

RISK ASSESSMENT

Church: Wantage
 Venue: Wantage Primary Academy School
 Ministry/Activity: Sunday Meetings

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK**			ACTION/DUE BY
			L	S	DR		L	S	DR	
People in physical proximity and/or touching surfaces	ALL	COVID-19 infection	4	2	16	1. Handwashing facilities provided with hot water and soap, and reminders to maintain tactile hygiene at all times. Gel sanitisers also available 2. Routine disinfection of high-frequency contact areas 3. Where appropriate, doors will be propped open before a meeting, to minimise contact with handles/pushpads. Otherwise, disinfecting materials will be made available for use. 4. Wearing of face masks by those aged over 11 is strongly recommended whilst inside the building unless the person is exempt from wearing one. 5. Physical distancing of at least 1 metre between all people from different households whilst standing / queuing recommended. 6. Meeting leader and musicians to each have their own personal mic if possible. All mic users to sanitise hands before use 7. Communion to be supplied/prepared as single-serve bread and wine (or equivalents), and distributed to several locations to avoid crowding 8. Register of attendees kept for 'Track and Trace' purposes 9. Admission refused to anyone exhibiting symptoms 10. Only band members may sing without face masks 11. Congregational singing permitted inside whilst wearing face masks 12. Set up team to wear face masks 13. Airflow to be provided by opening windows and, where possible, external doors in all rooms used.	2	2	4	
Use of electrical equipment	Users	Electrocution	3	3	9	Users to watch the quality of flex, plugs and cable grips, and expiry date of PAT stickers. PAT test & label at appropriate intervals.	1	3	5	
Manual handling	Stewards	Strains & sprains	3	2	6	Instruct stewards. Provision of trolley for moving items from storage to use. 2 people to lift heavy items.	2	2	4	

LIKELIHOOD SEVERITY DEGREE OF RISK
 (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)
 (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)
 (DR) = LIKELIHOOD x SEVERITY

* Numbers used are for illustrative purposes only.
 ** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced

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Handling tables & chairs	All	Crush/fall injury	2	3	6	No more the 4 chairs to be carried at one time. Chairs to be laid out to ensure safe flow of people. Chairs spaced to allow some expressive worship.	1	3	3	Remind stewards as necessary.
Cable trips	All	Falling	2	2	4	Lay out P/A so that cable runs across walkways are minimised. Make sure that cables in band area are flat on the ground, and as far as possible laid where people do not move about. Cable covers or gaffer tape to stick cables to floor.	1	2	2	
Hot liquids	All	Scalding	3	4	12	Urn to be away from circulation routes and young children. If it is necessary to use trays, do not overload.	2	4	8	Remind those responsible for catering.
Minor accidents & illness	All especially children	Cuts, bruises, vomit etc.	3	1	3	Ensure appropriate first aid available at events, and leaders are aware of emergency procedures. Basic first aid kit and disposable gloves (avoid blood/body fluid contact) in box in store. Stewards have access to cleaner's store. Accidents involving venue facilities – loose stair treads etc should be reported.	3	1	3	
Safeguarding	All		2	4	8	For all safeguarding information see OCC Safe 2020 Policy. All volunteers for children and youth work are safeguarding trained and have had a DBS Check completed. If you have any safeguarding concerns please speak to the local safeguarding lead (Temporary is Paul Gander). Entrance to the school is staffed or if not the main front doors are closed in order to keep children safe.	1	4	4	Leaders to be vigilant of visitors and newcomers.
Child safety	All		3	2	6	General "play" of children before & after services should be monitored, after meetings they should normally only be in main hall. [NOT in corridors etc] WCC require that children are under parental control at all times. Children not to use stairs or lift without parental supervision.	2	2	4	Leaders should take action with children and/or their parents.
Fire	All		1	5	5	In case of fire alarm, evacuate to assembly point, closing doors as rooms are emptied. Meeting leaders/stewards to phone 999, then tackle fire if safe and appropriate.	1	3	3	Check leaders are familiar with fire exits. Hold a fire drill.

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Building security	Stewards	reputation	2	3	6	Stewards to ensure building is empty and safe during lock up tour. e.g. PA kit powered off if left out for later in day. Comprehensive instructions are issued to stewards on use of building, including contact details for the venue.	1	3	3	

Signed Originator	<i>AJ White</i>	Position	Church Administrator
Date Completed	Updated 02/10/2021	Date For Revision	31/12/2021

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