

Risk Assessment

Worthing Tabernacle

Katharine Campbell
64 Chapel Road
Worthing
BN11 1BN

Risk Assessment for: Church Services

Risk Assessment From

Section 1 - about activity, who is doing it, what is being done and the assessor undertaking this review		
a. Organisers name and contact details: Rich Owen Worthing Tabernacle Senior Pastor	b. Event Name and brief description of structure of event, fittings/equipment being used: Services in the main hall. Social distancing of congregation coming into building.	c. Person reviewing this Risk Assessment: Katharine Campbell
b. Name of group: Worthing Tabernacle		d. Date that this Risk Assessment was reviewed: 07.07.2020

Section 2 - the Risk assessment , fittings/equipment being used:

1. Hazards that may cause harm	2. Who may be affected	3. Controls that are used to reduce risk (you need to check these are valid and in place)	4. Additional measures that need to be done (Completed by you before the event or at set up / exhibition)
Social distancing	Everyone	<ul style="list-style-type: none"> • Only one entrance into church, this will be the south side entrance as this door can be propped open and is on level grounding so access is available for all. • Queuing will be marked outside but priority will be given to those who have difficulty walking/standing. • A steward will be outside to ensure distancing and identify those who need to go straight into the church and not wait outside • A steward will be at the door keeping a register of who attends each week for the sole purpose of contact should someone show symptoms of COVID-19. • Families to sit in the boxed in pews to leave the more accessible pews for those who need easier access. There is also seating for families in the foyer but children must remain on their seats or parents laps. • To assist with track and trace procedure video team to pan round on the camera to see where people are sitting to assist with contacting those in close proximity of anyone showing symptoms at a later time. 	<p>Signage needs to be put up to show the one way system in the church and 2 metres marked on the floor</p> <p>Signage outside to show queuing</p>

		<ul style="list-style-type: none"> • One way system in the church going from south side entrance round the back and back down the north side. The central isle will be one way also, only to go down from the foyer to the front platform. For upstairs, one way system will be up the stairs by the south side entrance, and then down through either of the doors into the foyer and through the foyer doors or back through the one way system through the main hall. • Certain pews taped off so they can't be used. Ensuring that there are 2 metres distance between any people using pews. • Music Team moved to the space behind the pulpit to assist with distancing and to ensure one way system can be adhered to. Reserved seating for the music group on south balcony. • Remove front row of chairs upstairs to ensure that there is distance when people are talking for any particles to go over balcony onto people sitting below. • Chairs on the balcony will be marked so that people know which seats are available. • Prayer meeting before the service not to take place in the prayer room. • No crèche or pathfinders. • At the end of the service exits will be either through the foyer doors or north or south side doors. • A steward will need to be in the foyer to ensure no-one tries to enter that way during the service. 	
Safety	Everyone	<ul style="list-style-type: none"> • Foyer doors to be opened at the beginning of the service as fire exit. 	

<p>Cross contamination</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • Anyone coming into the service to be asked to clean hands with hand sanitiser as they enter at the cleaning station which will be in the entrance lobby. • No pew bibles, information sheets, envelopes, hymn books, no hanging up coats. • All doors open so that people don't have to touch them. • No musical instruments for children to use • Temporary protective screen to be installed on the pulpit to prevent particles being passed to the congregation. 	<p>Hand sanitisers (70% alcohol) around the church for use</p>
<p>Toilet Use</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • Congregation encouraged to use toilet facilities at home before leaving home. • Only one person in the toilet at a time (unless parent with small child). • Gents door to be propped open. • Ladies toilets will only have one toilet in action, main door will be propped open and far toilet in use. • To access toilets, exit the main hall through the north side door, down the ramp, through the back hall and back in the south door. 	<p>Wipes available in toilets for people to wipe down before/after use but not to be thrown down the toilet but placed in bin.</p>
<p>Crèche</p>	<p>Parents of Crèche children</p>	<ul style="list-style-type: none"> • No crèche available • No toys available, parents encouraged to bring a bag of their own toys and snacks. • No children playing together as difficult to keep social distancing. • Screens up to divide area in the back hall so that families can listen to the service from there. If a child is upset in the service parent to use one way system to leave the church building, only need to stay together as a family if there are no 	

		<p>enough adults in the family to look after remaining child/ren in main hall.</p>	
Refreshments	Everyone	<ul style="list-style-type: none"> • No refreshments to be served at present. • No water to be put out for during service, congregation encouraged to bring own water if required. • One steward will be assigned to giving water to anyone who needs it who doesn't have any. 	
Communion	Everyone	<ul style="list-style-type: none"> • This will take place at the gathered service but not for a few weeks. • This will be prepared by someone wearing gloves and mask and will then be covered and left in the kitchen. • For distribution this will be by a steward, again wearing gloves and mask. The cup will be put in a holder and will not be handed directly to anyone. 	
First Aid	Everyone	<ul style="list-style-type: none"> • If first aid treatment is required this will be in the rear hall in a pod. 	
Collection	Everyone	<ul style="list-style-type: none"> • A box will be available for use as the congregation enter the building only, no bags to be passed around. 	
Singing	Everyone	<ul style="list-style-type: none"> • Singing will not take place until we are advised otherwise. 	
Shielding and over 70's	Shielding and over 70's	<ul style="list-style-type: none"> • The Government guidance states that those shielding and those over 70 should stay at home as much as possible, regardless of any medical condition. However this is only guidance and each individual should make their own decision on whether or not to attend, being made fully aware of the risks. 	