



## RISK ASSESSMENT FORM 2021

Name of Event:	Wymondham
Name of Venue:	Central Hall Wymondham
Age Group & Activity:	Various ages - religious service
Date of Event:	23rd May 2021
Date of Assessment:	5th May 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 can now attend if they feel comfortable with the level of risk.</li> <li>Capacity limited to building size and ability to distance people and households/bubbles 2m apart</li> <li>All persons involved in the service to observe social distancing, no socialising.</li> </ul>	Medium	Reminder notices at entrances and exits of venues. Reminder of covid secure practices to be announced from the front by the leader at the beginning and end of the service. Verbal requests and checks to ensure face coverings and hand sanitiser are used.

			<p>handshaking, hugging or other physical interaction are permitted unless the two individuals are from the same household/bubble.</p> <ul style="list-style-type: none"><li>● Remind persons to refrain from touching their face.</li><li>● Face coverings to be worn by all individuals at all times (unless exempt). Face coverings can only be removed by those contributing in the service, at the designated time.</li><li>● All persons to be 10 days clear of COVID-19 symptoms</li><li>● Ensure arrival/departure process is followed including one way entrance and exit.</li><li>● All persons attending to use the COVID-19 tracking app and EvePass, on arrival and departure (or paper version if not able to use the internet)</li><li>● Action Plan in place and communicated to leaders in the event of a Coronavirus case known to enter premises.</li><li>● No tea/coffee or food to take place, people invited to bring their own food and drink if they need it and take all rubbish home with them</li><li>● Leader to undertake the 'Pre-Event Checklist'.</li><li>● No singing from the congregation during services.</li><li>● Anyone not following appropriate guidance or adhering to Alive policies and procedures will be asked to leave the premises.</li><li>● All volunteer team involved to do a risk assessment</li></ul>		
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			<p>questionnaire beforehand</p> <ul style="list-style-type: none"> <li>• Children's inside Sunday service groups to begin no earlier than May 17th.</li> <li>• Children can bring their own toys and resources can be provided for them as long as they can take home and they are not shared between individuals.</li> </ul>		
Lateral Flow Testing	Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>• All staff and key volunteer team involved in the service to take a lateral flow test at home the night before or the day of the service to determine if they have COVID-19</li> <li>• All Location Pastors to ask their teams to order the tests themselves from <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a></li> <li>• Follow the instructions from the test's delivered.</li> <li>• Everyone who has completed their tests to report the test results to the NHS.</li> <li>• Anyone who tests positive asked not to attend and to isolate for 10 days according to Government guidelines</li> <li>• Back up team available in case anyone tests positive</li> <li>• Plan in place to note what to do in the event that someone tests positive</li> <li>• If anyone tests positive with the lateral flow test they should be encouraged to get a PCR test (the official ones that take 2 or so days) and that result trumps the lateral flow one. They do not need to ask anyone else to</li> </ul>	Medium	<p>All test results to be recorded by each individual.</p> <p>Each individual is responsible for logging their own results at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></p> <p>If the individual is unable to report via the website above they must report via telephone.</p> <p>Lines are open every day, 7am to 11pm.</p> <p>Call 119 (free from mobiles and landlines).</p>

			isolate until told so by NHS Track and Trace after taking the PCR test..		
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>• If anyone arrives without booking in, they will need to wait until everyone is seated, then if there is enough space for them to sit with social distancing they are welcome to join the service. If there is not enough space they should be asked to book in for the next Sunday service.</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> <li>• Buildings aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.</li> <li>• Clearly mark out seating areas including exclusion zones to maintain distancing.</li> <li>• Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.</li> <li>• Limit access to places with a temporary cordon.</li> <li>• Determine placement of hand sanitisers available for visitors to use.</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	High	<ul style="list-style-type: none"> <li>• Suitable cleaning materials provided, depending on materials and if historic</li> </ul>	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to

	disease or passing it onto others		<p>surfaces are to be cleaned.</p> <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>• Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature).</li> <li>• No distribution of bibles or other books – attendees asked to bring their own and take them away with them.</li> <li>• Remove from use all books (incl. Bibles) plus leaflets except single use material that will be removed by the user.</li> <li>• Remove or isolate children’s resources and play areas.</li> </ul>		<p>enforce guidelines.</p> <p>Deep cleaning should be done by the buildings team if we own the building or by the owners if in a rented building</p>
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 the disabled toilet if possible</li> <li>• Everyone asked to take waste home with them if possible.</li> <li>• All waste to be assumed contaminated and handled appropriately by designated cleaning staff</li> <li>• Toilets supplied with disposable hand towels or dryers (not a reusable linen towel)</li> </ul>	Low	<p>Deep cleaning should be done by the buildings team if we own the building or by the owners if in a rented building</p>
Offering	Contaminated surfaces, inability to distance, Contracting COVID-19 infectious disease or passing it onto others	Medium	<ul style="list-style-type: none"> <li>• No passing of collection basket (people come to one point, 2m apart to give their offering)</li> <li>• Collection not counted until 72 hours after the service.</li> <li>• Risk assessments in place for anyone counting the offering</li> </ul>	Low	

			<ul style="list-style-type: none"> <li>• Card machines wiped with antibacterial wipes after each use and left in one place for people to give 2m apart</li> <li>• Congregation encouraged to give online if possible</li> <li>• Volunteers counting the offering to be sent a risk assessment.</li> </ul>		
Communion	Contaminated surfaces, inability to distance, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>• People allocated to receive communion in single file or households/bubbles ensuring 2m distancing at all times</li> <li>• Communion is served by placing cups and wafers into hands and cups immediately disposed of by those partaking into unlidded bins with double lined bin bags.</li> <li>• Communion servers to use antibac or wash hands, wear gloves and face coverings.</li> <li>• Gloves to be disposed of once used and antibac or hand washing to be used</li> <li>• Sides wiped with antibacterial wipes after use</li> </ul>	Medium	
PA Equipment	Close proximity working, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>• Those using a PA desk to wear a face covering, keep 2m apart and clean with antibacterial wipes before and after use</li> </ul>	Medium	
Singing, preaching & 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>• Maximum number of performers is 6 at any one time</li> <li>• Maximum number of singers is 3 (from within the 6 above)</li> <li>• Singers to stand side by side (not face to face)</li> <li>• Minimum 4m gap between artist and camera person ideally 6m.</li> </ul>	Medium	

			<ul style="list-style-type: none"> <li>• Minimum 4m gap vocalist / leader and congregational members</li> </ul>		
Use of instruments	Contracting COVID-19 infectious disease or passing it onto others	Medium	<ul style="list-style-type: none"> <li>• Maximum number of performers is 6 at any one time</li> <li>• All instruments cleaned before use. All team members bring their own instruments.</li> </ul>	Medium	
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 equipment	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> <li>• All common equipment to where possible be fully sanitised between uses or used once and left for 72 hours.</li> <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>	Low	
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	
Changing of batteries or equipment maintenance	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it	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'</li> </ul>	Low	

	onto others		<p>receptacle, mic station manager to remove with gloves and fully sanitise prior to charging.</p> <ul style="list-style-type: none"> <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>		
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	
Travel	Inability to distance, Contracting COVID-19 infectious disease or passing it onto others	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
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</li> </ul>	Low	



			<p>within guidelines</p> <ul style="list-style-type: none"> <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>		
Fire	Faulty electrical equipment, spillages or water ingress, combustible materials	Medium	<ul style="list-style-type: none"> <li>• General good housekeeping</li> </ul>	Low	
Slips, Trips & Falls	Staff and visitors may be injured if they trip over objects or slip on spillages	Medium	<ul style="list-style-type: none"> <li>• General good housekeeping is carried out.</li> <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>	Low	
Guests and Participants	Trips 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: Barbara McLellan

DATE: 5th May 2021

**HEALTH & SAFETY OFFICER**

PRINT NAME: Jemma Collins / Kirsty Hagley

DATE: 5th May 2021