

	One off Risk Assessment: Church event 20.12.20										
Risk no.	Risk	Type*	Inherent risk			Mitigation/ action needed	Residual risk			Notes/action	Person Responsible
			Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score		
1	General										
1a	The appropriateness of holding the activity	People	5	5	25	Weigh the prevalence of the virus in the population, vulnerability of those likely to attend and the nature of the activity against the impact on well-being of attendees if they cannot meet together	2	4	8		Elders
1b	Activity takes place without a risk assessment and required actions in place	People	5	5	25	Risk Assessment takes place and is approved by Elders before the event takes place	2	3	6	Activity leaders must know the risks and mitigations, adhere to restrictions and enforce them appropriately	Elders plus AE write risk assessment
1c	Unknown if someone attending might be affected		5	5	25	QR code to be put at gate and/or details of one member of the family attending	2	2	4		AE ensure happening
1d	Equipment causes hazards for congregation and leaders					Gazebo erected and pegged down Cables on ground covered or marked	2	2	4		PM AE RN
1e	Contamination in the actual building		5	5	25	Anyone actually entering the building and those participating in leading to be required to use sanitiser on entry and to wear a mask	2	2	4		Steward at door AE/PM

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2	Safety of the congregation										
2a	Mix of pedestrians and cars in the dark	people	5	5	25	No cars to be allowed into the car park. Spaces outside the church kept for any unable to be outdoors. Cones put across church footpath entrance	1	1	1		AE/Stewards
2b	Congestion at entry	people	4	4	16	Entry through car park entrance, exit through footpath entrance Stewards placed strategically	2	2	4	At minimum: 2 Stewards at gate, taking names/pointing out QR code/handing out carol sheets ½ Stewards on pavement maintaining social distancing ½ Steward in centre aisle to assign people to seats Venue Manager then Steward at end near Sanctuary fire door monitoring entry and exit to building	AE /Stewards
2c	Congestion and people mixing as going to seats	people	5	5	25	One way system in place clearly marked, people fill up from the front and far side. Wide, clearly marked gangways. Enough stewards to direct people	2	2	4		AE/Stewards
2d	People moving around the area in groups of more		5	5	25	Sufficient stewards to guide people to seats and to remind them of Government Guidance	2	2	4	Need to work out layout plus stewards-need at entrance, central gangway, exit, by church doors and possibly in Sanctuary	AE/SR/PM organise layout

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	than 6 and mixing groups										Stewards on day
2e	Layout of the space leads to lack of social distancing	Property	5	5	25	Chairs laid out in pairs at 2m distance between pairs with clear gangways. Layout determined before the day and chairs etc set out before the event starts. All congregation to be seated	1	1	1		A#plan plus AE/stewards on day
2f	Contamination of high touch areas general		3	5	15	Leader or first person arriving to wipe down all door handles and light switches as they arrive and as they leave and heating controls if used. Resources and equipment to be used in the meeting are sanitised before and after use or are single-person use only, or if not touched 3 days before, to be moved by people wearing disposable gloves	2	2	4	(See whole church Risk Assessment E4)	Venue Manage
2g	Contamination of furniture		4	5	20	People setting out chairs use gloves. Chairs wiped down or sprayed	2	2	4		AE/PM ensure this is done-

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						if used less than 3 days before or after the event					guidance to be given to stewards beforehand
2h	Contamination of carol sheets		5	5	0	Sheets prepared at least 3 days before the event and handed out by steward wearing gloves	1	1	1		SR prepare-use gloves
2i	Safety of those unable to sit outside					Venue Manager to be notified beforehand and arrange safe seating in North Room or Sanctuary with one way system in place					AE
2j	Safety when singing		5	5	25	All participants asked to wear masks to reduce the spread of germs	2	2	4		JP/stewards
2k	Toilet facilities shared with other users		5	5	25	Participants to follow guidance on notice outside toilets Steward allows only 1 person in toilets at a time. Congregation not encouraged to use toilets	2	2	4		Venue Manager and stewards
2l	Lack of social distancing when people leave		5	5	25	Congregation to be asked to leave a row at a time starting from the back and to leave through car park entrance. Buckets for	2	2	4		Venue Manager and stewards

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						collection at entrance. Stewards support exit.					
2m	People attend who have symptoms of coronavirus	People	4	5	20	Person must not be allowed to attend	1	1	1	For further details see posters and whole church risk assessment section C12	Venue Manager
2n	Someone feels unwell during the service	People	4	5	20	Encourage them to leave, but if this is not possible See whole building instructions on wall between toilets. PPE box in space outside Blake Room	4	5	20	Leader must follow notification instructions as the building will then need a deep clean before further use. See section E9 of main church risk assessment	Venue Manager
2o	Someone with Coronavirus is known to have visited the building	property	4	5	20	See main risk assessment.	2	2	4	For full details see main Risk Assessment Section E5 Notify PM, AE or JP	Venue Manager
3	Safety of those preparing the venue and leading the service										
3a	Leaders not socially distanced from each other or the congregation		4	4	16	Gazebo set up at the front for leaders. Chairs for participants at the side so they do not walk through people	2	2	4	Set up gazebo, lectern, mikes and reserved notices on seats	AE, PM,
3b	Contamination from shared mikes		4	4	16	1 stand mike can be shared. Other participants to have radio mikes with sole use	1	1	1	SR, PM and AE have list of participants and which mikes to use. Participants informed	AE, SR, PM

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3c	Photographers intermingling with congregation		4	4	16	Ensure that they do not remain in one place for too long unless their position is more than 2m from nearest person	1	1	1	Photographers understand the need for social distancing If Daniel wants to come and film, we suggest, for his safety that he films the congregation, lights etc from the area by the North Room where there will be no seating.	AE/photographers
3d	Those setting out chairs don't socially distance and there are too many indoors		5	5	25	One person takes chairs from Blake Room to lobby, another from lobby to outside and where others position them in pre determined spaces. All to wear masks	2	2	4	All helpers need to be aware of the system-notices?	AE/PM - instructions beforehand
4	Safety when clearing up										
4a	Virus spread as people clear up		5	5	25	Those clearing up to wear masks and use gloves to move chairs etc. One way system in through main doors, leave chair stacks in Coffee Bar (where 1 person sorts them), then leave through North Room	2	2	4	Get people to clear up beforehand and prime them on the system	AE/PM - instructions beforehand
4b	Toilet facilities shared with other users		5	5	25	As building will not be used until the New Year, toilets etc can be left until the cleaner next comes in	1	1	1		Venue Manager to ensure it is done

Key:

Impact	Severe	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
		1	2	3	4	5	
	Remote	Unlikely	Possible	Likely	Highly Likely		
	Likelihood						

Key to Risk Level

Catastrophic	
Unacceptable	
Undesirable	
Acceptable	

<https://www.newcastle.gov.uk/services/business-and-commerce/business-commerce/events/events-guidance/events-risk-assessments>

Events risk assessments

Planning for an event will involve undertaking a risk assessment. The responsibility for the preparation of the risk assessment lies with the event organiser.

Risk is the likelihood of realisation and extent of a hazard. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity. The aim of a risk assessment is to identify those risks, posed by the site of activity, to members of the public, participants and employees and to set out the means by which the risks may be eliminated or minimised.

It will be necessary to visit the site or venue to identify specific hazards. Hazards being anything with the potential to cause harm e.g. a dangerous item or substance, condition, situation or activity. Please contact us if you require an example of a risk assessment.

Relevant parts from Govt guidance:

<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert>

Tier 2 and Tier 3 regulations for places of worship:

places of worship remain open but you must not socialise with people from outside of your household or support bubble while you are indoors there, unless a legal exemption applies

Meeting other people in places of worship

In areas subject to Tier 1 restrictions, when meeting friends and family you do not live with (or have formed a support bubble with) you must not meet in a group of more than 6, indoors or outdoors. This includes places of worship.

In areas subject to Tier 2 and Tier 3 restrictions, you must not meet with friends and family indoors in any setting, including a place of worship, unless they are part of your household or support bubble. In Tier 3, you must also not meet with people outside of your household or support bubble in a private garden or in most outdoor public venues.

This is against the law and the police will have the powers to enforce these legal limits, including to issue fines (fixed penalty notices) of £200, doubling for further breaches up to a maximum of £6,400.

For more information, see the meeting with others safely (social distancing) guidance.

Whilst engaging in an activity in the place of worship or surrounding grounds, all parties should adhere to social distancing guidelines at all times, even within a group of six or where a specific activity-based exemption is applicable. This means people should be 2 metres apart or more than 1 metre apart as well as taking extra steps to stay safe (such as wearing face coverings) to reduce the risk of transmission.

Summarising the position for places of worship

The following list sets out where the number of people must be limited within a place of worship due to the potential for increased spread of COVID-19.

Communal worship, including prayers, devotions or meditations led by a Minister of Religion or lay person

Limits for communal worship should be decided on the basis of the capacity of the place of worship following an assessment of risk (see Section 5 ‘Restrictions on Capacity’).

People must follow the restrictions on social mixing set out by their area’s local restriction tier and adhere to social distancing between households.

In Tier 1 areas, people must not mingle in a group of more than 6 (other than with those they live with or have formed a support bubble with).

In Tier 2 and Tier 3 areas, people must not mingle indoors with anyone they do not live with or have formed a support bubble with.

Definitions for the purposes of this guidance

“Place of worship”

A place of worship refers to a building used for regular religious ceremonies, communal worship or similar gatherings by religious organisations. It includes the use of surrounding grounds, for example, adjoining carparks, courtyards or gardens for which the venue managers are also responsible.

“Worshippers” or “Visitors”

Those entering the place of worship to engage in worship or other activity for which the place of worship may be used.

Singing, chanting and the use of musical instruments

If worship takes place outdoors, the congregation may join in with singing, and should follow the principles set out in performing arts guidance.

This includes ensuring that congregation members follow social distancing.

The maximum number of people present should take into account the area of the space and the requirement to maintain 2m social distancing at all times.

Outdoor worship

In the grounds of a place of worship:

The law allows for multiple groups to pray in a place of worship or its grounds.

People must follow the restrictions on social mixing set out by their area's local restriction tier and adhere to social distancing between households.

A risk assessment must be conducted and COVID-19 Secure measures implemented. The number of people who are able to gather will therefore be dependent on the size of the space available.

A risk assessment should also consider the security of worshippers. This may require involving local partners such as the police.

Cash donations

.....cash should be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.

Test and trace

Venues should assist this service by keeping a temporary record of visitors for 21 days, in a way that is manageable for your place of worship, and assist NHS Test and Trace with requests for that data if needed for contact tracing and the investigation of local outbreaks. You should also display official NHS QR code posters so that those with the app can scan in.

When collecting the names and contact details of people attending your place of worship, you should ask for their consent. This is because of the potentially sensitive nature of the data collected in these circumstances, which is protected by law. Guidance on collecting visitor details for Test and Trace, including issues around consent, is provided by the Information Commissioner's Office. You should make clear that giving contact details is optional and is not a condition of attending your place of worship.

Face coverings

In England, face coverings are required by law to be worn in places of worship.

Social distancing

Social distancing measures are actions to reduce social interaction between people in order to minimise the opportunity for transmission of COVID-19.

All venue managers and all visitors to a place of worship must follow the law and should follow the guidance on social distancing including:

adhering to social distancing, meaning people should be 2 metres apart or more than 1 metre apart as well as taking extra steps to stay safe (such as wearing face coverings) to reduce the risk of transmission. (*but see about singing where we need to be 2m apart*)
for frequently used places, mark areas using floor tape or paint to help people maintain social distance

ensure that groups attending communal worship together do not exceed more than six people per group. The only exception to this where a single household or support bubble is larger than six people. In this case, the single household or support bubble may attend communal worship together.

.....

Queue management is important so the flow of groups in and out of the premises can be carefully controlled in a socially distanced way, reducing the risk of congestion or contact. Considerations should be made for how to manage those waiting outside a place of worship, including the introduction of socially distanced queuing systems.

All religious practices should be carried out to try ensure social distancing can be maintained between individuals from different households. This is to reduce the risk of transmission. There should only be a closer distance when absolutely essential to enable a faith practice to be carried out (for example contact with the faith leader). Time spent in contact should be kept to an absolute minimum.

Other actions to take to reduce the risk of transmission to support social distancing could include:

- Those leading the worship reminding congregants of the importance of social distancing and hygiene.
- Introducing a one-way flow in and out of the premises with appropriate floor markings or signage, with restrictions on accessing non-essential areas. At the end of worship, this could include worshippers leaving one row at a time, in order to prevent crowding at entry or exit points.
- Multiple entry points could be opened, and clear signposting or assistance could be offered to guide worshippers and to avoid congestion.
- Using screens, barriers or alternative rooms and spaces to separate worshippers.
- Any changes to entrances, exits and queues should take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities...
- The above advice on social distancing also applies when travelling to and from a place of worship.

People who are symptomatic

Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the place of worship due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household. Remote participation should be considered, for example by live streaming. This applies equally to individuals who work at the place of worship.

Individuals who are self-isolating due to a possible or confirmed case of COVID-19 in the household

Where individuals are self-isolating due to a possible or confirmed case of COVID-19 in the household, or because they have been requested to do so by NHS Test & Trace, they must only participate remotely.

<https://www.gov.uk/guidance/guidance-for-the-christmas-period#visiting-churches-and-other-places-of-worship>

Carol singing

Professional and amateur choirs may perform outdoors in any venue permitted to open, as per the restrictions in each tier and should follow the rules outlined above.

Where a performance is held outdoors, an audience or congregation may join in with singing and should follow performing arts guidance. This means that audience or congregation members should follow social distancing of 2m and event organisers should ensure this is maintained. Attendees should remain seated where possible. The maximum number of people present should take into account the area of the outdoor space and the requirement to maintain 2m social distancing at all times. Particular attention should be paid to how participants can arrive and leave the site safely while maintaining social distancing.

Suggested principles of safer singing

Taking account of the evidence, and if other national and local guidance on the control of COVID-19 is followed, singing is considered safer when the following actions are taken:

As required by national guidance, people with symptoms suggestive of COVID-19, or who are known to have been in recent contact with others who have COVID-19, do not participate in singing or attend singing events.

Singing takes place only in larger well-ventilated spaces, or outdoors.

Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available.

Limited numbers of people sing together.

Singers are spaced at least 2 metres apart in all directions (at least 1 metre apart if the additional measures or controls recommended in government COVID-19 guidance for the performing arts are applied).

Additional precautionary actions

Based on the evidence available to us now, it is not possible to be certain that wearing a face covering whilst singing reduces the transmission of the virus that causes COVID-19. However, since face coverings have been shown to reduce the mass of aerosol expelled during singing, their use might be considered as additional precautionary mitigation, where this is practicable.