

## Hope Church Ferndown.



Date of assessment: 8<sup>th</sup> August 2021 Assessors: Hazel Thomas Role: Trustee

Assessment verified by: Role: Trustee Review Date: 30<sup>th</sup> September 2021

Type of Risk Assessment: Returning to indoor physical gatherings post COVID 19 in addition to regular risk assessment

Address of Premises: Hope Church Ferndown, Corbin Avenue, Ferndown, BH22 8AZ

Details of premises: Single storey building, approximately 260m2. Brick built with flat and pitched roof.

Usage: Place of worship, community events, catering, youth work, office space.

Occupancy profile: Maximum number of people in the premises:

SUNDAY		WEEKDAY		SATURDAY	
00:00-08:00	0	00:00-08:00	0	00:00-08:00	0
08:00-12:00	50	08:00-12:00	10	08:00-12:00	0
12:00-16:00	10	12:00-16:00	10	12:00-16:00	36
16:00-20:00	36	16:00-20:00	36	16:00-20:00	36
20:00-00:00	0	20:00-00:00	36	20:00-00:00	36

Occupants especially at risk:

Sleeping	0
People using wheelchairs	0-5
People with other mobility issues	10-20
Young people aged 5-16	10-20
Babies and children aged 0-4	10-20
Vulnerable adults	0-5
First time visitors to the building	0-5
People whose first language is not English	0-5

Hazard rating relating to activity or environment (refer to hazard rating scores).

<b>Activity/Hazard</b>	<b>Person/s or environment at risk</b>	<b>Hazard rating</b>	<b>Risk rating</b>	<b>Overall rating</b>	<b>Current Controls</b>	<b>Action required</b>
Risk of transmission of Covid-19 virus during meetings.	Staff, members, attenders	10	2	20	<p>Anyone with symptoms of illness, especially Covid-19, should not attend a meeting. Arrange furniture allowing for households to keep at least 1m distance while in the building. Physical touch will be strongly discouraged. No refreshments will be offered during the meeting. Cleaning materials are available in the toilet areas. Attendees will be asked to wear face coverings when inside the building unless they are exempt, leading activities, or for eating/drinking as per current guidance. Chairs will be in row formation rather than face to face. Chairs will be arranged so that individuals and households have the opportunity to social distance from others if they wish to. Doors and windows will be kept open to increase ventilation. People will be asked to use hand sanitiser before the meeting. Attendees will be asked to not arrive early to the service and will be encouraged to leave promptly in an organised way.</p>	<p>Communicate this to members and attenders in various ways – Facebook, email and text. Keep records for the 21 days that have been recommended to assist with the NHS “track and trace” scheme. Appoint a single person to steward the meetings to welcome and explain the restrictions. Posters/signage to be displayed in the entrance area with hand sanitisation guidance. Steward to be designated with responsibility for organising people leaving the building. Cleaning schedule is available. Song books to be arranged on seats before the service.</p>

					<p>Once the service has finished people will be asked to leave the building promptly and discouraged from socialising inside the building.</p> <p>There will be either a deep clean or a period of 72 hours between meetings. Likewise any shared materials (Bibles, song books etc.) will not be used for 72 hours.</p>	
<p>Risk during children's meetings – children are less able to socially distance and therefore could spread Covid-19 more easily.</p>	<p>Staff, adult attendees, children.</p>	6	3	18	<p>Children will only be allowed to attend with parents. Parents should encourage children to comply with good hygiene measures.</p> <p>Households will be permitted to bring their own refreshments and can remove their face coverings when in the designated seating areas or leading children in activities.</p>	

## Risk Assessment

Overall risk is score of hazard rating multiplied by score of risk rating.

	Minimal – 1	Low – 2 to 4	Moderate 5	High- 6 to 9	Critical - 10
Hazard rating	Could result in very minor injury. No treatment required other than minor attention.	May result in minor injury e.g. cuts or bruises. May require some first aid treatment by qualified first aider if slightly more serious. Need to note in accident book.	Results in injuries that will require medical attention. Could result in short term injury or illness (0-2 weeks); and/or possibility of significant damage to property.	More serious injury possibly requiring doctor or hospital attention. Could result in longer term injury or illness (2-7 weeks); and/or Possibility of destruction of major amount of property.	Causes very serious injury or illness. Could result in permanent life altering injury or death.

	Minimum, unlikely to occur – 1	Low, could happen but unlikely – 2 to 4	Moderate, may happen – 5	High, likely to happen in the near future – 6-9	Critical – 10
Risk rating	Excellent safety controls in place. Supervised by people who are well trained and experienced Equipment safe by design and well maintained. No accident history.	Effective safety controls in place. Awareness and routines are well established. Activity supervised by trained and experienced people. Some history of accidents, but some time ago.	More recent record of accidents (in the last year). Effective controls put in place since. Supervision by trained and experienced people normally adequate.	Several accounts of accidents over period of last three years. Controls or work routines could be improved. Supervisors need further awareness training and procedures not always followed properly.	Hazard permanently exists as controls are rarely applied. Supervisors lack adequate skills. Accidents occur frequently.

	No further action 1-9	No further action at this time 10-29	Take steps to reduce risk 30-49	Reduce risk or eliminate hazard as soon as possible 50-69	Immediate 70-100
Overall risk	Continue to monitor. Reassess if any significant incident occurs.	Continue to monitor. Report any significant changes in procedures training or equipment required. Be prepared for further risk assessment and changes.	Try to eliminate or reduce risk as soon as possible. Initiate training and/or purchase of new equipment/controls. Continue to monitor	Do not carry out the activity without seeking advice from specialist. Discuss with trustees and be fully reassured before continuing with activity.	Report this risk immediately. Do not carry out the activity until adequate measures have been put in place.