

Church by the Bay meeting at the Alhambra: risk assessment

Church by the Bay

Assessment carried out by: Andrew Steventon

Date of next review: Dec 2020

Date assessment was carried out: 22nd October 2020

“Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God.” Philippians 4:6

Before considering, carrying out and adhering to this risk assessment, please pray and rest in the Lord’s good rule.

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
Welcoming Children	Families, children: transmission of COVID-19 virus	Not holding the children Sanitising hands Wearing masks		Families, Pastor		
Food preparation	Food preparers Food consumers: transmission of COVID-19 virus	No food is prepared for mass consumption on premises Communicate with the church family that food and drink will not be provided at public gatherings	See below entry for communion considerations	Trustees / elders to monitor guidance Elders to assess communion administration	Explained before first public meeting Rolling action	Done

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
Entering / leaving Alhambra	Any users of the building: transmission of COVID-19 virus	A seating plan has been established to maintain effective social distancing Stewards assigned to weekly public gatherings Arrival is controlled by stewards who will call people in and show them to their seats Stewards will guide people in such a way that risk of close proximity is limited A one-way system is in place in the main hall to remove risk of close-passing in aisles Departure is controlled to remove the risk of close-proximity	Ensure Welcome team can instruct attendees as to proper use of the one way system	Trustees / elders to assess Trustees / elders to assign stewards	Rolling action	Done

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
		One way system in place for entrance / exit and for movement around hall				
Shared communal space	Any attendees: transmission of COVID-19 virus	A seating plan has been established to maintain effective social distancing Daily monitoring of government guidance on COVID-19 security Purchase and use of disposable PPE for cleaning purposes Purchase and provision of suitable hand- and surface-sanitisers, such as anti-viral sprays and sanitiser gels	Livestream church is continued for those for whom attendance may present a health risk Regularly monitor government guidance and apply as deemed appropriate Venue Manager on hand for queries and guidance		October 2020	
Use of church-owned Bibles	Any attendees: transmission of COVID-19 virus	The church are asked to bring their own Bibles Bibles will be available in polythene bags. These will	Regularly monitor government guidance and apply as deemed appropriate	Trustees / elders	Rolling action	

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
		not be re-used within the advised 48 hour period	Consider all Bible text projected, as per livestream			
Use of lectern	All attendees: transmission of COVID-19 virus	Multiple lecterns / music stands: each only touched by one person	Consider having one person to both read and pray Leader, preacher and kids' talk leader may not use lectern Regularly monitor government guidance and apply as deemed appropriate	Trustees / elders	Rolling action	
Furniture and fittings	All attendees: transmission of COVID-19 virus	Seating plan established for effective social distancing Each person assigned their own seat, at which they must stay in their support bubble	All furniture and fittings cleaned with appropriate products between meetings 'Touch spots' will be identified by the Venue Manager and cleaning team	Trustees / elders	Rolling action	

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
Toilet use	Any attendees: transmission of COVID-19 virus	Toilets are cleaned regularly Suitable cleaning products present in all toilets	Toilet vestibule door will remain open Toilets cleaned regularly	Trustees / elders	Rolling action	
Communion	Any partakers: transmission of COVID-19 virus	One person prepares communion for bubbles to collect on arrival Hands sanitised, mask worn Bread and wine distributed by preparer to bubbles Nothing is passed between any attendees	Obtain suitable containers for communion	Hospitality	Rolling action	Done
Congregational singing	Any attendees of public gatherings: transmission of COVID-19 virus	Congregational singing is not planned in the coming weeks	Regular review of government advice	Elders	Rolling action	

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
Band singing	Any attendees of public gatherings: transmission of COVID-19 virus	From September musicians will sing and play live at church meetings, in-line with government guidance Regular review of guidance on singing in public spaces	Musicians will stand socially distanced from one another Musicians will stand a safe distance from congregation Singers will be amplified to reduce the need for projection	Musicians Trustees / elders	Rolling action	
Appropriate physical signs of affection	Any attendees of public gatherings: transmission of the COVID-19 virus	Social distancing is advised at all gatherings and private meetings Physical greetings and signs of affection have been discouraged by the eldership (28/6/20) Government guidance suggests no more than two households should meet	Reminders as appropriate Monitor government guidance for when such action is not advised-against	Elders	Rolling action	Done

More information on managing risk:

- www.hse.gov.uk/simple-health-safety/risk/
- <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>