

## Risk assessment template

Company name: Oakington Baptist Chapel

Assessment carried out by: Lis Warboys

Date of next review: as guidance/legislation changes

Date assessment was carried out: 05/01/2021

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
<b>FOR ALL SERVICES:</b> <b>People too close to one another or unsure of procedures in place.</b>	All	Any person with symptoms (or entire family if one member has symptoms) to stay at home and self-isolate. No handshaking or hugs. 2m distance to be maintained. Frequent hand-washing, use of hand sanitiser, no gloves.	Circulate memo with clear guidance about symptoms/self-isolation/hygiene. Download from Gov.uk			✓
			Posters up. Symptoms/self-isolation/hygiene. Download from Gov.uk			✓
<b>Any changes to procedure</b>	All	Chapel WhatsApp group formed.	Post message on chapel WhatsApp group, phone call to those not able to access WhatsApp.		As necessary	✓

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<b>Different households arrive at the same time</b>	Each household	2m distance marked on path outside, limit people in foyer to one household only.	Tape for markings on path. Assign someone to control entry at outer door.			✓
<b>Transfer of virus from door handles</b>	All	Entrance doors wedged open before service, fire exit doors wedged open at end of service.	Assign person to stand outside to direct people and to open exit doors at end of service.			✓
<b>Transfer of infection from touching chairs and other furniture</b>	All	Everyone to use hand gel in foyer on entry and in lobby on exit. Surfaces cleaned after each service. Normal cleaning products. Attention to hand surfaces.	Supply two bottles hand gel in foyer and two in exit lobby, remind people to use it.			✓
<b>Transfer of infection from organ</b>	Organists	One organist for Sundays and one organist for weeknights to allow organ to quarantine.				✓

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<b>Transfer of infection from books</b>	All	Remove all communal resources. Bring own books. Provide limited supply of books available for visitors, to be quarantined for 48 hours after use.	Advise congregation to bring own books. Allocate shelves for quarantining visitor books. Remove tune books from organ. Supply wipes for organ and MP3.			✓
<b>Infection from aerosol generating activity.</b>	All	No singing. Wearing of masks to prevent catching or giving infection and to comply with law. Windows open.	Advise congregation masks are legal requirement except for medical exemption, and enforce. Congregation advised to wear warmer clothes/bring blanket.			✓
<b>2m Social distancing not possible at inner doors or in aisle.</b>	All	Inner doors wedged open. People in foyer do not enter chapel until people in front are seated.	Person outside advises household in foyer not to enter chapel until household in front is seated.			✓
<b>2m Social distancing not</b>		Advise regular congregation of	Usher to show visitors to seats.			✓

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possible in usual seating pattern		fixed seating plan. Seats for visitors.				
2m Social distancing not possible in main foyer after service.		Congregation advised to exit through front fire doors straight onto Stocks Green.				✓
Ensure 2m social distancing maintained at end of service.		Door to lobby wedged open. Fire exit doors opened. Stand up row at a time, leaving at 2m intervals.	Person assigned to open doors.			✓
Congestion on public footpath outside exit.	Congregation and members of public.	Person assigned to control exit by ensuring each household has left before next household exits.				✓
Not being inclusive	Over 70s, vulnerable, self-isolating	All services are live-streamed.				✓

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<b>Minister</b>		Minister goes to vestry before service and enters chapel after congregation. Minister leaves pulpit and exits first.	Provide hand gel in vestry. No hand shaking. Advise minister of precautions prior to arrival. Advise congregation that minister is to leave first.			✓
<b>Lord's Supper</b>	Church members	Church members sit next to aisle and remain in seats after evening service. Bread and wine covered until needed. Minister wears gloves to break bread and pour wine. Use individual disposable cups. Bread and wine placed on separate plate for each household and distributed. Minister reads hymns.				✓
<b>Risk to young people</b>	Sunday school students	Sunday school not held during school				✓

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		closures. When held, format complies with Department of Education guidance.				
<b>Cash donations</b>	Treasurer	Static collection box. Cash handled with gloves and by only one person. People encouraged to donate on-line.				✓
<b>People not notified of possible infection.</b>	All in attendance at same service as Covid-19 positive case.	Inform regular congregation. Keep temporary record of visitors for 21 days after visit. Use slip for visitors to provide contact details. Use Test and Trace.				✓
<b>Toilets</b>	All	Hand sanitiser at entrance to toilet, liquid soap. Use paper towels. Clean after each service				✓

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		with normal cleaning products. Attention to hand surfaces.				
<b>Special services eg Harvest Thanksgiving</b>	All	Provide contact details for visitors to say in advance if they wish to attend. Ensure masks worn.	Monitor and control numbers attending. Draw up seating plan for each service. Reminder about not singing.		As required.	✓
<b>Weddings</b>	All	Be aware of and comply with current government restrictions on number of guests. Ensure masks are worn. No singing.	Obtain guest list in advance to check numbers and draw up seating plan. Use ushers to implement seating plan. Reminder not to sing.		As required.	✓
<b>Baptisings</b>	Congregation, minister, candidate.	Rearrange seating to keep appropriate distance from pool. Only one candidate per baptising.	Obtain list of visitors in advance and draw up seating plan. Use ushers to implement seating plan. Reminder about not singing. Allocate rooms for changing. Cleaning afterwards.		As required.	✓

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<b>Funerals</b>	All	Be aware of and comply with current government restrictions on number of mourners. Ensure masks worn. No singing.	Obtain list of mourners in advance to check numbers and draw up seating plan according to households. Use ushers to enable mourners to adhere to seating plan. Reminder about not singing.		As required.	✓

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)