

Risk assessment

Salem Chapel, Martin Top

Assessment carried out by: ADM, Deacons, Chairman of Trustees

Date of next review: 31/3/21

Date assessment was carried out: 1/7/20, 3/7/20, 28/1/21, 23/2/21

What are the hazards?	Who might be harmed?	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
Contamination from Communion Vessels	Communicants; preparation of the elements and distribution thereof	Individually cut pieces of bread, separate communion cups	Elements to be prepared wearing gloves. Cups and bread to be left by certain pews ahead of the meeting, so no further distribution required. Cups to be left for 72 hours ahead of collection and washing.	Deacon in charge of communion.	5 July, our first communion service.	4/7/20
Contamination from printed matter	Users of Church Bibles and Hymnals. Bulletins	-	Holding fewer meetings so books can have a 72-hour rest period; Encouraging all to bring their own Bibles.	Pastor/Secretary if and when printed sheets are produced; Pastor and deacon if	As soon as we move to <i>additional</i> live meetings	

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			<p>In the event of having 2 Sunday services, we would project the words or produce disposable hymn sheets. Bulletins to be placed on the website only.</p>	<p>Words to be projected.</p>		
<p>Contamination by proximity to other worshippers (Sunday morning, Wed Prayer Meeting)</p>	<p>All congregants</p>	<p>Signs erected asking for distancing</p>	<p>Alternate pews taped off; families & couples asked to sit together; Individuals to sit at the back away from other groups, or to share a pew if masked with one other person. Estimated maximum of 45 worshippers across both rooms. 2 Metre distancing encouraged, but 1.5 metres enforced through seating plan. Doors to be wiped down; deacon to direct people to seats if busy.</p>	<p>All congregants; all worshippers emailed and will be advised on the day. Weekly emails reinforcing this; All asked to talk before or after the service.</p>	<p>5 July, first service.</p>	<p>3/7/20 4/1/21 31/1/21</p>

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			Sign on door to advise when full; overflow in upstairs room. Deacon to be placed outside to direct people to the upper room and prevent overcrowding.			1/2/21
Contamination by proximity to other worshippers (Sunday evening, Thurs Bible Study)	All congregants	Meeting online	-	All attenders	Till further notice	20/3/20
Contamination from singing	All Congregants	Meeting online, including singing songs. Ask all to wear masks in	Hymn Books will only be used every 3-4 days; Singing will be quieter to reduce particle spread; Organ only to be used occasionally when piano not available. Internal doors to remain open to allow a greater draft of fresh air. The upper room to be an area where no singing will take	The Pastor; all singers will be asked to sing quieter than usual. Camera and relay wires installed.	5 July 2020	5/7/20 1/11/20 Sept 20

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		accordance with govt regulations.	place, but the service will be heard via speakers. All asked to wear masks. Signs displayed for this purpose. Masks provided along with hand sanitiser by main three entrances.	Pastor emailed all regarding masks		
Contamination from Offerings	Treasurer	We have no collection; Encouraging online payments	Further encouraging of online payments; not counting the offerings on the day they are given.			
Contamination by Refreshments	Congregants	Meeting online	Offering no refreshments or food after the services.	-	March 2020	March 2020
Contamination from Greeting	Pastor, all congregants	Not shaking hands	No physical contact at all, distancing performed, sanitisation stations installed by all three main entrances. No talking among worshippers before or after Pastor to encourage quiet before and after	Deacons	5 July 2020	5/7/20 Jan 21

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Having to trace people in the event of a local outbreak	All congregants	-	Keeping a register of all attenders for 21 days. Initials of regulars for whom we have numbers; any visitors will be asked to provide a name and contact number. QR code obtained for track and trace. Displayed on notice board	Secretary	5 July 2020	5/7/20 24/1/21
Transportation	All who share lifts with people from other households	The chapel organises no transport; any arrangements are private between individuals	All will be emailed to be reminded of govt advice regarding the avoidance of shared transportation.	Pastor	5/7/20	3/7/20
Cleaning of surfaces	Subsequent users	The chapel is regularly cleaned each week	Wiping down door handles, surfaces, toilets etc after and before each meeting	Pastor/deacons	5/7/20	5/7/20
Ignorance of these measures	Congregants	-	This RA to be on the website with a rationale.	Pastor	3/7/20 and all days we gather	3/7/20

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			<p>The main points and a link to the RA to be emailed to all attenders</p> <p>Those without email to be informed by phone</p> <p>Reminders given on each day we gather.</p>			
Extra risk of contamination among riskier groups	Asthmatics, over 70s, others with 'underlying' health conditions.	-	<p>Remind all vulnerable people of govt advice to take extra precautions.</p> <p>Ask those showing symptoms to take govt advice.</p> <p>Providing online worship as an alternative for those unable to attend in person.</p>	Pastor; vulnerable persons.	3/7/20	3/7/20

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Contents discussed and agreed by Pastor, Deacons, Chairman of Trustees on 1/7/20

Written up by Pastor 3/7/20, amended in Nov 20, Jan 21 and Feb 21.

Uploaded to website and shared with attenders 3/7/20, 29/1/21 & 23/2/21