



Activity or Task Assessed Sunday Church	Location of task or activity Breathe New Life Church	Assessment number 1	Review date NA
Date of assessment: 08.12.2021		No of pages: 8	

Identified Hazard	Who might be harmed?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Room Capacity and Volume of Attendees	All attending Spread of Covid-19	Event is open to unlimited attendees. There are cards available for people to put on the seats next to them if they do not want people sitting in the seats next to them. Some seats have been set up socially distanced. Kids Church numbers will be dependent on team due to adult to child ratio of 1:6 Room will be set up, all equipment and seating sanitised prior to the event
Who needs to carry out the action?	When is the action needed?	Date Completed
Core Team and Staff (Team)	By the Friday of 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 is available for people to book in (though not mandatory) The Host Team will count people as they enter the auditorium</p> <p>NOTE this information will be kept for 28 days for NHS Test and Trace purposes</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 individual, plus a copy of the risk assessment</p> <p>All attendees have to wear facemasks throughout the service (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> <p>People who use the café area do not have to wear masks when seated.</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Core Team and Staff (Team)	Prior to 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, could cause pockets of people congregating together	All Attending Spread of Covid-19	<p>Outdoor parking only on the premises</p> <p>Consider Others - Clear social distancing signs installed</p>

		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	Auditorium Event and Kids Church Host Team will be placed on the car park, front door, in the café area and in the auditorium to direct people where to go. 1 Volunteer Booking children into Kids Church and directing to the café via the corridor Entry into the Auditorium via the set of doors that are open Team will direct people to seats
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Host Team briefing prior to the event Room set up prior to the event	
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.

		<p>Volunteers at the front door will ask attendees to hand sanitise as they enter the building</p> <p>Free standing hand sanitising unit to be available where needed</p> <p>All toilets have 'good handwashing' procedures – see later note for use of toilets</p>
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) The room is large and well ventilated
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

		<p>Keep left and social distance signs stalled in the corridor</p> <p>A Staff member will be available to clean the toilets during the service if needed</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Team to man 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: Person Leading the Event/Use of Music/Use of Microphone	<p>All Attending</p> <p>Spread of Covid-19</p>	<p>People on stage to remove mask once on stage and put back on before leaving the stage</p> <p>Singing is permitted, attendees to wear masks throughout the service.</p> <p>Those handing out equipment should ensure all using the equipment are happy to share, where possible do not share equipment.</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Lead and Tech Volunteer	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: Children Running Round	<p>All Attending</p> <p>Spread of Covid-19</p> <p>Children leaving the building as doors are open for ventilation</p> <p>Slips, trips and falls</p>	<p>Children will be the responsibility of their parents/guardians/those they have attended with</p> <p>Children will have to remain in their seats or close to the people that have attended with</p>

		<p>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 attending will be politely asked to keep any children close to them and to be considerate of others attending</p> <p>Breathe Kids Team will produce work sheets/colouring for the event, which will be available on the entrance to the Auditorium.</p> <p>Core Team, Trustees, Staff and Host Team have the right to ask families to leave the event if children cannot comply to the safety measures</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 individual, plus a copy of the risk assessment</p> <p>First Aider Present</p>
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 Electrocutation 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 Spread of Covid-19	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	

