

Church: St Paul's				Risk Assessment: Arena - General		Date: 22/2/2022		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	3	5	15	<ul style="list-style-type: none"> <li>Please do not attend if feeling unwell with a temperature, new persistent cough, cold like symptoms or lack of taste and smell</li> <li>Be cautious 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><b>The arena will be kept well ventilated at busy times</b></li> <li>Some arena seating will be socially distanced.</li> <li>Hugging, or other forms of close contact should be kept to a minimum.</li> <li>Door handles and other areas frequently touched to be regularly wiped down</li> <li>Lifts from staff members or volunteers should be kept to a minimum. If lifts are used, the vehicle should be kept well ventilated.</li> <li>Hand sanitisers will be placed in multiple locations, please use them regularly</li> <li>Face masks are no longer mandatory. However, a section of the arena will be set aside for those people who still wish to wear one.</li> </ul>	4	2	8		
At Risk; staff, volunteers	3	5	15		4	2	8		
If a person becomes unwell	3	5	15	<ul style="list-style-type: none"> <li>Inform the church warden, or other responsible person, if you start to feel unwell</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> </ul>	5	2	10		
At Risk; all									

				<ul style="list-style-type: none"> <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 is permitted to escort an unwell person home, unless it is specifically unrelated to Covid 19</li> </ul>					
--	--	--	--	--	--	--	--	--	--

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	3	5	15	<ul style="list-style-type: none"> <li>Musicians will be socially distanced wherever possible</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> </ul>	4	2	8		

	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
				<ul style="list-style-type: none"> <li>Markers will be placed on the floor showing musicians where to stand</li> </ul>					
<b>Tech Team</b>									
Risk of cross infection whilst operating computers, lights, sound and cameras  At risk; all	3	5	15	<ul style="list-style-type: none"> <li>Cameras will be set up in a fixed location and operated from the rear desk</li> <li>Tech team will limit going to the front of the arena whilst the band is playing.</li> <li>Wherever possible, one person to touch and operate each piece of equipment only.</li> <li>One wooden chair to be used, only if possible, by every team member</li> <li>Any tech team member who is concerned about infection is encouraged to wear a mask.</li> </ul>	4	2	8		

	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
General – all people	3	5	15	<ul style="list-style-type: none"> <li>As most people are vaccinated, the risk will reduce proportionately</li> </ul>	5	1	5		
	3	5	15	<ul style="list-style-type: none"> <li>Any person attending church who is concerned about being infected is encouraged to wear a mask</li> </ul>	5	1	5		

	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>Use of Toilets</b>									
				<ul style="list-style-type: none"> <li>• Hands sanitised before opening the door and using the toilet</li> <li>• Wash hands for 20 seconds before exiting</li> <li>• We suggest that if the toilet is particularly busy, an alternative toilet is used to avoid overcrowding.</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	3	5	15	<ul style="list-style-type: none"> <li>• People will be encouraged to wash or sanitise their hands when exiting the building.</li> <li>• If equipment is being quarantined it should be clearly marked</li> <li>• Doors and hard surfaces will be cleaned regularly and as appropriate.</li> </ul>	4	2	8		
Exiting the Building	1	5	5	<ul style="list-style-type: none"> <li>• People will be asked to leave via the nearest, safest exit by the service leader</li> <li>• Restrictions on people staying for coffee and talking after the service have now been removed, in line with government advice.</li> </ul>	4	2	8		

- **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.**
- **The inherent risk of catching Covid 19 has not stopped, but the risk of hospitalisation, or severe infection has abated, so restrictions have been eased in line with government policies. However, we do ask that people take responsibility and do not attend church if they are infected – please carry out lateral flow tests before attending on a Sunday, or at weekday events.**
- **We should all be mindful of others who are at risk if infected, or who are anxious about being infected.**
- **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] 22/2/2022

**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