# Risk assessment template

## Company name: Mount Hermon Chapel Assessment carried out by: David & Nicola Sharples

## Date of next review: tbc Date assessment was carried out: 09/09/20 – reviewed on 17/10/20

This is a review of the risk assessment carried out on 09/09/2020 to take account of Government’s new policy of using 3 tiers (Addingham currently in tier 2) and to take account of visiting speakers needing to use church microphones

Under Tier 2 Sunday services are permitted but no household mixing :

“Permitted as an organised gathering provided any person attending is: alone or part of group all from the same household or from two linked households; and must not join any other group or mingle with any person from another group”

| 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **Potential viral transmission** | Anyone entering the building may be exposed to increased risk of contracting Covid 19 | Weekly cleaning.Hand sanitisers at entrance to building and top of stairs. Posters reminding people with symptoms of Covid 19 not to enter building, to use hand gel, to wear masks and maintain social distancing.Further posters re where to sit. Ventilating building where possible. Making masks available for anyone who arrives without one.Keeping note of visitors with contact details for 21 days.Mount Hermon now registered as location on NHS track & trace system – QR codes at each entrance from 19/10/20 | If more than 25 attend chapel at one time, consider whether pre-registration needed for future servicesFor Sunday service, take register of regular attendees and note contact number for any visitors.Someone to greet people on arrival to remind people to follow correct procedures and to take register and any contact details. | Leadership team to review depending on numbers Leadership team to nominate person before each service and provide register / contact listPerson on smiling in  | Action only to be taken if numbers increaseBefore each serviceAt each service | Keep under review OngoingOngoing  |
| **Ensuring people maintain social distancing** | Anyone entering the building may be exposed to increased risk of contracting Covid 19 through coming into contact with other people | Posters reminding people to maintain social distancing and to sit in specified pews; monitoring use of staircase | Remind people that only one household at a time permitted on staircase and to sit in specified pews(See following 2 rows for entry & exit from building for Sunday services) | Leadership team to nominate person before each service to monitor staircase | At each service | Ongoing |
| **Removing face masks while leading services** | Congregation may be exposed to increased risk of contracting Covid 19 if face masks are removed, however in line with Government guidance this is permitted for anyone leading the service or anyone assisting (to facilitate clear communication) |  | Take front pew out of use for Sunday services  | Leadership team to specify where people may sit for Sunday services | At each service | Ongoing |
| **Use of microphones** | Risk of transmission of virus if handheld microphones are shared or lapel microphones are touched by more than one person | Not sharing hand held microphones | Visiting preacher’s lapel microphone to be carefully put away at end of service and not used again for at least 72 hours | Minister | At end of each service | Ongoing |
| **Entering and leaving the building** | Anyone entering the building may be exposed to increased risk of contracting Covid 19 | Supervising entry and departure from building, displaying posters highlighting need for mask, gel & social distancing | Prepare note of procedures for person smiling in for Sunday services to be aware of when someone enters the buildingPut hand gel by side doorKeep under review if numbers increase | Leadership teamLeadership teamLeadership team | By 20/09/20Before 20/09/20Only needed if numbers increase | [13 09 20][13 09 20] Keep under review |
| **Vulnerable groups may suffer more severe consequences from contracting the virus** | Over 70s and those with underlying health conditions  | Delayed restarting Sunday services.Carried out revised risk assessment before restarting Sunday services. | For Sunday service:* entry via side door to allow people to wait indoors while queuing to go upstairs, exit via main door
* put chairs out 2m apart in hall for any who need to sit while waiting to go upstairs
* nominate someone to regulate flow up stairs at beginning of service and down stairs at end
* contact church members and regular attenders to explain procedures (which door to use, keeping belongings with them, gel, mask, distancing, where to sit, bring Bible & drink etc)

Keep under review in accordance with changing Government advice.Remind congregation (who are nearly all over 70) to consider the risks before deciding to attend a Sunday service Risk assessment is finely balanced since there are other risks (to mental and spiritual health) associated with cancelling all in person services | Leadership team to put signs outside church to indicate entry is via side doorLeadership team or delegated member Leadership team to nominate someone before each serviceLeadership team Leadership teamMinister | By 10am every SundayBy 10am every SundayBefore each serviceBy 20/09/20If Government advice changesBefore next service (25th October 2020) | OngoingOngoingOngoing[12 09 20] Ongoing[ ] |
| **Touchpoints – stairs, handrail** | Anyone using the stairs may pick up Covid 19 from touching the handrail or not maintaining social distancing on the stairs | Regular cleaning of handrail, hand sanitiser and top and bottom of staircase, only allowing one household on staircase at a time | Put antibacterial spray by stair lift to be applied after each use if stair lift is used | Leadership team | By 20/09/20 | [15 09 20]  |
| **Touchpoints – removable items (books, cushions)** | Anyone touching items in chapel which have previously been touched by someone else might be exposed to increased risk of contracting Covid 19 | Have removed hymn books, Bibles, literature & small cushions from pews. | Encourage people to bring own Bibles. Use screen and single use sheets.If chapel is due to be used within 72 hours of last use, spray long blue pew covers with anti-bacterial spray. | Leadership teamCleaner  | At each serviceBefore chapel is used again (if within 72 hours of previous use) | OngoingOngoing |
| **Touchpoints – light switches** | Minister & wife, caretaker, cleaner may be exposed to increased risk of picking up Covid 19 from touching light switches etc | Regular cleaning, use of hand sanitiser & antiseptic wipes |  |  |  |  |
| **Handwashing & toilets** | Anyone using the toilets may be exposed to increased risk of contracting Covid 19 from touching surfaces | Cleaning, posters re hygiene in coffee lounge and toilet areas, provision of antibacterial handwash | Keep under review if we start offering refreshments after service | Leadership team | Before offering refreshments after Sunday services | Keep under review |
| **Kitchen** | Anyone using the kitchen may be exposed to increased risk of Covid 19 from touching surfaces | Limiting use of kitchen, posters re good hygiene practice | Ask people to bring own drinks if they need them rather than going in kitchenReview if start using kitchen for food or drink preparation | Leadership teamLeadership team | Before 20/09/20Before using kitchen for food or drink preparation | [12 09 20]Review if needed |
| **Letting out the building** | Allowing different groups to use the building might increase the risk of transmission of Covid 19 from one group to another | We are currently not letting out the building | Review if start letting out the building – consider whether extra cleaning required or what other measures might be needed – consider using building on alternate days etc | Leadership team | Before agreeing to allow non-chapel groups to return to building | Review if needed |