



Activity or Task Assessed Community Events	Location of task or activity Breathe New Life Church	Assessment number 1	Review date NA
Date of assessment: 13.12.2021		No of pages: 9	

Identified Hazard	Who might be harmed?	What actions are to be taken to minimise the risk?
Spread if Covid-19: Room Capacity and Volume of Attendees	All attending Spread of Covid-19	Event is open to 100 attendees. Activities to be set up around the building and outside Room will be set up, all equipment and seating sanitised prior to the event Attendees will be encouraged to wear masks while walking round. Masks can be removed when seated in the café area - (masks will be available for anyone who does not have one) - Children under the age of 11 do not have to wear a face mask, per the Government Guidelines (updated 23.09.2020)
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Prior to the Event	

Identified Hazard	Who might be harmed?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Crowds at Events	All Attending Spread of Covid-19	<p>Eventbrite booking in system has been set up for 100 attendees</p> <p>Registers will be taken for each event, if people attend who are not booked in a total of attendees will be taken (team will explain safety measures)</p> <p>NOTE this information will be kept for the length of time stipulated on the privacy notice that was sent out with the registration per our Data Protection Policy</p> <p>An email will be sent to all attendees 3 days prior to the event explaining all the safety measures that have been taken and what is expected of attendees, plus a copy of the risk assessment</p> <p>All attendees will be encouraged to wear face masks- (masks will be available for anyone who does not have one) - Children under the age of 11 do not have to wear a face mask, per the Government Guidelines (updated 23.09.2020)</p> <p>All attendees will be asked to sanitise on entry to the building</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Prior to and during the event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Parking and entering the building	All Attending Spread of Covid-19	Outdoor parking only on the premises

		Consider Others - Clear social distancing signs installed One-way car park system
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	During the Event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Building flow	All Attending Spread of Covid-19	Social Distance signs are mounted around the building. Keep left signs down corridors
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Already set up	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid 19: Sanitising/hand washing	All Attending Spread of Covid-19	Wall mounted hand sanitising stations located, by the main entrance, outside the main toilets, inside the auditorium doors, entrance to the café by the archway, by the fire door by the baby room, by the easy access toilet. Volunteers at the front door will ask attendees to hand sanitise as they enter the building

		Free standing hand sanitising unit to be available where needed All toilets have 'good handwashing' procedures – see later note for use of toilets
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Hand sanitiser bottles to be placed in the other areas prior to events and replenished when necessary	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Ventilation/Open Doors	All Attending Spread of Covid-19	Windows and doors to be opened prior to events (Team will be situated around the building to ensure safety)
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Prior to and during all events	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Use of Toilets	All Attending Spread of Covid-19	All the toilets have good hand washing instruction displayed Hand sanitisers are available in the corridor and in the entrance to the auditorium A Staff member will be available to clean the toilets during the service if needed
Who needs to carry out the action?	When is the action needed?	Date Completed

Team	Already set up	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Children Running Round	All Attending Spread of Covid-19 Children leaving the building as doors are open for ventilation Slips, trips and falls	Children will be the responsibility of their parents/guardians/those they have attended with Children under the age of 11 do not have to wear a face mask, per the Government Guidelines (updated 23.09.2020) All attending will be politely asked to keep any children close to them and to be considerate of others attending Team have the right to ask families to leave the event if children cannot comply to the safety measures An email will be sent to all attendees 3 days prior to the event explaining all the safety measures that have been taken and what is expected of individual, plus a copy of the risk assessment First Aider Present
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	During the Event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?

Use of Electrical Equipment	Person operating the equipment Electrocution Fire hazard	All electrical items are PAT Tested Operator to examine equipment prior to use First Aider present Fire Marshals allocated and Fire Evacuation plan explained to all Volunteering, this will include individual roles should there be a fire emergency
Who needs to carry out the action?	When is the action needed?	Date Completed
Operator of Equipment/Team	Prior and during the event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Loose cables, raised carpets, stairs, steps around the building – areas that could cause slips, trips, and falls	All Attending Cuts, bruises, broken bones	Team will make sure the room is free of obstacles Weekly Slips, Trips and falls checks to be completed. First Aider present
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Prior to the event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Activity Groups ran by external personnel eg Climbing Wall	All Attending Cuts, bruises, broken bones, unconsciousness, death	Each activity will be risk assessed by the activity groups and copies of the risk assessments received prior to the event

		BNL Team will familiarise themselves with the risk assessments First Aider present
Who needs to carry out the action?	When is the action needed?	Date Completed
Team/Activity Groups	Prior to the event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Lunch Time	All Attending Choking	All attending will be asked to be seated while eating. Children are the responsibility their parents/carers First Aider present
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	During the event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Strangers entering the building	Child abduction	Team will be allocated around the building. Children are the responsibility of their parents/carers. If a child is abducted team will ensure all doors are closed and someone is situated at the gate to

		monitor people leaving while a search of the building and outdoor area is conducted. The emergency services will be contacted if the search is unsuccessful
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	During the event	

Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Distribution of Food and Drink – spread of covid,	All attending could contract covid or other illnesses	All food and drinks will be served. Please refer to the method statement
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	During the event	

