place and arrows of direction - in one way and out another, other notices	Venue Manager and team	By date of first opening- anticipated to be	

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	one metre plus rule	households. Every other pew only in use to maintain these distances. Congregation to fill up the pews from the front as they arrive to minimise the need to pass other people in the aisle. Congregation to come in one door and exit via another door.	<p>as thought necessary. Outer doors to be kept open to aid the flow of fresh air. Windows open as weather allows.</p> <p>Review the risks after the first service, as to their effectiveness, and make improvements as necessary</p> <p>Info regarding seating in pews to be displayed.</p>		July 12th 2020 possibly	
Spread of infection via use of toilet facilities	Any person could become infected via the door handles, taps, flushes, etc.	Toilets to be used for those unable to use their own facilities before and after the service- i.e. babies and small children [accompanied by a household member.]	Advise all persons to use own facilities in preference to church toilets. Provide hand sanitiser and PAPER towels. Clean all toilets after each service thoroughly. Set up a system where the door is left open when the toilet is not occupied to	Venue Manager and team	By date of first opening- anticipated to be July 12th 2020 possibly	

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		<p>Worshippers to be advised to use their own facilities before the services wherever possible. Services will be kept short to help with this.</p>	<p>minimise use of door handles. Provide notices to remind those using toilets to use sanitiser and to use wipes to clean toilet flushes, toilet seats, taps and door handles after each use. Clean thoroughly between services, using disposable paper towel to wipe down surfaces with anti-bac and then discard.</p>			
<p>Spread of infection via soft furnishings</p>	<p>Seat cushions and soft furnishings could carry infection.</p>	<p>Remove seat cushions and hassocks.</p>	<p>In the children's designated rooms all soft furnishings and soft toys will be removed</p>	<p>Venue manager and team</p>	<p>By date of first opening- anticipated to be July 12th 2020 possibly</p>	
<p>Spread of infection via singing.</p>	<p>Any person could be infected via droplet transmission of the</p>	<p>Singing not permitted until further government guidance given.</p>	<p>Face coverings are not a Government requirement at present, people may use them at their own discretion.</p>	<p>Venue manager and team</p>	<p>By date of first opening- anticipated to be July 12th 2020</p>	

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	virus.	Persons wanting to follow the hymns played online, by reading them, must bring their own hymnbook or borrow one that has not been used for 3 months and keep it for themselves only. The same will apply to bibles.	<p>A Perspex screen will be erected between the pulpit and worshippers to minimise risk of droplet infection when the minister faces the congregation.</p> <p>Review the risks after the first service, as to their effectiveness, and make improvements as necessary.</p>		possibly	
Spread of infection via congregating closely before and after services.	Any person could be infected by a breach of the social distancing rules.	Advise all persons that they should not congregate after or before the service in groups, but must observe social distancing carefully- in the car park or on the grass areas in order to speak with	Review the risks after the first service, as to their effectiveness, and make improvements as necessary.	Venue Manager and team	By date of first opening- anticipated to be July 12th 2020 possibly	

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		others, and must ensure their children conform to this also.				
Spread of infection via refreshments	Any person could be infected via transmission of the virus through utensils etc.	The .kitchen will be closed, no food or drink will be available	Review in 3 months and adapt according to government guidance.	Venue manager and team	By date of first opening- anticipated to be July 12th possibly	
Spread of infection from one family of children to another.	Children could pass on the virus to another household if allowed to mingle.	Provide a designated room for each separate family for the parents to take children during the service and keep all pens pencils paper etc in that same room with the same family each week to use that designated space. Do not provide toys for children to play	Review the risks after the first service, as to their effectiveness, and make improvements as necessary.	Venue manager and team	By date of first opening- anticipated to be July 12th possibly	

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		with other than a few very simple items-excluding soft toys-reserved in each room and exclusive to each family. Clean these as necessary between services.				
Spread of infection via money given in offering boxes	Any person handling money that had been unwittingly infected.	No money to be placed in collection boxes.	Ensure all persons attending are aware of this arrangement. Remove the normal collection boxes.	Venue manager and team	By date of first opening-anticipated to be July 12th possibly	
Spread of infection via celebration of communion	Any person taking bread or wine touched previously by the person in preparation, or other persons participating, could become infected.	No Communion services to be held at present.	Review as appropriate according to government guidance.	Venue manager and team	By date of first opening-anticipated to be July 12th possibly	

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

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