15 December 2021 Carols by Candlelight

Risk Assessment for all activities undertaken by Monyhull Church at Monyhull Church

This risk assessment has been completed following consultation with the Elders (who are also the Trustees), Deacons, staff and representatives of the Facilities team. This risk assessment was issued on [15 December] and was approved by the Elders.

Risk assessment is about identifying sensible measures to control the risks of transmission of COVID-19 in in activities at Monyhull Church. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood / Probability
5. Highly likely to occur
4. Very Likely to occur
3. Likely to occur
2. Possible to occur
1. Very unlikely to occur

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2.. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
		SEVERITY / SIGNIFICANCE / CONSEQUENCE				

Score = Severity x Likelihood + 2 x Severity
(this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

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What are the hazards?	Risk rating before control measures	What are you already doing to control the risks?	Action and status			Risk Rating after control measures
People who are symptomatic attend Monyhull Church and spread the virus	35	1. Updated instruction sheet for regular ministries to be emailed or posted to attendees on ministry registers or to the members/attenders mailing list. 2. Posters on arrival at the church will remind people they cannot enter the building if they have symptoms.	All regular ministries to have completed and sent out their instructions prior to restarting Done			15
Individuals who have returned from a country that is on the governments quarantine list attend Monyhull Church and potentially have a higher probability of having caught the virus and therefore a higher probability of infecting others	30	1. Updated instruction sheet for regular ministries to be emailed or posted to attendees on ministry registers or to the members/attenders mailing list. 2. Posters on arrival at the church will remind people they cannot enter the building if they have returned from a quarantined country.	All regular ministries to have completed and sent out their instructions prior to restarting Done			15

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People who attend Monyhull church are later found to have the virus and therefore have potentially infected other attendees to the church	35	1. For all ministries and activities Monyhull will encourage a level of social distancing and in line with our legal requirements require mask wearing unless you are under the age of 11 or exempt. Where it is practically possible we will encourage social distancing e.g. keeping larger spaces between rows of chairs, for smaller meetings space chairs, use the larger meeting rooms and halls wherever possible. This will be communicated in the updated instruction sheets. 2. Wherever possible ventilation in the building will be maximised – though it is acknowledge that the weather conditions in winter will sometimes limit the ability to open doors etc. 3. There will now be a 'hospitality area' (this is the annexe hall) and a 'non—hospitality area' (this is the main church) for serving and consuming of refreshments. This will then require those who are consuming refreshments to sit down at tables in the annexe hall not wearing a mask but at all other times wear a mask. We will encourage those who are able to take refreshments outside to leave the seating area inside for those who need the warmth.	Updated instruction sheet to be sent out prior to Sunday 19 September for Services or before the restart date for other ministries			15
People who attend Monyhull church bring the virus into the building on their bodies	30	1. Two hand sanitisers installed in the foyer. 2. For ministries where entrance is gained via doors other than the main entrance bottles of hand sanitiser are available.	Completed Completed			15

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contaminate touch points and people in the building		3. Where ministries use shared equipment ideally this should have hard surfaces that can be cleaned after use. Attendees should sanitise their hands after use.	Ongoing			
The virus can be spread from contact with surfaces at Monyhull church	30	1. After each meeting at church the building will be cleaned following the new cleaning protocols. These cleaning protocols emphasise the cleaning of touch points – door handles, door face plates, toilet seats and any other surfaces that can be touched.	Monyhull caretaker to clean touch points between each activity			15

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Provision of refreshments		1. Refreshments can be served but crockery should be sanitised in the dishwasher before serving. 2. People preparing or serving refreshments must wash and sanitise their hands before serving and wear gloves provided. 3. Food should be served in a Covid safe way ie either in individually wrapped packaging or handed individually by the server. 4. There will now be a 'hospitality area' (this is the annexe hall) and a 'non—hospitality area' (this is the main church) for serving and consuming of refreshments. This will then require those who are consuming refreshments to sit down at tables in the annexe hall not wearing a mask but at all other times wear a mask. We will encourage those who are able to take refreshments outside to leave the seating area inside for those who need the warmth.	Catering Support Team Updated instruction sheet to be sent out prior to Sunday 19 December for Services or before the restart date for other ministries		Ongoing	
Lit candles falling or being dropped causing fire.	16	1. 'Church Candles' (3" ish) on windowsills - 5 per sill. Non-drip. Only designated staff and volunteers to light candles (stewards). The area will be always monitored once the candles are lit. 2. An uplighter near each entrance/exit to the church - to provide a little additional light. 3. Attendees (over 16) to be given hand held candle including cardboard disc to protect hands from drips. 4. Fire extinguishers will be always readily available. 5. In the event of a fire or needing to evacuate the site – signalled by the activation of the	Stewards / Facilities Team responsible.			3

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		fire alarm – those on premises directed by the stewards to meet on the designated assembly point by the bin store. 6. We will always have a qualified first aider on site as per usual church guidelines issued by Catherine O'Connor – please see the notice on the church noticeboard as to the First Aider on duty for this service.				
Attendees being burnt by fire	16	1. 'Church Candles' (3" ish) on windowsills - 5 per sill. Non-drip. Only designated staff and volunteers to light candles (stewards). The area will be always monitored once the candles are lit. 2. An uplighter near each entrance/exit to the church - to provide light at the fire escapes. 3. Attendees (over 11 (y7+) –to be given hand held candle including cardboard disc to protect hands from drips. 4. Fire extinguishers will be always readily available 5. In the event of a fire or needing to evacuate the site – signalled by the activation of the fire alarm those on premises directed by the stewards to meet on the designated assembly point by the bin store. 6. We will always have a qualified first aider on site as per usual church guidelines issued by Catherine O'Connor – please see the notice on the church noticeboard as to the First Aider on duty for this service.	Stewards / Facilities Team responsible.			3

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Slips, Trips and Falls		1. We will ensure the outside area is adequately lit at all times. The outside lights are currently not working so we are putting the lights on in the second hall to help at the moment 2. There are bins available for litter				

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