



Risk assessment for services at Hall Cross Lower School

Company name: Bessacarr Evangelical Church

Assessment carried out by: Staff and Deacons

Date of next review: September 2020

Date assessment was carried out: August 2020

This risk assessment considers the use of Hall Cross Lower School for Sunday morning meetings during the COVID-19 pandemic, and outlines the measures taken to reduce the risk of further spread of COVID-19 coronavirus.

The Hall Cross Lower School facilities available comprise of a main hall (18m x 12m), entrance foyer, and toilet facilities. Church members, staff, leaders and other members of the public would be using the building for one service of worship each Sunday morning.

This risk assessment has been undertaken in consultation with BEC staff, deacons and elders alongside Hall Cross management.

What are the hazards?	Who might be harmed and how?	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
Spread of COVID-19 : From infected individuals.	Anyone entering the school building – staff, church members, visitors.	Government guidelines on self-isolation are available. Guidelines from 18 th June indicate that anyone experiencing a new continuous cough, high temperature, loss or change in sense of smell/taste should self isolate for 7days and	• Re-iterate government guidelines to anyone intending to attend a service.	BEC	20/09/20	Yes
			• Keep up to date with any change to government guidelines.	BEC		Yes
			• Maintain registers of anyone attending the service to facilitate 'track and trace'.	Deacons/Stewards		Yes

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		<p>members of the same household for 14 days pending results of a COVID-19 test.</p> <p>Limit access in accordance with current social distancing guidelines.</p>	<ul style="list-style-type: none"> • Use a booking-in system to limit access. • Face coverings to be worn at all times in the building other than those with exemptions. Disposable masks available at the entrance for those without. 	<p>KM</p> <p>Stewards</p>		<p>Yes</p> <p>Yes</p>
<p>Spread of COVID-19 : Due to surface contamination.</p>	<p>Anyone entering the school building – staff, church members, visitors.</p>	<p>Cleaning materials are available for those using the building to clean any surfaces or areas after use.</p>	<ul style="list-style-type: none"> • Formal schedule for cleaning of the building between use. • Point of contact clean every 30 minutes. • Restricted use of 	<p>HX</p> <p>Stewards</p> <p>Stewards</p>	<p>20/09/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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			<p>facilities – foyer, main hall and toilet corridor only.</p> <ul style="list-style-type: none"> • One way system in place. • Toilets to be wiped down after each use. Cleaning materials (wipes and sanitizer) will be provided at the entrance. • Hand sanitizer dispensers at entry and exit (and outside toilets). • Church members to bring their own Bibles, notebooks, drinks and materials for children. • Doors and windows kept open where possible. 	<p>Stewards</p> <p>All</p> <p>TL/KW</p> <p>All</p> <p>Stewards</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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			<ul style="list-style-type: none"> • No hand-held microphones used. • Minimum team for tech set-up. 	Tech team		<p>Yes</p> <p>Yes</p>
<p>Spread of COVID-19 : Due to lack of social distancing.</p>	<p>Anyone entering the school building – staff, church members, visitors.</p>	<p>The school building is in regular use for staff, pupils and others.</p>	<ul style="list-style-type: none"> • Adhere to current guidelines on the maximum number of people using the school building for a church service. • Maximum numbers of people in certain areas according to guidelines. • One way system in place around the designated areas – entrance, main hall. • Seating in standard arrangements to allow for social distancing . Leave 4 chairs 	<p>Stewards</p> <p>HX/Stewards</p> <p>Stewards</p>	<p>20/09/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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			<p>between bubbles.</p> <ul style="list-style-type: none"> • People to fill seats from the furthest point to entry. (See People flow diagram: first in first out system) • Different doors for entry and exit. • Signage as reminders to ensure social distancing. • Face coverings to be worn at all times within the building (other than those with exemptions). Disposable masks available at the entrance for those without one. • Service leader/speaker to 	<p>Stewards</p> <p>TL/KM</p> <p>Stewards</p> <p>Service leader/</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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			wear face covering apart from when speaking at the front (according to government exemptions). Use sound amplification to avoid raising voice, and implement 4m distancing.	Tech team		