

CHRIST CHURCH VIRGINIA WATER

USE OF CCVW BUILDINGS FOR SERVICES PRAYER WITH COVID-19 - RISK ASSESSMENT Version 2

16th July 2020

This document is supplemental to the standard Church Risk Assessment. This document assesses the risks associated with restarting church services in the church buildings and their use by employees and non-employees including volunteers, church officers and members of the congregation. This includes risks to persons working at the church and those travelling to and from church. It is noted that current Government guidance says “It is recommended that, where possible, places of worship continue to stream worship”.

This document focuses on four specific options based on the current Social Distancing advice of 2m along with other restrictions:

1. Use of the Church buildings to record parts of services
2. Use of the Church buildings as an office for church staff
3. Use of the Church tower as a prayer room for private prayer
4. Use of the Worship area in the church for private prayer
5. Use of the Church buildings for services

It is noted that the Church of England advice states that the PCC should make a resolution on the nature of services that take place or cannot take place on account of the nature of the particular church. They with the incumbent can authorise dispensing with the reading of Morning and Evening Prayer as required by Canon B 11 and the celebration of the Holy Communion as required by Canon B 14.

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
GENERAL						
General access and use of church	Covid-19	Illness, debilitating illness, loss of life	4	2	8	<ul style="list-style-type: none"> • The church building will not be opened without restrictions until advised that this is feasible by the Government and the Church of England • Anyone attending church will be required to observe social distancing rules • A one way system will be marked out on the floor entry main door exit patio rooms

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> The expectations/guidance for church attendance will be communicated to the congregation prior to reopening including option of a virtual tour Hand sanitiser dispensers in the entrance foyer and every person entering church will be required to use the hand sanitiser as they come in Signage provided to request this action Windows to be open to allow fresh air to enter the building
Use of buildings (other than for office, prayer, worship services) Examples: <ul style="list-style-type: none"> Mums and toddlers Good News Café Bible study groups Breakfasts 	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> The current guidance states: <ul style="list-style-type: none"> Where a place of worship's premises is used by other user groups, only those activities permitted by law should take place. Businesses which cannot yet operate are listed here (such as indoor fitness, indoor soft play, indoor performances in front of a live audience, etc) It is noted that cafés and restaurants can open – separate RA would be needed for this (no buffets) Keep under review
Unwell people (Staff / volunteer / Visitor)	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> Anyone who is considered vulnerable and with an underlying health condition is encouraged to stay at home and not visit Church. Anyone who has symptoms of Covid-19, even mild symptoms will be asked to stay at home and not visit Church. Anyone who is living with someone who has symptoms of Covid-19, even mild symptoms will be asked to stay at home and not visit Church.

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
What if someone becomes unwell whilst in a church building	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • If anyone becomes unwell with symptoms of COVID-19 in a church building they should go home immediately and be advised to follow the stay at home guidance. • If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. • They should not visit the GP, pharmacy, urgent care centre or a hospital. • People who may have been in contact with the person who has become unwell should wash their hands thoroughly after the interaction, but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by NHS Test and Trace. • If they do develop symptoms they should follow the stay at home guidance • The church should be cleaned in line with Government guidance where a suspected case of COVID-19 has been recorded
Use of PPE - face masks	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • The wearing of face masks in Churches although not compulsory, will be recommended for all and usher/duty warden/greeter will be offered face masks. They are available with gloves at the reception desk.
Access/Egress	Slips and trips Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Handrails and door handles will be regularly cleaned

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> Doors will be opened prior to the service and left wedged open prior to and after the service by the Duty Warden to reduce touching of door furniture on entry and exit
Security (trouble makers) church in a relatively remote area, with possible lone working Handling cash (theft/attempted theft)	Theft violence Aggressive members of the public etc. Covid-19	Theft , debilitating injury, illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> Security alarm fitted and maintained Mobile phones available CCTV in place A lone working document is given to each new member of front office staff and is available in the Procedures file next to the Reception Desk Emergency contact numbers stored in Church phone Respect staff preferences not to work in Church alone
Safeguarding (all activities - vulnerable adults and children)	Abuse Covid-19	Lifelong emotional/physical damage to a person or leader	4	1	4	<ul style="list-style-type: none"> Safeguarding policy adopted by CCVW Proactive safeguarding Officer in place Specific leaders have had DBS checks Specific leaders and volunteers have been through safeguarding training
Provision of toilets	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> Limit access to one person to the gents and one person to the ladies at any one time Provide washing facilities to aid personal hygiene Provide access to toilets for the welfare of all people attending the buildings Provision of sanitiser wipes to allow users to clean area after use Open door while holding paper towel to avoid touch and cross contamination

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> • Ensure toilets are kept clean, use liquid rather than a bar of soap • Use disposable paper towels • Keep the facilities well ventilated, for example by fixing doors open where appropriate and safe to do so and opening windows (if possible) • Communication will request keeping use of toilets to minimum. Corridor outside the toilets is only to be used to queue for or to access the toilets • Increase cleaning regime for toilets between each service • Affix poster to the toilet door to advice of local rules, reminding of personal hygiene and social distancing and the limit of one person at a time • Keep under review the use of a person to monitor toilet use and manage queues where more than 10 people are in the building.
Provision of drinks	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • No refreshments to be offered by the church • Staff / Volunteers / Visitors to bring own drink and not use the kitchen. • Kitchen out of action with “Do not use” sign on door
Seating Use of individual wooden framed chairs with fabric and leatherette finish	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Seating available on vinyl covered chairs which are washable • No seating permitted on fabric covered chairs as they are not easily washable – these chairs are set aside • Clean before and after use (if reused within 72 hours/3 days)

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
Cleaning	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Cleaning should be proportionate and depend on the use of the building • Pay particular attention to objects and surfaces that are touched regularly, and to busy areas • If few number of people in church, restrict access to certain parts of the church to reduce the area of cleaning required whilst also ensuring good social distancing • Note - if a church is closed for more than 72 hours, this will reduce the need for cleaning
Contaminated waste	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Bin bags in store room cleaning cupboard for used cleaning products and other waste • Once used, isolate the bag for 72 hours before disposal in normal waste bins
Fire	Burns	Loss of life, debilitating injury, illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Keep all fire exits accessible
Lighting/ electricity	Electric shock Slip, trip Covid-19	Loss of life, debilitating injury, illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Only staff/volunteers to switch on lights after use of hand sanitiser • Church only open in daylight hours
Lock up (switching off the lights, taking cash box, security)	Theft, violence, Aggressive members of the public etc. Covid-19	Loss of life, debilitating injury	5	1	5	<ul style="list-style-type: none"> • Key holders have good knowledge of the church and have been trained in the locking up and alarm setting process • External lighting is available for locking up at night
Option 1 - USE OF THE CHURCH BUILDINGS TO RECORD PARTS OF SERVICES						
Number of people	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Small numbers would be involved

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> Follow national guidance on limit of numbers from different households inside a building Follow social distance guidelines Follow good personal hygiene procedures
Worship Singing and recording of singing or playing instruments	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> Avoid the use of wind and brass instruments Follow Church of England Guidance on singing Singing can be recorded in church for later streaming but not live in services. Keep under review
Use of equipment (including Audio and Visual equipment) and furniture	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> Do not share equipment Do not use same piece of furniture (e.g. lectern) Use hand sanitiser before and after touching a piece of equipment (this will save having to clean potentially sensitive electrical equipment with wet sanitiser wipes) Wipe equipment with antibac wipes after touching (e.g. Ipad; sound desk) if it will be used again within 72 hours
Cleaning	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> See above Clean shared items before and after use (if used within 72 hours of another person)
Other parts of the building (contamination of wider areas)	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> Limit access to the areas needed for the task in hand Consider closing off areas of church to ensure no spread of virus to different places Use of chairs to form a barrier or a more subtle use of rope or signs Sign to request visitors not to touch anything other than the chair they use

Option 2 - Use of the Church buildings as an office for church staff

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
FOYER/FRONT OFFICE						
Working in the church – general approach	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Small numbers of people would be involved • Follow Government advice to work at home where possible • Staff to communicate via email to Staff Team to advise when they will be working in the office and which office they will use • Staff to bring in their own refreshments, kitchen is out of action • Staff to read this risk assessment before entry
Working in the church Staff numbers	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Limit the number of people working in the church building to enable suitable social distancing • Only use desks/workstations that are 2m apart • Avoid hot desking
Personal hygiene	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Follow Government advice • Staff to use hand sanitiser when they enter the building. • Staff to use hand sanitiser before and after touching any communal items such as the photocopier • Internal doors to be left open where possible • Windows to be open to allow fresh air to enter the building
Option 3 - USE OF TOWER AS A PRAYER ROOM						
General use	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Only used by one person at a time (signage to indicate one person at a time) • Limited time for each person (signage to indicate time limit – consider clock)

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> • Sign to request that visitor closes the door on departure • Chairs to be wiped down after use • Provide hand sanitiser, tissues for personal hygiene • Lighting not an issue if daytime use only • Request users to close door as they leave to keep water out
Use of Tower Room – soft furnishings etc	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Seating available on vinyl covered chairs which are washable • Other soft furnishings removed
Security	Theft, violence, Aggressive members of the public etc. Covid-19	Loss of life, debilitating injury	5	1	5	<ul style="list-style-type: none"> • Lock doors between the Tower Room and the Church • Lock doors between the tower room and the foyer
Presence of volunteer Role: Monitor use of prayer space, clean prayer space when required, provide security	Covid-19	Illness, debilitating illness, loss of life	4	2	8	<ul style="list-style-type: none"> • Volunteer can be seated <ul style="list-style-type: none"> ○ Outside on steps (weather dependent) ○ In church foyer/front office • Volunteer only to enter the space with the doors wide open to allow air circulation • Volunteer to clean space with appropriate wipes • If offering to pray with the person in the tower, stay on other side of glass doors to the office • If in church, with tower used for prayer, have the front door to the church locked for security • Only one volunteer at a time and one person praying at a time (signage to indicate one person at a time) • Volunteer to have a phone, or access to Church phone

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> Provide hand sanitiser and wipes for personal hygiene for volunteer
Use of Front office – as a place for volunteer to sit to monitor use of tower	Slips and trips Covid-19	Illness, debilitating illness, loss of life	4	1	4	<ul style="list-style-type: none"> Separated from tower – keep doors to tower locked Only staff/volunteer allowed to have access to this area
Outside steps	Slips and trips Covid-19	Debilitating injury	4	2	8	<ul style="list-style-type: none"> Steps to be cleared of moss and dirt Handrails/door handles to be regularly wiped down with suitable wipes Lighting not an issue if daytime use only
Option 4 - USE OF MAIN WORSHIP AREA AS A PRAYER ROOM						
Seating Use of individual wooden framed chairs with fabric and leatherette finish	Covid-19	Illness, debilitating illness, loss of life	3	2	6	<ul style="list-style-type: none"> Seating available on vinyl covered chairs which are washable Use single seating chairs and clean after use
Use of Front office – as a place for volunteer to sit to monitor use of tower.	Slips and trips Covid-19	Illness, debilitating illness, loss of life	4	1	4	<ul style="list-style-type: none"> Separated from tower – keep doors to tower locked Barriers in place to prevent access to front office Only staff/volunteer allowed to have access to this area.
Worship equipment (Organ, keyboard, drums, other instruments, PA kit etc.)	Use of electricity, trips etc. Noise damage	Theft, damage	5	1	5	<ul style="list-style-type: none"> Volunteer to monitor movement of visitors inside the Church
Other parts of the building (contamination of wider areas)	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> Restrict access to other areas of church to ensure no spread of virus to different places Sign to request visitors not to touch anything other than the chair they use Doors to other areas kept shut

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
Option 5 - USE OF MAIN WORSHIP AREA FOR CHURCH SERVICES (Single 10:30 Service)						
Cleaning	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Church cleaned before use if used within previous 72 hours • Common touch points (door handles etc.) cleaned before service • If only one service a day, then it would be sensible to clean the church after the service • If we have more than one service, cleaning the whole church may not be possible. In this case, wipe down those surfaces that are likely to have been touched, paying particular attention to those frequently touched surfaces • Identify people to undertake the cleaning
Numbers of people	Covid-19	Illness, debilitating illness, loss of life	5	2	10	<ul style="list-style-type: none"> • Continue to stream services to reduce numbers at church and to continue to reach those individuals who are self-isolating or particularly vulnerable to COVID-19 • Limit the number of people permitted to enter the church at any one time, so that a safe distance of at least 2 metres is able to be maintained between households. • There is no numerical ‘cap’ on regular services, but social distancing and Public Health requirements must be met. • The two-metre ‘rule’ applies for public worship except in situations where closer contact cannot be avoided; extra Public Health precautions must then be taken

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> • Consideration should be given to keeping numbers below the maximum possible to further minimise risk • Follow Government and CofE guidelines. • An advisory ‘cap’ of 30 has been set for weddings and other ‘stand-alone’ services such as baptism and confirmation if not conducted during ‘routine communal worship’
Access - Tickets	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Limit numbers initially to 60 people - to include those involved in the service (leader; preacher; readers; intercessor; visual operator; PA operator; Duty Warden; ushers; check in greeters etc.) This can be increased if we use more group seating – currently 20 individual seats and 20 pairs of seats (including 2 larger groups of 4 and 5) • 40 ChurchSuite tickets available for each service • 10 extra tickets available for walk ups on the day <ul style="list-style-type: none"> ○ We can open up more of these if uptake for regulars is low (or reduce the number as regulars increase)
Arrival	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • one way entry along front of building is marked out in 2 meter spaces for people to wait to be admitted to church • Consider staggering arrival times
Access – Check in	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Everyone to report to reception desk on entry • Check in greeter to “check in” or record name and contact info if not booked via ChurchSuite
Access – Data	Covid-19	Illness, debilitating illness, loss of life	4	1	4	<ul style="list-style-type: none"> • GDPR advice included when selecting tickets. • Record names of attendees and keep for 21 days to assist ‘Test and Trace’

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> Adherence to GDPR - personal data managed by CCVW admin staff and deleted after 21 days
General advice	Covid-19	Illness, debilitating illness, loss of life	4	1	4	<ul style="list-style-type: none"> Remind attendees to maintain social distancing including after the service in car parks and outside spaces “Limit their interactions” with people from outside own household (C of E advice) Individuals should be discouraged from touching each other or objects that are handled communally
Access – movement of people	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> Strict social distancing to be applied Internal doors left open to avoid touch Sanitiser stations set up at key points One way system in place with arrow signs <ul style="list-style-type: none"> All entry through main door No entry from main door to corridor Corridor to become one way system, taking exits from main hall out through patio room Exceptions for wheelchair/walker users (need to stop all entry to permit their exit) Furthest seating from aisle to be filled first, so that nobody passes each other (ushers to assist) - exception wheelchairs/walkers (reserved section near the door) Nearest seating to aisle to be emptied first Spacing markers on the floor at key queuing areas
Access – control (use of Duty Wardens and ushers)	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> Duty Wardens and ushers will be present to manage queues and congregation numbers Authority to prevent access where appropriate Maintain security of the building

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> • Ensure that should the fire alarms sound that people evacuate and all doors are closed. • Volunteers to <ul style="list-style-type: none"> ○ Stay alert ○ Maintain social distancing for self as well as others ○ Maintain personal hygiene ○ Do not place self at risk
Music	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Until advice changes: <ul style="list-style-type: none"> ○ Singing & chanting will be avoided by people in church ○ Playing of instruments that are blown into will be avoided • Use recordings or pre recorded worship as an alternative to live singing
Seating Use of individual wooden framed chairs with fabric and leatherette finish	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Seating available on vinyl covered chairs which are washable • Seating- Attendees will be expected to sit as soon as they arrive in either the single seat or double seat zone. The church will be filled from the front of the stage at the single seat section and from the rear at the old part of Church. Maximum Capacity of 60 with chairs set out to conform to the 2 meter rule. (It is hoped to avoid the need for more than one service on a Sunday to limit the need to clean between services)
Books, service sheets and weekly notice sheets	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Bibles and all other paperwork removed from the chairs • Congregation advised to bring their own bibles

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> No notice sheets or service will be produced Book stall place sign to ask people not to touch when they browse
Communion	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<p>No Communion - Under Review</p> <ul style="list-style-type: none"> No sharing of the Peace through physical contact Ministers should not speak over uncovered 'consumables' Holy Communion is administered in silence Considerations: <ul style="list-style-type: none"> Good personal hygiene (wash hands in advance, consider face mask) by celebrant Celebrant not take communion first to maintain hygiene Use of individual disposable cups Use of wafers "dropped into the hand" Do not pass items along the rows Good personal hygiene (wash hands in advance, consider face mask) limit number of people distributing the sacraments Consider movement of people to receive communion .. e.g. take communion and exit Church?
Sunday School, crèche and children's work	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<p>Currently no physical groups meeting, only meeting via Zoom. Under Review</p> <ul style="list-style-type: none"> Creche is made available unsupervised Soft toys and blankets packed away Soft covered chairs and bean bags removed

Activity	Potential Hazard	Hazard Effect	Severity (1 – low, 5 – high)	Probability (1 – low, 5 – high)	Risk (Severity x Probability)	Actions to minimise risk
						<ul style="list-style-type: none"> • Young children to be supervised by the parent or guardian and appropriate hygiene precautions followed • Parental permission obtained for zoom type meetings • Zoom type meetings for under 18's to have two safeguard trained adults in attendance.
Collection	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Discourage cash donations and continue to use online or contactless giving and resources. • If cash is given, offering bowl to be left in Vestry in the safe for 72 hours before being handled
Other parts of the building (contamination of wider areas)	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Sign to request visitors not to touch anything other than the chair they use • Doors to other areas kept shut
Refreshments	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • No refreshments will be offered at present
Departure	Covid-19	Illness, debilitating illness, loss of life	5	1	5	<ul style="list-style-type: none"> • Controlled departure with reverse of arrival (nearest exits leaving first)

ONE WAY FLOOR PLAN covid - Saved

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PLEASE BE DIRECTED BY USHERS
SEATS MUST BE FILLED AND EMPTIED IN ORDER

Page 1 of 1 29 words

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20:24 16/07/2020

ASSESSOR: Phil Elsdon/Annette Ross/Pam Unwin

DATE OF RISK ASSESSMENT: 16 July 2020 DATE OF PCC APPROVAL: _____

Guidelines for completion

Potential Hazard

The potential hazards associated with every activity must be separately identified. For example, the potential hazards of a barbecue are multiple – risk of burns, risk of food poisoning, etc. Each hazard must be recorded separately in the ‘Potential hazard’ column.

Hazard Effect

The effect of each potential hazard, if experienced, must be assessed separately and recorded in the ‘Hazard effect’ column.

Severity

The severity of the effect, if experienced, is estimated on a scale of 1 to 5 and recorded. As a rough guide, a severity rating of 1 probably suggests that the required action is simple, local treatment whilst a severity rating of 5 suggests a potentially life-threatening situation.

Probability

The likelihood of the hazard effect being experienced is estimated on a scale of 1 to 5 and recorded. A probability of 1 suggests ‘unlikely’ to occur whilst a probability of 5 suggests ‘very likely’ to occur.

Risk

The overall scale of the risk is calculated by multiplying the Severity and the Probability. This resulting scores must be recorded and serve to identify the highest risk activities from the lowest and hence to focus attention appropriately on the extent of the actions required to minimise those risks.

Actions to minimise risk

Clergy, administration staff and wardens must determine what actions can be taken to reduce the severity and/or probability of the hazard effect being experienced, record these actions and ensure that they are taken.

Any activity with a risk assessment score exceeding 15 must not proceed