

Group/Area Name: Kingfisher Church Building Usage	Date: 27/7/20
Person filling in form: David Burn	Role: Operations Manager

Hazards	People at Risk	Control Measures in Place	Control Measures Required	Action by Whom and When
Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees Volunteers Attendees Visitors	<ul style="list-style-type: none"> - Hand sanitising stations installed at entrance and exit to building - Soap and hot water in the toilets 	<ul style="list-style-type: none"> - Put up signage to remind people to wash their hands and how to do it thoroughly - Regular filling of soap and sanitiser dispensers 	Signage to be done by David Burn by 8/8/20
Getting or spreading coronavirus in common use high traffic areas such as the main hall, corridors, toilet facilities, the kitchen, entry/exit points and other communal areas	Employees Volunteers Attendees Visitors	<ul style="list-style-type: none"> - A one way system is established in the church corridors minimizing "pinch points" - One person allowed into a toilet at a time - Limiting the number of people allowed in the building to allow for sufficient social distancing (1m+ as a minimum) 	<ul style="list-style-type: none"> - Signage to show the routes - Either clear "occupied" signage for toilets or toilet attendants to ensure 1 at a time - Encourage attendees to use their own toilets before coming to church - Booking system in place to ensure numbers of people in the building are limited 	<p>Signage to be done by David Burn by 8/8/20</p> <p>Booking system to be in place by 8/8/20 - David Burn</p>

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Getting or spreading coronavirus by not cleaning surfaces, equipment, chairs and other items	Employees Volunteers Attendees Visitors	<ul style="list-style-type: none"> - Following the guidance on handwashing and cleaning - Identifying surfaces that are frequently touched and by many people. Ensure that those surfaces are more regularly cleaned - Avoid sharing equipment such as computers, microphones, audio equipment or chairs - Identify where we can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide more bins and empty them more often - Personal belongings cannot be left in communal areas 	<ul style="list-style-type: none"> - Signage to remind people to wash hands regularly - Creating a cleaning list of critical places to clean after each event and for the cleaner to make sure is cleaned regularly in the week - Chairs will need to be cleaned if moved or used again within 72 hours - If chairs do need to get put away appropriate PPE needs to be worn eg, gloves and facemask 	<p>Signage to be done by David Burn by 8/8/20</p> <p>Cleaning list by 8/8/20 - David Burn</p>
Contracting or spreading the virus by not social distancing	Employees Volunteers Attendees Visitors	<ul style="list-style-type: none"> - There will be a one way system operating in the church building which will be clearly marked with tape and signage 	<ul style="list-style-type: none"> - The one way system will not be possible for people in wheelchairs. In the case that someone needs access we will have people make sure that 	<p>One way system marked out fully by 23/8/20 - David Burn</p>

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		<ul style="list-style-type: none"> - There will be no overlapping events at the church building to ensure that the exit will be clear - The chairs will be set out in such a way to ensure safe social distances - The wearing of masks during services will be mandatory except for people with conditions that make that not possible 	there is a clear path using the main ramp	
Poor ventilation leading to risks of coronavirus spreading	Employees Volunteers Attendees Visitors	<ul style="list-style-type: none"> - The central corridor, kitchen toilets and office are areas where airflow is more restricted. - The Air Conditioning units will be switched (if possible) to a mode that draws in fresh air rather than recirculating air 	<ul style="list-style-type: none"> - Check that the extractor fans in the toilets are working and leave the internal doors for the corridor open to maximise air flow - If areas need more air circulation we will provide fans 	Checks completed by 8/8/20 - David Burn
Increased risk of infection and complications for vulnerable people	Employees Volunteers Attendees Visitors	<ul style="list-style-type: none"> - We will continue to provide our online services that that people who are vulnerable will have that option - We will provide an area for people who are unable to wear a mask for medical reasons 	<ul style="list-style-type: none"> - Our booking system will have reminders regarding conditions for attending church, eg not display symptoms of coronavirus 	Booking system in place by 8/8/20 - David Burn



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		<ul style="list-style-type: none">- The face coverings for people who are not vulnerable will provide some protection for those that might me- Reminding people to not attempt to come to church if they have symptoms of coronavirus		
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First Aiders at group:

Signed:

I agree to follow and implement this risk assessment in my group:

Name	Position	Signed	Date



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