

Risk Assessment

Risk assessment template based on the Health and Safety Executive model.



Activity/Person/Location	Host Hirers Churches and Religious Groups
Service Area	
Manager	Nadim Mea
Assessor(s) including employee representative	Nadim Mea
Date of assessment	29 th September 2020
Review date	30 th October 2020

Resultant Risk Rating Please tick	
High	
Medium	
Low (normal)	X

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Catching the virus through airborne	Staff Members Visitors	Posters, social media and web information, instructing users that show signs of the virus not to use the site. Catch it, Kill it, Bin it poster in rooms. Poster on display with general guidelines. Risk assessments available on web page. Limiting numbers that use rooms to meet social distance guidelines. Supervision by booking holder. Fresh air system through building. Doors to be left open to allow circulation. Users are advised to wear protective mask when in building and classrooms	Continue to follow Government guidelines for advice.			
Virus through touching items	Staff Members	Catch it, Kill it, Bin it posters in room.	Continue to follow Government guidelines for advice.			

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	Visitors	Sanitising spray, hand towels and pedal bins in room. Encouraging users to spray down with anti bac spray after if sneezing droplets are dispersed. Poster on display with general guidelines. Supervision by booking holder. Regular cleaning of the equipment by leisure staff and cleaners after room usage. Toilets in foyer to wash hands if needed. No leaving any items behind. Literature, books, stationary or other items must not be shared. Disinfecting and cleaning chairs and areas that are likely to be touched will be targeted.				
Virus through close contact	Staff Members Visitors	No close contact work. No facing each other whilst using room under 2 metres.	Continue to follow Government guidelines for advice. Duty managers to patrol site and speak to people not following rules.			
Food and Drink	Staff Members Visitors	Hire guideline, no food or drink to be consumed inside the building.				
Singing, chanting and the use of musical instruments	Staff Members Visitors	Led devotions There should be no group singing by worshippers. Places of worship should take account of the Performing Arts guidance. Small groups of professional or non-professional singers will	Lead person to ensure that this if being followed. Duty managers to speak to booking holders is the rules are not being followed.			

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		<p>be able to sing in front of worshippers both outdoors and indoors from 15 August.</p> <p>Singing in groups should be limited to a small set group of people and should not include audience participation.</p> <p>Where music plays a big part in worship, and recordings are available, consider using these as an alternative to live singing.</p> <p>Any instrument played during worship should be cleaned thoroughly before and after use by church groups.</p> <p>Congregational activity Except for the limited circumstances outlined above, people should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from aerosol and droplets. Therefore, spoken responses during worship should also not be in a raised voice.</p> <p>Activities such as singing, chanting, shouting and/or playing of instruments that are</p>	<p>Music instruments to be cleaned by church group before being placed in cages.</p> <p>Leisure staff to use gloves or wash hands after moving cages.</p>			

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		blown into should be specifically avoided in worship or devotions. This is because there is a possible additional risk of transmission in environments where individuals are singing or chanting as a group, and this applies even if social distancing is being observed or face coverings are used.				
Use of water	Staff Members Visitors	<p>Any pre-requisite washing/ablution rituals should not be done at the place of worship but carried out prior to arrival.</p> <p>In rare circumstances where it is necessary, washing facilities within the place of worship should be used in line with social distancing guidelines and hygiene measures applied.</p> <p>All individuals involved should thoroughly wash their hands before and after and ensure good hygiene.</p>	<p>No use of changing rooms.</p> <p>Toilets one in one out system</p>			
Test and Trace	Staff Members Visitors	<p>All users of the site must download and use the NHS covid 19 app when visiting the site.</p> <p>If person under the age of 16, parents must use the app on their behalf.</p>	Continue to follow Government guidelines.			

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Social distancing	Staff Members Visitors	<p>Social distancing measures are actions to reduce social interaction between people in order to minimise the opportunity for transmission of COVID-19.</p> <p>Where possible, adhere to social distancing of at least 2 metres or 1 metre with actions taken to reduce the risk of transmission (where 2 metres is not viable) between households.</p> <p>Avoid any face-to-face seating by changing layouts, wear protective screens and face coverings. Visitors should avoid using any other areas other than what they have booked for.</p> <p>All religious practices should be carried out such that adherence to social distancing can be maintained between individuals from different households. This is to reduce the risk of transmission. There should only be a closer distance when absolutely essential to enable a faith practice to be carried out (for example contact with the faith leader). Time spent in contact should be kept to an absolute minimum.</p>	Continue to follow Government guidelines.			

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		<p>Those leading the worship reminding congregants of the importance of social distancing and hygiene.</p> <p>At the end of worship, encourage worshippers to leave one row at a time, in order to prevent crowding at entry or exit points.</p> <p>Staggering arrival and departure times in place.</p> <p>Where social distancing cannot be maintained, extra attention needs to be paid to cleaning and hygiene to reduce the risk of transmission.</p> <p>Following the guidance on hand hygiene: Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, or after being in public areas. When you cough or sneeze, cover your mouth and nose with a tissue, or the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically immediately afterwards. Then wash your hands thoroughly for at least</p>				

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		20 seconds using soap and water or hand sanitiser if hand washing facilities are not available.				
The use of shared items	Staff Members Visitors	<p>Individuals should be prevented from touching or kissing objects that are handled communally. Barriers and/or clear signage should be put in place where necessary to avoid this taking place.</p> <p>Individuals should also avoid touching property belonging to others such as shoes which, if removed, should be placed and collected by their owner while adhering to social distancing principles.</p> <p>Reusable and communal resources such as prayer mats, service sheets, religious texts or devotional material should be removed from use. Single use alternatives should be provided as long as they are removed and disposed of by the worshipper.</p> <p>Items owned by the individual to aid worship such as a prayer mat or religious text, can be brought in but should be removed again by the worshipper.</p> <p>In circumstances where worshippers cannot bring their</p>	Monitor. NICE bookings once a week.			

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		own books, places of worship should keep a selection of clean books for individuals to use. Clean books should be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use. Items which cannot be easily cleaned should also be subject to the 48 hour quarantine after use.				
Symptoms	Staff Members Visitors	<p>Poster on display outlining Government guidelines on symptoms.</p> <p>Symptoms:</p> <ul style="list-style-type: none"> •A high temperature •A new, continuous cough •A loss of or change in your sense of smell or taste <p>There are temperature checks when using the site.</p> <p>Anyone that develops symptoms of Covid-19 whilst at the site to go straight home, to self-isolate and order a test; if they need to be collected, they can wait somewhere away from others; if they are having difficulty breathing to call 999 and tell the operator that they are having difficulty breathing and have Covid like symptoms)</p> <p>NHS Covid-19 testing is available via the NHS testing</p>	Continue to follow Government guidelines.			

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		and tracing webpage or by dialling 119 (or dial111 if they show signs. Risk assessment to be sent to host hirers so they are aware of our expectations and their responsibilities.				
Cleaning		All surfaces, especially those most frequently touched such as door handles and rails, cleaned using standard cleaning products. Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning.	Update Town and Country with changes, Duty Manager to liaise with weekend cleaner to clean rooms.			
Face coverings		Face covering should be used by those taking part in church service and whilst inside the building. The pastor or person leading the service should have an adequate face covering to reduce the risk of transmission. This could be a plastic visor type of face covering.	Continue to follow Government guidelines.			
Communication		Each place of worship is strongly advised to put the measures set out in this guidance in place to ensure that visitors follow The Government strongly advises each place of worship ensures that visitors follow social distancing guidelines.	Risk assessments shared with host hirers.			

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		<p>Many faiths have issued specific guidance to their faith communities about some of these issues. You may wish to make the government's information on COVID-19 available to your faith community and others, in order to challenge misinformation. You should consider informing certain groups of people who may be at increased risk of severe disease from COVID-19, of the symptoms of COVID-19 and current stay at home and social distancing guidance, and strongly discourage them from attending faith gatherings during this time or set aside a time for them to attend for individual devotions.</p> <p>Places of worship and faith leaders should consider how guidance can be communicated to visitors, including before they visit, in a way that is accessible and appropriate for the cultures, languages and reading levels of communities served by the place of worship.</p>				
Guidelines use of facilities	Staff Members Visitors	Toilets have hand soap and paper towels with pedal bins.	Continue to follow Government guidelines.			

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		<p>Toilets operate on a one in one out system, poster on display on the door.</p> <p>Each hire room has a hand sanitiser outside it. Everyone is encouraged to sanitise their hands before entering the room.</p> <p>All surfaces, especially those most frequently touched such as door handles and rails, will be cleaned regularly.</p> <p>Each booking allows sufficient time to allow for this cleaning to take place, particularly before reopening.</p> <p>Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning.</p> <p>Cleaning is supported by Town and Country who deep clean the rooms daily.</p> <p>Doors and windows will be open to allow ventilation.</p> <p>Staggered timing, start and finish times will be adjusted to avoid bottle neck of people in corridors.</p>				

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		Camera on reception to capture temperature on loan from Bouguyes.				

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.