

Risk assessment template

Company name: Brookdale Church

Risk assessment for making the building 'COVID safe', according to the 'Government guidance for the safe use of places of worship from 4th July'. Assessment carried out by: Elders and Deacons

Date of next review: 31.08.2020

Date assessment was carried out: 19.08.2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Lack of appropriate cleaning prior to reopening building	Everyone	Arranging for cleaning before 4 th July and as required thereafter	None	Designated cleaners	Before 4 th July	
Lack of Social Distancing on Entry to Building	Clergy/congregation Need to keep separate	Place markers	None	Vince Gray	asap	02.07,20
Lack of adequate ventilation in rooms to be used	Clergy/congregation	Arrange to have doors/windows open	None	Steward on duty	At time of service	

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Singing/loud voices/wind instruments	Clergy/congregation by contamination	No music at service	None	Everyone present	At time of service	
Lack of adequate signage	Everyone in the building by lack of instruction	Providing signage	None	Simon Cook	Asap	03.07.20
Too many people in toilets at one time	Everyone by contamination	Allowing only one person at a time into cloakrooms	None	Signage	At time of need	
Lack of Hand sanitation	Everyone by contamination	Providing hand sanitizers at point of entry and paper towels in toilets	None	Richard Legg	Asap	
Lack of contact details	Everyone by contamination	Providing book for personal details	None	Book provided by Frances Down Details taken by steward on duty	Asap and at time of need	Book provided 03.07.20

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Seating too closely spaced	Everyone by contamination	Rearranging seating plan. Face coverings must be worn in line with government guidelines	None	Simon Cook Vince Gray	Asap	02.07.20
Contamination by infected persons	Everyone	Asking those with symptoms to stay away and sending out appropriate notices	Monitoring	Steward on duty	At time of need	
Contamination through infected stationery	Everyone	Removing bibles etc	None	Simon Cook Vince Gray	Asap	02.07.20

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/