

Identified Risk	Who is at Risk?	How will the risk be managed?	What safeguards will be put in place to ensure this happens? ACTIONS REQUIRED	Related Paragraph in Policy
Transmission of COVID 19 through a large gathering	All users	<p>Social distancing of 1 metre between each household</p> <p>Face coverings to be worn by all over the age of 10 years</p> <p>For the hall capacity to be constantly monitored to ensure safe distancing for all including walk ways</p> <p>The hall to have a clear entrance and separate exit, providing clear walk ways. Keeping doors propped open to maintain good ventilation.</p> <p>Using only the main hall, and toilets via the foyer.</p> <p>Outside queueing to come in to the building should be done with 2 metre distancing.</p>	<p>Volunteer 1 (DO to assign) to lay out chairs for each household as they arrive ensuring chairs are placed at the correct distance apart. Ensuring walk ways are also given adequate spacing.</p> <p>DS to tape or mark 2 metre distancing queuing spots outside.</p> <p>Volunteer 1 to constantly monitor capacity of hall and to respectfully not allow any further admittance once capacity is reached.</p> <p>Keep doors propped open.</p> <p>Ensure all other rooms which are out of use are kept locked.</p>	1) Numbers and Restrictions
Lack of communication with users causing a breach of requirements put in place to protect users of transmission of COVID 19	All users New users Users without Access to internet/church emails	<p>Risk Assessment and COVID Policy and Procedure document will be emailed to all users who have provided an email address to the church.</p> <p>Risk Assessment and COVID Policy will be uploaded onto the church website.</p> <p>A notice board of requirements will be placed outside the door and volunteers will be in place to guide new users or those unaware.</p>	<p>DO to upload documents to the website.</p> <p>BJ to email out documents to all users who have provided email addresses.</p> <p>DS to source a sign to be placed outside the door informing all users of new changes:</p> <ul style="list-style-type: none"> - To not enter if they are displaying symptoms of COVID 19 or are isolating due to being in contact with someone who has tested positive - To queue at a distance of 2 metres outside - To be aware that the service is being live-streamed onto YouTube - To be aware face coverings are compulsory for all over the age of 10 	2) Communication risk assessments and support for users

			<ul style="list-style-type: none"> - To sign-in on arrival to support the test and trace system - To use the hand sanitizer - To wait to be seated - To follow guidance from volunteers on where to walk/entrance and exiting <p>Volunteer 2 (DO to assign) to be at the door ready to greet users, sign them in and guide them verbally as to what it expected.</p>	
Transmission of COVID 19 through a large gathering	All users	<p>Reduce the length of time in a large gathering.</p> <p>Continue to live stream services to encourage those who are vulnerable or self-isolating to remain at home.</p> <p>Not allowing the use of shared items.</p> <p>Not allowing singing or blown instruments.</p> <p>Discouraging cash giving.</p> <p>When conducting a communion service, to minimise touching/contamination of food.</p> <p>Encourage users over 70 and clinically vulnerable users to remain at home and watch the service online.</p>	<p>Our services are usually conducted within 1 hour which is reasonable.</p> <p>Encourage users to exit the hall once the service has finished.</p> <p>All books/shared resources to be put away, bible texts to be displayed on the screen.</p> <p>Volunteer 2 to be sole user of keeping the test and trace record (to be kept securely for 21 days).</p> <p>To continue to use recordings of songs and not sing. Instruments that are not blown can be used to aid worship provided they are cleaned and are brought in and removed solely by their user.</p> <p>HR to provide instructions on giving online. If cash is still given HR to collect it in the collection box and quarantine it for 48hrs before opening and handling the money. Collection box to be cleaned.</p> <p>Communion: to be prepared by one person following hygiene guidance of washing hands; bread is to be cut into small pieces and placed in communion cups, wine/juice is to be poured into communion cups, both are then to be</p>	3) Adapting practise to reduce risk of infection

			arranged in separate trays with a gap in between each cup. Both will then be covered with cling film and then removed just before use. People will then be invited to take the communion from the front one household at a time, maintaining social distancing.	
Transmission of COVID 19 through surfaces	All users	Hand washing/sanitising on entry to the building and toilets Toilets to be cleaned before and after use, waste to be removed. Cleaning of all surfaces	Hand sanitiser to be placed at entrance to building and toilets with appropriate signage, volunteer 2 to oversee correct usage. Cleaning Leader (DO to assign) to/oversee disinfect toilet block, wiping down all surfaces that could have been touched before and after each use and removing all waste at the end of the service. Cleaning Leader to/oversee the wipe down/clean all surfaces used including tables/chairs/light switches/door handles/floor/equipment	4) Hygiene/Cleaning
Transmission of COVID 19 due to age and nature of children	Children and Sunday School Teaching Staff	Reducing the numbers allowed into the group to 8. Reducing the provision to the under 5's only (those who carry the lowest risk) Cleaning the toys before and after use. Removing any soft furnishings or hard to clean toys. Remaining socially distanced to parents that stay with their children. Allowing a 2-metre space between the children's area and the walkway to the toilets. Providing a separate safeguarding risk assessment for this provision.	Reducing the numbers allowed into the group to 8. Reducing the provision to the under 5's only (those who carry the lowest risk) Sunday School Staff (SK to assign/coordinate) to clean the toys before and after use. Removing any soft furnishings or hard to clean toys. Remaining socially distanced to parents that stay with their children. Allowing a 2-metre space between the children's area and the walkway to the toilets. Providing a separate safeguarding risk assessment for this provision. (SK/HR to do)	5) Children's Activities

