

Church: St Paul's				Risk Assessment: Arena Re-opening	Date: 15/3/2021	Prepared by: CMW			
Pre-control				Post-control					
Hazard / Risk	Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)	Control Measures	Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)	Completed	Additional Notes / Further Action
<b>Entry</b>									
Ensure safety of staff, congregation and volunteers on entry and exit of the building	5	5	25	<ul style="list-style-type: none"> <li>No person to attend if feeling unwell with a temperature, new persistent cough or lack of taste and smell</li> <li>Do not attend if you have health related conditions that may make you more susceptible to catching an infection</li> <li>All persons to sanitise hands when entering to the church</li> <li>Doors will be propped open wherever possible (bearing in mind fire regulations). <b>Please be prepared to wear extra clothing indoors</b></li> <li>Seating in the arena to be kept 2m apart</li> <li>Each person to use the same chair whilst in the arena</li> <li>No hugging, or other forms of close contact</li> <li>Door handles and other areas frequently touched to be regularly wiped down</li> <li>Wherever possible do not use public transport to get to or from the church. If you have no alternatives wear a face mask and wash your hands thoroughly when entering the building or arriving home (do not touch your face or mask whilst travelling)</li> <li>Do not offer, or accept, lifts from other staff members or volunteers</li> <li>Hand sanitisers will be placed in multiple locations, please use them regularly</li> <li>Face masks to be worn at all times.</li> </ul> <p>Exceptions are band members who sing and preachers/service leaders whilst addressing the congregation.</p> <p>Number of people will be limited in the arena with a gradual opening up in line with government guidelines. Entry into the arena will be closely monitored and controlled so</p>	5	2	10		
At Risk; staff, volunteers	5	5	25		5	2	10		

				a steady flow can enter whilst maintaining social distancing.					
If a person becomes unwell  At Risk; all	5	5	25	<ul style="list-style-type: none"> <li>Inform the church warden, or other responsible person, immediately if you start to feel unwell</li> <li>Do not get closer than 2m to any other person</li> <li>Remove yourself from the arena at first opportunity</li> <li>If you are able to drive/walk home, inform the warden that is what you are doing</li> <li>If you are unable to drive/walk alternative arrangements will be made depending on the severity of how you are feeling</li> <li>No member of staff will be permitted to escort an unwell person home, unless it is specifically unrelated to Covid 19</li> </ul>	5	3	15		

Band Set Up									
Hazard / Risk	Pre-control			Control Measures	Post-control			Completed	Additional Notes / Further Action
	Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)		Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)		
Band members could cross infect each other whilst playing  At risk; all	5	5	25	<ul style="list-style-type: none"> <li>Band members will be kept as far apart as possible, using the whole stage</li> <li>Singers will be at either end of the stage, facing forwards only. Seating for the congregation will be kept a minimum of 2m from the front of the stage</li> <li>Other musicians will be behind the singers</li> <li>Two wind instruments will be to the right of the stage, away from the others</li> <li>Band set up will be carried out the previous day by one person. All equipment will be handled by one person only and cleaned after use</li> <li>No microphones or headsets will be shared. Singers will use sneeze guards to absorb most aerosolised droplets</li> <li>Area where wind instruments are used and singers stand to be wiped down after use</li> <li>Stage area to be quarantined for 72 hours, or disinfectant 'fogging' and cleaning will be carried out.</li> </ul>	5	2	10		



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	Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)		Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)		
				<ul style="list-style-type: none"> <li>Markers will be placed on the floor showing musicians where to stand</li> <li>Pop-up screens to be placed on the stage to help stop chance of cross-infection</li> </ul>					
<b>Tech Team</b>									
Risk of cross infection whilst operating computers, lights, sound and cameras  At risk; all	5	5	25	<ul style="list-style-type: none"> <li>Tech team will set up in advance, gloves to be worn, all areas will be cleaned after set up has been carried out</li> <li>Cameras will be set up in a fixed location and operated from the rear desk</li> <li>Tech team will not go to the front of the arena whilst the band is playing, unless in emergency when glove and mask should be worn.</li> <li>One person to touch and operate each piece of equipment only. If it is necessary to touch any other equipment, gloves must be worn and/or area wipes with disinfectant wipes. Any equipment that cannot be cleaned after use to be removed and quarantined for 72 hours</li> <li>One wooden chair to be used, only if possible, by every team member</li> <li>If tiered seating is used, the seat to be marked so it can be fogged or quarantined</li> <li>Folding screen to be placed in the middle of the sound desk to help limit social contact between tech team members</li> </ul>	5	2	10		

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	Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)		Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)		
General – all people	5	5	25	<ul style="list-style-type: none"> <li>As more people become vaccinated so the risks will reduce proportionately</li> </ul>	5	1	5		
	5	5	25	<ul style="list-style-type: none"> <li>All upholstered areas will be ‘fogged’ after use, or maybe left for 72 hours if not being used.</li> </ul>	5	1	5		

	Pre-control				Post-control				
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<b>Use of Toilets</b>									
				<ul style="list-style-type: none"> <li>• Only two persons to use the main toilets at any one time</li> <li>• Hands sanitised before opening the door and using the toilet</li> <li>• Wash hands for 20 seconds before exiting</li> <li>• Anti-bacterial wipes (provided) should be used to wipe down all touch points after use</li> <li>• One team member will remain in the Welcome Area to direct people to the toilets or exit</li> </ul>					

Exiting									
Hazard / Risk	Pre-control			Control Measures	Post-control			Completed	Additional Notes / Further Action
	Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)		Severity (1-5)	Likelihood (1-5)	Rating (L,M,H,E)		
Risk of cross infection if equipment is moved or touched  At risk; all	5	5	25	<ul style="list-style-type: none"> <li>Any used equipment which has been cleaned to be removed by the person who has touched it</li> <li>Hands to be washed or sanitised before exit.</li> <li>Equipment being quarantined to be clearly marked</li> <li>Doors, seating to be cleaned after use, quarantined, or fogged as appropriate.</li> </ul>	5	2	10		
Exiting the Building	5	5	25	<ul style="list-style-type: none"> <li>In order to reduce the possibility that people exiting the building will not comply with social distancing measures, the service leader will announce that one area at a time will be asked to exit the building.</li> <li>People will be asked to leave via the nearest, safest exit by the service leader</li> <li>There should be no social contact, talking etc between people who are not in the same household when indoors.</li> <li>People will be asked to refrain from meeting and talking whilst on church premises, including the car park. These restrictions will be eased in line with Government guidelines.</li> </ul>	5	2	10		

- **Our responsibility and aim is to protect staff and volunteers as best we can and we do not want to put anyone, or their family, at risk.**
- **At the end of the service, please do not stop to talk with anyone in the arena or church buildings. Whilst we are all missing social interaction and a chat, there is still a very high risk of either catching or passing on the virus.**
- **Please do not stop to talk to anyone, other than your family, in the car park. We should model good behaviour and compliance with government guidelines to our neighbours.**
- **This advice and Risk Assessment will be reviewed regularly and changed in line with Government or Guildford Diocese policies.**

**Thank you for co-operation and understanding.**

- Signed - C M White

Review on [date] 29/3/2021

**Risk Assessment Key:**

Severity> Likelihood	1. Negligible	2. Minor	3. Moderate	4. Major	5. Critical
5. Almost Certain	5. Moderate	10. High	15. Extreme	20. Extreme	25. Extreme
4. Likely	4. Moderate	8. High	12. High	16. Extreme	20. Extreme
3. Possible	3. Low	6. Moderate	9. High	12. High	15. Extreme
2. Unlikely	2. Low	4. Moderate	6. Moderate	8. High	10. High
1. Rare	1. Low	2. Low	3. Low	4. Moderate	5. Moderate