



## RISK ASSESSMENT FORM 2021

Name of Event:	Alive Church Live Sunday Online Stream
Name of Venue:	Alive Church - Auditorium
Age Group & Activity:	Live service with team only to stream online on Sundays
Date of Assessment:	22nd January 2021

IDENTIFY HAZARD	IDENTIFY RISK	RISK LEVEL	ACTIONS TO MINIMISE RISK	RESIDUAL RISK LEVEL	CONTROL CHECKS
What are the hazards?	What are the risks involved?	High, Medium or Low chance of occurring	What are you going to do to minimise the Risk Level?	What is the risk level now the actions have been put in place?	What ongoing actions do you need to do to ensure this hazard is minimised, and how are you going to check the risk hasn't increased.
Gathering any number of persons inside or outside/ Common behaviour	Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>Persons with underlying or high risk health conditions encouraged not to physically attend the service recording</li> <li>Persons involved inside the auditorium limited to 30 at any one time</li> <li>All persons involved in the activity to observe social distancing, no handshaking, hugging or other physical interaction are permitted unless the two individuals are from the same household/bubble.</li> <li>Remind persons to refrain from</li> </ul>	Medium	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.

			<ul style="list-style-type: none"> <li>touching their face.</li> <li>● Face coverings to be worn by all individuals when arriving at the building, and when moving around 'travelling'. Face coverings can only be removed by those contributing in the service, at the designated time.</li> <li>● All persons to be 2 weeks clear of COVID-19 symptoms</li> <li>● Ensure arrival/departure process is followed (see below)</li> <li>● All persons involved to use the COVID-19 tracking app and EvePass, on arrival and departure.</li> <li>● Action Plan in place and communicated to leaders in the event of a Coronavirus case known to enter premises.</li> <li>● No communion, offering or tea/coffee to take place.</li> </ul>		
Use of indoor spaces, Confined Spaces and overcrowding	Inability to distance, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>● Capacities limited for each room/inside space</li> <li>● One way system in place for entry and exit.</li> <li>● Social distancing measures to be maintained where possible, including the arrival and departure of the venue.</li> </ul>	Medium	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Frequently used surfaces	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>● Ensure all frequently used surfaces are sanitised regularly ie. door handles, use of hand sanitiser on entry and exit of premises and at points regularly used, toilets and catering stations.</li> <li>● Buildings Team to clean the room on Friday and Monday</li> <li>● Internal doors propped open so no-one needs to touch handles</li> </ul>	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.  Buildings team to arrange cleaning on a Friday and Monday.

Toilets and other facilities	Contaminated surfaces, inability to distance, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>● Toilets to be cleaned regularly.</li> <li>● Only use one downstairs disabled toilet</li> <li>● Buildings Team to clean the toilet thoroughly on Friday and Monday</li> <li>● Everyone asked to take waste home with them if possible.</li> <li>● All waste to be assumed contaminated and handled appropriately by Andrew.</li> <li>● Anyone handling waste to be trained in suitable working practices.</li> </ul>	Low	Buildings team to arrange cleaning on a Friday and Monday.
Filming	Close proximity working, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>● Camera operators to wear a face covering</li> </ul>	Medium	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Singing & the use of wind or brass instruments	High vocal expulsion, Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>● All music is pre-recorded (no live music involved during Sunday livestreams) - see separate risk assessment</li> </ul>	N/A	
Use of other instruments	Contracting COVID-19 infectious disease or passing it onto others	Medium	<ul style="list-style-type: none"> <li>● All music is pre-recorded (no live music involved during Sunday livestreams - see separate risk assessment)</li> </ul>	N/A	
Arrival & Departure	Contaminated surfaces, COVID-19 positive person entering the building, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>● Hand sanitiser to be used on arrival and exit. Posters up to remind people.</li> </ul>	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Use of common	Contaminated	High	<ul style="list-style-type: none"> <li>● All common equipment to</li> </ul>	Low	Reminder notices at entrances and

equipment	surfaces, Contracting COVID-19 infectious disease or passing it onto others		<p>where possible be fully sanitised between uses or used once and left for 72 hours.</p> <ul style="list-style-type: none"> <li>• Production equipment and instruments to be fully cleaned between uses.</li> <li>• Use of gloves for equipment which cannot be easily cleaned between uses.</li> </ul>		exits of venues Spot checks or persons appointed to enforce guidelines.
Use of Microphones	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>• Microphones to be fully cleaned between uses with antibacterial wipes.</li> <li>• Individuals giving out microphones sterilise their hands after handling 'dirty' microphones.</li> <li>• Microphones not shared between people.</li> </ul>	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Changing of batteries or equipment maintenance	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>• Use of Clean and Dirty stations/receptacles</li> <li>• Mic station manager replaces batteries. Old into 'dirty' receptacle, mic station manager to remove with gloves and fully sanitise prior to charging.</li> <li>• New battery to be installed from 'clean' receptacle and installed by Mic Station manager.</li> <li>• Each microphone cleaned before given out.</li> </ul>	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Use of PPE	Incorrectly using PPE, Contracting COVID-19 infectious disease or passing it onto others	Medium	<ul style="list-style-type: none"> <li>• Instructions given on the correct use of PPE including the correct positioning of face masks.</li> </ul>	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Travel	Inability to distance, Contracting COVID-19 infectious disease or passing it	Medium	<ul style="list-style-type: none"> <li>• Follow government guidance when using public transport</li> <li>• Only families or 1 bubble to use a small vehicle i.e. car</li> </ul>	Low	Team told before the event

	onto others				
Stage Management	Inability to distance, Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>Working teams to be instigated</li> <li>Face coverings to be worn</li> <li>Stages to be prepared and then sanitised</li> </ul>	Medium	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Heavy Lifting	Back strain/ injury/ accidents	Medium	<ul style="list-style-type: none"> <li>All team to be aware of correct lifting practices</li> <li>Only specified personnel to be lifting heavy equipment</li> <li>Use reasonable amount of people to lift to lessen load</li> </ul>	Low	Team to be vigilant and aware as to who is attempting to perform any heavy lifting duties
Electrical Production Equipment	Trips/ electrocution/ ear damage/ strains	Medium	<ul style="list-style-type: none"> <li>No drinks/liquids permitted near electrical equipment</li> <li>Equipment to be used in accordance with safe operating procedures and any faults to be reported</li> <li>Levels of sound during band and worship sessions to be kept within guidelines</li> <li>All equipment will be PAT tested before being used</li> <li>All cables to be routed together and secured or covered where possible</li> <li>Camera operators to take regular breaks or use tripods where possible.</li> <li>Headphones or ear defenders to be used in areas of high noise exposure.</li> </ul>	Low	
Fire	Faulty electrical equipment, spillages or water ingress, combustible materials	Medium	<ul style="list-style-type: none"> <li>General good housekeeping</li> <li></li> </ul>	Low	
Slips, Trips & Falls	Staff and visitors may be injured if they trip	Medium	<ul style="list-style-type: none"> <li>General good housekeeping is carried out.</li> </ul>	Low	

	over objects or slip on spillages		<ul style="list-style-type: none"> <li>• All areas well lit, including stairs.</li> <li>• No trailing leads or cables.</li> <li>• Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</li> </ul>		
Guests and Participants	Tripps or injury resulting from unfamiliarity with environment	Low	<ul style="list-style-type: none"> <li>• Induction to take place to demonstrate any specific risks for participants to be made aware of, i.e. unsecurable tripping hazards e.t.c.</li> </ul>	Low	
Installation of Equipment	Physical injury, cuts, collapse of equipment while being constructed	Medium	<ul style="list-style-type: none"> <li>• Persons to be trained in use of materials and manual handling. Sufficient personal used for handling large or heavy equipment/materials.</li> <li>• Gloves to be worn when handling sharp edged materials.</li> </ul>	Low	
Operating of cameras	Repetitive strains, physical injury, slips, trips and falls	Medium	<ul style="list-style-type: none"> <li>• All camera operators to be on a rota and take regular breaks</li> <li>• Tripods or physical supports used where possible</li> </ul>	Low	

## TEAM LEADER

PRINT NAME: Howard Williams

DATE: 22.1.21

## HEALTH & SAFETY OFFICER

PRINT NAME: Jemma Collins

DATE: 22.1.21