

RISK ASSESSMENT FORM

ACTIVITY: Morning Gathering (Cantell School)

DATE: 13/10/20

Potential Hazard	Hazard Effect	Severity*	Probability**	Risk Rating***	To minimise risk	By Who?	By When?	Done
Fire in the School	Attendees could be suffer from burns/smoke inhalation/serious injury	3	1	3	Keep fire exits clear Ensure stewards know evacuation procedure (Site Co-ordinator will take a lead in this) Annual fire drill	Site Coordi nator		On-going
PA cables across floor	Attendees could trip over	1	1	1	Where possible, put wires around outside of the room Make sure wires are taped down	Site Coordi nator		On-going
Movement and lifting of heavy equipment during set up and set down	Those moving the equipment could injure themselves or strain their back	1	2	3	Give guidance on how to lift to those who regularly set up and set down on manual handling	Church Operat ions Manag er		On-going
Moving boiling water for hot drinks	Hot water spills and causes burns	3	1	3	Never move hot water amongst crowds Move hot water when service in progress Tea and coffee team are to be vigilant to children running around, as well as site co-ordinator Table or rope to be placed in front of urns (particularly on two-gathering Sundays when children are in the same room as them before going to children's group)	Site Coordi nator		On-going
Coronavirus infection	Serious illness or death	3	2	6	Several areas of mitigation are laid out below:	Operatio ns Manager / Site Coordina tor / Leader /	Ongoin g	

						Steward s		
					<p><i>General measures</i></p> <ul style="list-style-type: none"> • Covid 19 public information are displayed on notice sheets as well as reminders to adhere to social distancing. • A register of attendees will be kept for 21 days of attendees to aid NHS Test & Trace. • In view of government guidance, face coverings are required indoors apart from those who are exempt for whatever reason, which includes those leading or assisting in leading the gathering. Those leading are strongly encouraged to wear their face coverings except when impractical. • Those children who attend are to be supervised by their parent or guardian at all times, except when in suitably risk-assessed youth and children's group (see separate documents). • Service sheets will be distributed by a steward wearing gloves. • Food and drinks provision is subject to Café Christ Church risk assessment (see separate document). 			
					<p><i>Cleaning</i></p> <ul style="list-style-type: none"> • Prior to the gathering, all hard surfaces that may be frequently touched will have been cleaned using normal cleaning equipment, in line with government guidance. • After this cleaning has taken place, gloves should be used to rearrange furnishings etc, or hands should be sanitised before handling. This includes chairs, handles, rails and other similar surfaces. • All such hard surfaces that may have been touched will be cleaned afterwards and the building checked for cleanliness. 			
					<p><i>Social distancing</i></p> <p>As permitted by government guidance, a 1.5m social distancing policy is in place, given that the ordinary operation of the church would not be viable at 2m due to the very small number of attendees who could attend. This is with the following mitigations.</p> <ul style="list-style-type: none"> • Recognising that 2m distancing is not viable, 1.5m distancing is our preference and we judge that the mitigations laid out below are sufficient to mitigate risk to be equivalent to 2m distancing, at 1.5m. • Face coverings are required indoors, in line with government rules, except for those who are exempt. • Those who are serving in the gathering are not strictly required to wear a covering, but they are encouraged to wear face coverings indoors 			

					<p>whenever their role can be undertaken whilst still wearing it.</p> <ul style="list-style-type: none"> Attendees are instructed not to engage in general conversation with those sitting around them and to maintain a side-by-side position. All windows and (where they would provide ventilation) non-fire doors are opened to ensure ventilation. Non-essential social space is closed throughout. Face-to-face contact is reduced to an absolute minimum. Attendees are instructed not to move their chairs. Attendees should not interact socially with others in the building. They may only interact socially outside with a fixed group of a maximum of six. To ensure social distancing is maintained, a one-way system operates for entry and exit, and rows will be filled up systematically, minimising individuals coming into face-to-face contact with others. 			
					<p><i>Before the gathering</i></p> <ul style="list-style-type: none"> A guidance document will be circulated to all church attendees the week prior detailing arrangements. A queuing system is in place (marked by chalk on the pavement immediately outside the school) managed by a steward, with 2 metre distancing. The hand sanitiser station will be located outside the entry to the Sports Hall where Test and Trace records will also be taken. The temperature of each attendee will be checked before entering at this stage to provide further verification. The temperature of those who have arrived early to serve will also be checked. Once in the main room, stewards will guide visitors into specific rows. 			
					<p><i>During the gathering</i></p> <ul style="list-style-type: none"> The leader will remind those present of the need to adhere to social distancing. There will be no singing during the gathering. There will be no need for movement of persons during the main gathering. If the Lord's Supper occurs, this will take place in compliance with government regulations. Multiple tables will be used with bread and wine in individual plastic cups, which have been placed there by a masked and gloved helper. Only 6 people (or two households) can attend each table. People will be instructed not to move around during the gathering except in an emergency. There will be no cash collection. The gathering will be kept as short as possible. 			

					<ul style="list-style-type: none"> • The band will play music in line with government guidance. They will respect 2m distancing between themselves. • Mics should be touched or adjusted during the gathering as little as possible and consideration will be given in advance to the heights of those speaking from it. 			
					<i>After the gathering</i> <ul style="list-style-type: none"> • As above, attendees will be marshalled to leave row-by-row to minimise face-to-face contact and proximity to others. • When the bookstall operates, it will be COVID-secure. The bookstall keeper should wear gloves and sanitise their hands before wearing them. Payment will be by contactless card only. 			
					<i>Other scenarios</i> <ul style="list-style-type: none"> • In the event of a person with a confirmed or suspected (ie symptomatic) case of coronavirus entering the building, the Site Coordinator will be notified, and the person would be asked to leave. If they are already within a building we would stop the gathering at that point. They would be tested and the result reported to the church staff. • In the event of a fire alarm, the usual safety procedure will be followed. 			

LEADERS' NAME: James de Mars

SIGNED: *James de Mars*

DATE OF REVIEW: 20/10/20

* 1 Low (minor cuts and bruises), 2 Medium (serious injury, or incapacitated for 3 days or more), 3 High (fatality, or number of people seriously injured)

** 1 Low (seldom), 2 Medium (frequently), 3 High (certain or near certain)

*** Severity x Probability = Risk Rating: 1-2 Low priority, 3-4 Medium Priority, 6-9 High Priority

Potential Hazard	Hazard Effect	Severity*	Probability*	Risk**	To minimise risk	By Who?	By When?	Done
Fire (electrical, kitchen, other source e.g. arson)	Personal injury, death	3	1	3	The evacuation procedure is briefed once per year. During Café Christ Church children are the responsibility of their parents.	JdM		Y
Slips, trips and falls (e.g. going up and down stairs)	Personal injury	2	1	2	Refreshments team and site coordinator are to be vigilant to any spillages.	SC / Refreshments team		
Manual handling	Personal injury through muscle strain	2	1	2	Urns should be moved by two people.			
Coronavirus infection	Serious illness or death	3	2	6				
					<p><i>Before Café Christ Church</i></p> <ul style="list-style-type: none"> Anyone showing COVID-19 symptoms must not attend. Those preparing food and drink must wear a mask and gloves. Test & Trace is mandated by law. Stewards will ensure that users complete either the NHS COVID-19 app or our own in-house system. 			
					<p><i>Social distancing</i></p> <ul style="list-style-type: none"> Table service only will operate, using a system of runners to deliver drinks. There will be no mixing between groups and groups will be directed to a table by a steward. At this stage drinks are not provided for children to minimise touching of surfaces by children. Wherever possible Café Christ Church will be held outside. If this is not possible (eg due to venue restrictions / temperature) attendees will be advised to wear face coverings when not seated to eat or drink. 			
					<p><i>Cleaning</i></p> <ul style="list-style-type: none"> The urn must be wiped down with antibac spray after use in accordance with school guidance. All surfaces will have been cleaned in advance (eg trays). Disposable cups are used. 			

					<i>After Café Christ Church</i> <ul style="list-style-type: none"> Members of the Café Christ Church team wearing gloves will collect used cups to avoid contamination from attendees touching stacks of cups. 			
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RISK ASSESSMENT FORM

ACTIVITY: COVID Secure Café Christ Church (Cantell)

DATE: 13/10/20

LEADER’S NAME: James de Mars SIGNED:

DATE OF REVIEW: 20/10/20

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Potential Hazard	Hazard Effect	Severity*	Probability*	Risk**	To minimise risk	By Who?	By When?	Done
Fire (electrical, kitchen, other source e.g. arson)	Personal injury, death	3	1	3	Leaders are briefed annually on H&S at September meeting.	JdM		Y
Slips, trips and falls (e.g. going up and down stairs)	Personal injury	2	1	2	The pre-school children are taken upstairs by their parents to mitigate this risk. Running is not permitted in the corridor.	LB	Ongoing	
Manual handling	Personal injury through muscle strain	2	1	2	Only adults experienced in manual handling carry heavy boxes.			
Overcrowding	Risk of crushing, further hazard in event of fire alarm	1	1	1	Strict ratios are adhered to for numbers of adults to children.			
Excessively high or low temperature	Feeling faint, physical discomfort	2	1	2	Activity leader can consult with Cantell receptionist to have temperature adjusted			
Food	Food poisoning and allergies	2	1	2	Food poisoning risk is minimal as consists of savoury food. Parents of children at crèche must complete an allergen checklist at each attendance and other medical information is flagged up to the Children's Pastor through the medical form. Due to COVID-19 no food is currently provided.			
Paediatric illness	Serious harm	3	1	3	A defibrillator and first aid box is available in the Cantell reception. Church congregation invariably includes experienced medical practitioners.			
Child runs away	Death	3	1	3	Children are collected from creche by parents and signed in and out. For older children they are released individually to parents / guardians / family members.			
Unsuitably placed furniture in TS rooms	Death	3	1	3	TS leaders to assess room for safety when they first go in and raise with Children's Pastor / site coordinator if there are any causes for concern			
Coronavirus infection	Serious illness or death	3	2	6				
					<i>Before the meeting</i> <ul style="list-style-type: none"> No child with COVID-19 symptoms should attend (or if anyone in their household is showing such symptoms). One parent will drop their children off at the room via a one-way system, and will be instructed not to interact with other parents. 			

					<ul style="list-style-type: none"> Children and leaders should wash or sanitise their hands on entry. Doors should be propped open where possible to minimise touchable surfaces. 			
					<i>Social distancing</i> <ul style="list-style-type: none"> In line with government guidance, social distancing should be adhered to where possible, dependant on age. Group sizes should not exceed 15 children plus leaders Groups will be kept consistent as far as possible week-on-week In line with government guidance, face coverings are not required by children or leaders. Children must not bring their own toys or items into the room (with the exception of a drink). Leaders should make use of school-provided floor markings to enable distancing. 			
					<i>Cleaning</i> <ul style="list-style-type: none"> Chairs that will be sat on by leaders or children should be wiped down before and after the meeting. 			
					<i>After the meeting</i> <ul style="list-style-type: none"> Parents should observe a queuing system when collecting their children. 			
					<i>General points</i> <ul style="list-style-type: none"> If a child becomes symptomatic, the group should end and the result of the test be reported to the Children's Pastor. There will be no food or drink provided at this stage. 			
					<i>Specific to Rooted youth group</i> <ul style="list-style-type: none"> Leaders will encourage group members to bring their own Bibles. Any handouts should be binned afterwards or taken away by children, rather than left in the room. 			

RISK ASSESSMENT FORM

ACTIVITY: COVID Secure Treasure Seekers (3-11s) and Rooted (11-14 youth group) (Cantell)

DATE: 10/9/20

LEADER'S NAME: Liam Brocken

SIGNED:

DATE OF REVIEW: 17/9/20

* 1 Low (minor cuts and bruises), 2 Medium (serious injury, or incapacitated for 3 days or more), 3 High (fatality, or number of people seriously injured)

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