# Risk assessment

## Company name: Brighton Unitarian Church Assessment carried out by:

## Date of next review: 02.09.20 Date assessment was carried out: 23.06.20

| 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** | Staff, member, players and visitors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions. Anyone else who physically comes in contact with other people in relation to your business | Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.gov.uk/government/news/publi c-information-campaign-focuses-onhandwashing Gel sanitisers in any area where washing facilities not readily available. Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. To be cleaned after each event.  | Staff, members, players and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19- coronavirus Posters, leaflets and other materials are available for display |       |       |       |
| **Crowds** | Visitors and staff members | Social distancing markers in place for queueing outside and inside the building for where people can stand / sit.Hirers must outline the changes they’re making to make sure social distancing is in place, reduce attendees, no physical contact etc.  | Any event free or paid to have a ticket system set by the event manager. Tickets to have staggered time for people to enter the event. If this is a free event i.e. crafty fair, limit the amount of tickets at one time. |       |       |       |
| **Distancing**  | Performers or anyone on stage  | Our stage in the church main building is 3.7 x 2.5m. By the current government guidelines this means that no more than 2 people on stage at one time, at opposite ends of the stage.  | Make sure that all people using the stage are aware of this beforehand and to put signs near the stage with markers on the floor.  |       |       |       |
| **Food and drink** | Visitors  | Any food and drink to not to be served unless it is a hirer with a food and safety licence. No coffee and cake after services till government advice is changed. | We will have bottles of water if people ask for it. Not to use tap water and our own glasses. |       |       |       |
| **Printed material**  | Visitors | No printed material to be handled by the public. This includes all bibles. | Use a projector where printed material would normally be used. |       |       |       |
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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