

Risk Assessment – Hope Church Sittingbourne
Sunday Mornings @ Costa Coffee, The Forum, Sittingbourne
Last revised 09th September 2020

What is the hazard	What are we already doing to control the risk?	What further action needs to be taken to control the risk	Who needs to carry out the action	When does action need to be taken
General Control				
Ensure that the stairs are free from obstructions, possible tripping hazard going up and down the stairs.	Ensuring children are supervised up and down the stairs by parents/carers. Any elderly or unsteady adults to be accompanied where possible.	Ensuring that all guests are informed during the welcome to take care on the stairs and that parents/carers are informed of their direct responsibility regarding the children in their care.	Person doing welcoming.	Before the start of each meeting
Safeguarding of Children because of being in a public premise this heightens the risk.	Ensure that parents/carers are publicly informed at the start of the meeting that they are at all times responsible for the children under their care.	Mention during welcome.	Parents/ carers of each child	Before the start of each meeting
Slips and trips, an individual may be injured if they trip over objects or slip on spillages.	Ask people that are attending to be aware that bag straps can cause a tripping hazard, and to please tuck them under the table or chairs securely	Mention during welcome.	Person doing welcoming.	Before the start of each meeting
Fire Escape	As part of the welcome at the start of meetings to explain the fire procedure should the alarm sound. Indicate where nearest fire escapes are (at back of room) and that gathering point is Forum car park.	Mention during welcome.	Person doing welcoming.	Before the start of each meeting



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Toilets, Young children could get locked in or misuse facilities.	Clearly communicate to parents/carers that children under the age of 8 are to be accompanied to the facilities.	Mention during welcome.	Person doing welcoming.	Before the start of each meeting
Managing Food and Drink				
Food Possible intolerances or allergic reactions due to ingredients.	To clearly indicate where possible where a food item may contain nuts or irritants of any kind	Publicly ensure that everyone is aware it is their responsibility to indicate if they have a serious intolerance before consuming anything.	Individuals need to be aware and check the allergy information displayed by Costa	On arriving at Costa
Hot Drinks, and the danger of spilling hot drink on themselves or others	Ask people that are attending to be aware that there is a risk in carrying hot drinks to themselves and others	Guests to be reminded that there is a risk in carrying hot drinks and to ask for assistance should they need it.	Person doing welcoming	On welcoming a guest
<u>COVID 19</u>				
Venue (Costa)				
Ensure that the allocated area, has been appropriately cleaned in accordance with Government guidelines	Costa needs to meet government guidelines	Church leadership to check on arrival at venue	Church leadership	Before start of meeting
Increased availability of sanitising wipes and hand gels	Costa needs to meet government guidelines	Church leadership to check on arrival at venue	Church leadership	Before start of meeting
Ensure that there is increased signage to ensure that social distancing and hygiene standards are observed	Costa needs to meet government guidelines	Church leadership to check on arrival at venue	Church leadership	Before start of meeting



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Handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Costa needs to meet government guidelines	Church leadership to check on arrival at venue	Church leadership	Before start of meeting
Toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Costa needs to meet government guidelines	Church leadership to check on arrival at venue	Church leadership	Before start of meeting
Clearly marked one-way flow routes through allocated area	Costa needs to meet government guidelines	Church leadership to check on arrival at venue	Church leadership	Before start of meeting
Venue (Hope Church)				
Increased availability of sanitising wipes and hand gels	Additional sanitising wipes and hand gels will be available	Additional sanitising and hand gels will be available, either on a chair or table at the top of the stairs, alternatively if people don't see what they need, they will just need to speak to a core team member to arrange	Church leadership, Core team	At all times that church members are at church service.
Walking up or down the stairs	Communication to be sent out, when walking up and down the stairs, that people coming up the stairs have right of way	Church leadership, to send a WhatsApp message reminder before the Sunday meeting. Stewards to remind people on arrival	Church leadership	Before start of meeting
Families ordering a drink at the till area	Communication to be sent out, only 1 person from each household to order drinks while rest of the family goes upstairs.	Church leadership, to send a WhatsApp message reminder before the Sunday meeting. Stewards to remind people on arrival	Church leadership	Before start of meeting



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Sharing of microphone for communication during church service	When there is a need to share a microphone for extended time, latex gloves are worn. For shorter periods of time microphone will be held for person to communicate.	The use of a microphone stand will eliminate numerous people holding the microphone	Church leadership for the purchase of a microphone stand. Core team on setup	Before start of meeting
Setting plan for service	Tables and chairs are at correct positions for social distancing	Seating plan to drawn up and distributed	Church leadership, and Steward to show people to their tables	Before start of meeting
People walking around and talking not practicing social distancing.	Communication to be sent out, that once seated, people are to remain seated unless using the facilities remind or leaving	Church leadership, to send a WhatsApp message reminder before the Sunday meeting. Stewards to remind people on arrival	Church leadership	Before start of meeting
People not practising social distancing and gathering in small groups to socialise	Communication to be sent out, reminding people to socially distance. And on arrival they will be shown to their seating by a steward	Church leadership, to send a WhatsApp message reminder before the Sunday meeting. Stewards to remind people on arrival	Church leadership	Before start of meeting
People leaving at the end of the meeting	Communication with everybody, at the beginning of the meeting that process of leaving, in an orderly fashion, one table at a time	Person doing the welcoming needs to ensure this is communicated at the start, and person doing closing to communicate.	Church leadership	Start and end of each meeting.
Hope Church Admin				
A booking system is needed to ensure that as a church we remain with in the	A booking system will be available if people want to confirm attendance	Church leadership to do a head count to confirm under 56 individuals	Church Leadership	Before start of meeting



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establishments 56 people, seated socially distancing				
In accordance with Government guidance, a request for names of attendees to be recorded and kept for 21 days to assist 'track and trace'	Relevant information to be kept as part of the church administration in accordance with GDPR	Should the church have people visiting a track and trace form to be completed	Church Leadership	Should the need arise for a track and trace in accordance with government guidelines
Hope Church "set-up" team				
Ensure that all details for the requirements of wearing a face covering is communicated.	Ensure that the correct signage is displayed by Costa	Core team to check prior to start of meeting, and have Costa to display the correct information	Core team	Before start of meeting
Ensure that the requirements for wearing a face covering is encouraged, unless the person is exempted	Speak to individuals to confirm if they are exempted and if not encourage them to comply	Church leadership to engage with visitors to ensure compliance	Church leadership	As and when required
No copies of the church's Bibles and hymn books/leaflets are placed on tables	Attendees are reminded that they will need to bring their own bibles. No hymn books will be on display	None	Core team to send WhatsApp to remind attendees	Once a week
Clearly mark out seating areas to maintain distancing.	Costa needs to meet government guideline	Church leadership to check on arrival at venue	Church leadership	Before start of meeting
Singing and music is only permitted for small groups of professional and non-professional performers in a physically distanced and safe	The Worship team to remind those attending the church meeting that they cannot sing	None	Worship Team	As an announcement at the beginning of worship.



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way. Congregations are not permitted to sing.				

