

Risk:	Coronavirus entering the premises and potentially infecting users of the building		
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners		
Risk Rating before control measures		Risk Rating after control measures	

Control Measures	Control in place (Y/N)	Person (s) Responsible	Comments
1. Ask everyone with symptoms of COVID-19 not to attend	Y	Event Organiser Administrators	Include in event information. Add to website.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	Event Organiser Administrators	Include in event information. Add to website
3. Verbal symptom checks on entry for larger events	N	Stewards	It would be more welcoming to have a sign, part of the welcomer's job would be to point out the question.
4. Everyone to use hand sanitiser on entry to the building	Y	Stewards	Table with sanitiser available
5. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises		Administrators	Send Action Plan
6. Display poster asking visitors to respect others and maintain distance when moving around the building	Y	Administrators	This should be done last when controls are in place.
7. Stewards to be present at larger events	Y	Event Organiser	

Risk:	Transmission of Coronavirus to an individual direct from infected person		
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners		
Risk Rating before control measures		Risk Rating after control measures	

Control Measures	Control in place (Y/N)	Person(s) Responsible	Comments
1. Visitors to be asked to maintain distance when moving around the building	Y	Deacons	
2. Seating arrangements adapted for social distancing	Y	Event Organiser	Small groups of chairs distanced by 2 meters
3 Capacity monitored and entry stopped when capacity reached	Y	Event Organiser	This can be done by implementing suggested one way system or online booking form.
4. Masks to be worn when singing during services		Event Organiser	Singing now allowed by Worship Group
5. Signage in place to remind people of safe practices	Y	Administrators	
6. Visitors instructed not to gather in groups, except with members of their own household, inside the building.	Y	Event Organiser Stewards	Include in event information, and display posters. Consider a permanent notice on the screens in the Main Church before events.

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)		
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners		
Risk Rating before control measures		Risk Rating after control measures	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	y	Cleaner	
3. No passing of offering plate/bag and offering not counted for 72 hours after service.	Y	Event Organiser Administrators	Bowls provided at the entrance to the Main Church
6. No serving of food and drink items prior to, during or after the service.	Y	Event Organiser	Include in event information.
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	Event Organiser	Remove books from chair backs
8. Microphones and other equipment kept to a single individual	Y	Event Organiser	Only use pulpit, lectern or fixed mics on stands.
10. Keep Register of attendees	Y	Event Organiser	Require all attendees to book in advance and provide contact details. Stewards to tick them off on arrival.

Risk:	Transmission of Coronavirus to an individual via toilet facilities		
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners		
Risk Rating before control measures		Risk Rating after control measures	

Control Measures	Control in place (Y/N)	Person(s) Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	Cleaner Administrators	Disinfectant wipes to be provided in each cubicle along with notices requesting visitors to wipe down all surfaces after use
2. Posters on hand washing displayed in each cubicle.	Y	Administrators	Posters needed. Bin should remain outside for those who choose to use tissue paper to open the doors on exit.
3. Ask people to wipe clean toilet after use	Y	Administrators	Display notice

Risk: Transmission of Coronavirus to an individual via contaminated waste	
Persons at risk: Cleaners and anyone else handling waste	
Risk Rating before control measures	Risk Rating after control measures

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	Event Organiser	Include in event information
2. All waste handled with suitable PPE	Y	Cleaner	See Cleaning Guidance
3. Lidded bins operated by foot-pedal to be provided	Y	Administrators	Relocate one of the kitchen bins to outside the toilets
4. Keep Register of attendees	Y	Event Organiser Stewards	Print off list of those who have registered and mark off



Review/Revision Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes		
Staff Member Name (Print)	Signature	Date



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