

Risk assessment template

Company name: Potters House Church Tottenham

Assessment carried out by (Pastor Abdul Yussuf, Charles Brissett, Idris Mensah-Bonsu):

Date of next review: 04.10.20 or if government guidance changes

Date assessment was carried out: 04.07.20



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
Church re-opening to the public following Covid-19 pandemic	ALL accessing church building	<ol style="list-style-type: none"> The church has put in place mitigative measures following government guidance on effective social distancing and infection prevention control measures We have introduced a booking system for all and limited number of people that can attend church services to ensure safe social distancing requirements are met 	Continue to review and update plans in line with government updates	Pastor Church counsellors Technical/Media team	By 03 rd July 2020	

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		<ul style="list-style-type: none"> 3. We have carried out a risk assessment and this has informed the actions we have taken and the measures we have put in place 4. We have put in place a one way system with separate entry and exit points and these are clearly indicated with notices, keeping emergency exits available at all times. 5. We have put in place a queuing system with safe social distancing outside and will have ushers outside to enforce this. 6. Where possible, doors and windows will be opened to improve ventilation. 7. We have removed Bibles/literatures/leaflets from public access. Bible scriptures and communications will be projected up in church to avoid multiple handling of objects. 8. We have cancelled Sunday school and Nursery. All children's resources have been boxed up and will not be made available. 				

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		<p>9. All seats in church have been marked to ensure physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. These are clearly marked out including exclusion zones to maintain distancing. Church ushers will be on hand to ensure compliance with arrangements.</p> <p>10. We have introduced clear markings to show the flow of movement for people entering and leaving the building to maintain physical distancing requirements.</p> <p>11. Ushers will be outside of the church building to discourage mass gathering before and after church service.</p> <p>12. Handwashing and hand sanitisers are available at the entrance into the church and Hand sanitisers available on exit.</p> <p>13. We have out in place temporarily changes in the church such as cancelling Sunday school and nursery</p>				

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		<p>to facilitate social distancing. These gives the church extra space to accommodate social distancing.</p> <p>14. We have put up notices to remind visitors about important safe practices e.g. no hand hygiene practices, and a health risk assessment</p> <p>15. We are asking all members and visitors to wear face masks in line with government advise as published at: https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</p> <p>16. We have put in place a cleaning rota to ensure that high-risk surfaces and touch points are wiped with appropriate sanitiser spray or disposable wipes</p> <p>17. We have ensured that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.</p>				

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		18. All our waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. 19. Our online booking system allows us to provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days- using Eventbrite system to help 20. We created a video which has been sent to our members and visitors to communicate with them what to expect when they come to church. Our Website has been updated and we have included information in our preceding on-line services.				
Access to church buildings for purposes of private prayer and service, or to do live stream following Covid-19 pandemic	ALL who access the building	1. One point of entry to the church building clearly identified 2. Water systems are flushed through before use 3. Electrical and heating systems checked and working. 4. We have tested the use of equipment needed for livestreaming to ensure they are safe and to avoid	None	Pastor Church Counsellors Technical/media team	04 th July 2020	

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		exceeding safe load on sockets, cables/tripod causing trip hazard				
First Aiders following Covid-19 pandemic	Church nominated first aiders	<ol style="list-style-type: none"> 1. First aiders are recommended not to perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. 2. If a decision is made to perform mouth-to-mouth ventilation in asphyxia arrest, a resuscitation face shield is available in the church 3. Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the NHS website. 	Share risk assessment with all accessing building by placing on notice board.	P Pastor / church counsellors	As and when situation occurs	
Building Fire Safety	ALL who access the building	<ol style="list-style-type: none"> 1. Our one-way traffic system does not block any fire exits 2. There are no blocked or obstructed exit routes 3. Escape door are not locked. 	None	All to follow this Pastor / church counsellors	Whenever using equipment	

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		4. All equipment's (such as vacuum) are checked before use to ensure there is no faulty or damaged wiring. Faulty, damaged or unauthorised portable equipment should not be used and should be reported to the Pastor or one of the church counsellors				
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	Cleaner(s)	1. If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces. 2. Where 72-hour closure is not possible a cleaning rota is in place to cover our opening arrangements. We will ensure that no vulnerable individual is part of our cleaning rota. 3. All cleaners are provided with disposable gloves, and suitable cleaning materials. 4. Potentially contaminated waste (e.g. hand towels) will be removed from the building daily.	None	Church cleaner(s) Pastor /church counsellors		
Cleaning the church after known	Cleaners)	1. The church building will be closed for 72 hours with no access permitted to enable deep cleaning after any	None	Church cleaner(s)		

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exposure to someone with Coronavirus symptoms		<p>known exposure to someone with Covid-19 symptoms.</p> <p>2. If 72-hour closure is not possible then we will follow Public Health England guidance on cleaning in non-healthcare settings.</p> <p>3. If the building has been quarantined for 72 hours, then we will carry out cleaning as per the normal advice on cleaning.</p>		Pastor /church counsellors to check		
Food Preparation		1. No food is to be prepared or consumed on site until further notice / review carried out	None	Pastor and church ushers to inform and ensure guidance adhered to	04 th July 2020	