

St John's Church



Health and Safety Risk assessment

Location: St Johns Church, Woodbridge	Initial Assessor's name: Noelle Gore, Operations Manager	Date completed: 6 September 2021	Review date: 1 September 2022	Reviewers name:
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Area of Focus	Risk	Controls required	Action to reduce/ eliminate risk	Action by whom?	updated
Preparation of the building for use					
	Trips & Slips, personal injury	H & S buildings checks carried out quarterly to pick up trip hazards and repairs required	Additional repairs to be reported to the office for repair at the earliest opportunity depending on severity of risk. If necessary area concerned to be cordoned off until repaired	Event Leader/ Duty Warden/ Office/ Maintenance person	06/09/2021
		Volunteers not to carry heavy objects on their own	All volunteer teams advised to seek assistance when moving heavy objects around the building, or use specialist equipment provided (Chair moving trolleys)	Copy of risk assessment and volunteer guidance displayed in Vicar's Vestry, and provided to	06/09/2021

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				Event Leaders/ Duty Warden's	
		Chairs to be spaced according to the current layout for each event to ensure appropriate spacing's are maintained.	Chair layout to be checked before and following all events / services to ensure row distances are maintained. Pictures of each arrangement of chairs will be made available in the Vicar's Vestry in the Warden's folder and kept up to date	Event Leader / Duty Warden / Office	01/09/2021
	Risk of Fire	All fire exits to be clearly marked and left free of obstacles	Fire exits to be checked prior to all events / services to ensure exit routs are clear, and open	Event Leader/ Duty Warden	06/09/2021
		No flammable materials to be left on or near radiators.	When heating on areas to be checked prior to events / services	Event Leader/ Duty Warden	
	Theft or damage to property	When Church is open to the public and un-manned all smaller rooms to be locked and secure. Church to be locked overnight.	Regular property checks to be carried out as part of the maintenance schedule to pick up any damage.	Responsible person for opening/ locking up to ensure building is secure. Maintenance schedule	06/09/2021
During Events or Services					
	Transmission of COVID Virus	People with possible COVID 19 symptoms asked not to attend	Notices displayed at entrance	Office	06/09/2021

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		Avoid large numbers of people congregating in the foyer	Monitor entrance and encourage people into the main body of the church or into the churchyard	Duty Warden / Welcomers	01/09/2021
		Signs displayed in the church to remind people to care for each other and allow extra space.	Additional signs to be displayed if appropriate to the event / service	Event Leader / Duty Warden responsible to decide and ensure posters are in place before event / service as appropriate	01/09/2021
		Maintain good ventilation	Windows and locked smaller rooms to be opened and aired as part of preparations prior to each event / service	Event Leader / Duty Warden	01/09/2021
			Where possible, doors and windows should remain open during the event / service to improve ventilation.	Event Leader / Duty Warden	01/09/2021
		Limit access to places where space is limited using signage as appropriate.	No more than 3 people in the servery at any one time. Unless all in the same household.	Event Leader / Duty Warden	01/09/2021
		Hand sanitisers available for visitors to use as appropriate to each event / service	Hand sanitisers, spray and masks available in entrance foyer and other key areas where handwashing is not easily accessible. Office to be notified if supplies are running low	Event Leader / Duty Warden	01/09/2021

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		Avoid unnecessary multiple touch points to maintain confidence for those attending each event or service and avoid anxiety.	Attendees reminded to avoid unnecessary touching in communal areas or objects. Hand sanitisers readily available for use where multiple touch points exist, and people encouraged to use it. See individual event or activity assessments for details (i.e. serving refreshments, taking communion) as required	Notices displayed and Event Leader/ Service Leader / Duty Warden to give notices to remind and encourage care for each other	06/09/2021
		Mask wearing will be encouraged while in the building during public events or services. But as this is not now enforceable, an area to the RH side facing the Dais has been designated for mask wearing only with free choice in other areas during main events. Smaller events will be at the discretion of the Leader following their individual risk assessment and those they know to be attending.	Signs displayed to encourage mask wearing. Notice to be given from the front to ask people to respect the wearing of masks in care of others. Duty Wardens, welcomers and others serving in close proximity to a number of people will be asked to continue to wear their masks, to reduce risk of spreading the virus from one person to another.	Office to ensure signs remain in place. Event / service Leader / Duty Warden to give notices at start of event.	8/10/2021

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	Serving refreshments	Cross contamination	People encouraged to bring their own mug to avoid serving team having to touch cups from multiple people. Compostable cups available for those without their own mug, to be disposed of in Grey bin or removed for home composting by each individual	Enews/ notices/ individual	08/10/21
		Serving team to serve hot drinks directly including milk to avoid multiple touches on jugs. Serving team to continue to wear masks while serving refreshments	Clean tea spoons and dirty spoons bowls to be available to avoid multiple use of touched dirty spoons.	Team members	08/10/21
		One way refreshment queuing to ensure distancing can be encouraged while waiting to be served.	People encouraged to move away into larger space to chat to avoid large numbers congregating in a small area. Reminders to be given at the end of each service or event.	Signs/ notices/ Event Leader/ Duty Wardens	
Cleaning					
	Cleaning before and after general	Ensure high-risk surfaces and touch points have been wiped	Regular cleaning scheduled Cleaning during / after activity	Noelle Gore / Activity leader	01/09/2021

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	use (no known exposure to anyone with Coronavirus symptoms)	with appropriate sanitiser spray or disposable wipes			
		Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Checked and to be replenished as part of scheduled deep clean or as required. Activity leader to notify the Office if supplies are running low.	Noelle Gore/ Cleaning schedule / Activity Leader	01/09/2021
		Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. Activity leader to ensure waste is removed at the end of each session from all areas Cleaning schedule will include check and replenishing of supplies	As above	As above	As Above
		If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.		Noelle Gore	25/10/2021

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		Disposable gloves available for cleaning	Office to be notified if supplies are running low	Activity leader / Cleaner	31/08/2021
	Known exposure to someone with Coronavirus symptoms	If the office has been informed of a known case of COVID from someone who has attended an activity, the building will be cleaned as soon as practicably possible, and before the next scheduled activity	Activity leader to notify the office of any cases within their group as soon as they become aware.	Activity Leader / Noelle Gore / Office	18/10/2021