

## Risk assessment template

**Company name:** Redeemer Croydon

**Assessment carried out by:** Gina Somerton on behalf of Redeemer Croydon Trust

**Date of next review:** Monthly until further notice

**Date assessment was carried out:** 30/11/2020

What are the hazards/ requirements?	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?
Those with possible Covid 19 symptoms/ contact	All	<p>Inform / check that individuals with positive Covid tests, possible Covid symptoms or isolating due to a known contact with either MUST NOT attend under any circumstances.</p> <p>Notice made clear on online booking system.</p>	<p>Ongoing notices in emails/in person</p> <p>Weekly temperature checks for all venue users</p>	RCT	<p>Each week on the online booking system</p> <p>On arrival each Sunday</p>

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		<p>Signage at venue that anyone showing symptoms of Covid-19 (a new continuous cough, a high temperature or loss of or change in their normal sense of taste or smell) must not enter.</p> <p>Individuals who are self-isolating due possible or confirmed Covid-19 in their household should also not attend.</p> <p>Remote participation should be considered.</p>			
<p><b>Arrival at Venue - Touchpoints</b></p>	<p>Venue users</p>	<p>Everyone arriving will need to sanitize hands on entry. Masks must be worn at all times unless a medical condition prevents it or a person is under 11 years</p>	<p>All serving team members will sanitize hands in School House before touching any items.</p> <p>Congregation will sanitize hands on entry to main building using</p>	<p>All users</p>	<p>On arrival each Sunday</p>

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		old.	automatic sanitizing dispenser.		
<b>Capacity</b> Social distancing laws upheld	Venue Users	Online booking system to allow seating plan/ maximum number to be identified on Fridays according to hall dimensions.	Numbers will vary slightly each week depending on the numbers in each household groups. Approx maximum of 85 people will be allowed into the hall.	RCT	Weekly
<b>Test &amp; Trace</b> Government requirement	Venue Users	The online booking system makes clear the test and trace requirements and consent options.  Details are kept for 21 days.	Any attenders who do not book in advance will need to fill out a form available on entry. Any confirmed cases to be notified to Archbishop Tenison's immediately.	RCT	Weekly online and on arrival for walk-ins
<b>Length of Service</b> Must be kept short to limit contact time	Venue users	Services are planned in advance with schedule pre-set.	Ensure services run to time on the day, set-up and rehearsals must finish promptly to stick to service times.	Worship Pastor	Weekly
<b>Recording of services</b> Allow congregation to stay home and	Recording Team/ Venue users	Recording Team requirements included in Tech Team Risk Assessment.	Safeguarding and GDPR requirements to be included in risk assessment. People only recorded with consent. Only	Recording Team	Weekly

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limit numbers at venue			people related to Redeemer Croydon may be recorded.		
<b>1-way systems</b> To limit contact	Venue users	Plans for outdoor and indoor 1-way systems shared with team leaders and all key personnel. Online FAQ page includes notice.  Route made clear onsite each week. Materials including sign boards, cones, masking taped lanes.	Each week specific entries will be kept closed to channel people onto the site, through the outdoor area to the hall, in the hall, for toilets and on departure.	Venue users/ RCT	Online before first service  Weekly for services
<b>Setting up</b> Limiting contact and keep each other safe	Serving Teams	Serving Teams must follow their specific risk assessment requirements.  Teams staggered accessing equipment from School House.  Trolleys used to transport	Care must be taken for step in and out of the building (and entry step if wet weather through 6 <sup>th</sup> Form Centre).  Hall benches to be placed in safe manner away, chairs to be stacked/unstacked safely.	Serving Teams	Weekly

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		<p>heavy items to hall, taking all care to not damage school building or church equipment.</p> <p>Social distancing must be ensured, and if handling heavy equipment together time in proximity must be kept to a minimum and gloves worn if desired.</p> <p>Face masks to be worn during all set up and tear down.</p> <p>All furniture and equipment must be used for its intended purposes and safely (e.g. no climbing on chairs etc) and in line with Redeemer Croydon Trust's Health &amp; Safety Policy.</p>			

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<p><b>Cleaning of the building &amp; Redeemer equipment</b></p>	<p>Archbishop Tenison's/ Venue Users</p>	<p>ABT to provide deep cleaned hall pre-arrival.</p> <p>Equipment plan includes cleaning at the end of every service before being put into store room to be in quarantine for 72 hours minimum.</p> <p>School cleaning register signed on departure.</p>	<p>Upon the end of our service, we will clean toilet areas, touch points including all doors and chairs.</p> <p>Once a room is cleaned it should not be re-entered.</p> <p>School PA system areas to be wiped down (adhering to electrical safety) before use.</p>	<p>Venue Team</p>	<p>Weekly</p>
<p><b>Car Park (arrival &amp; departure)</b></p>	<p>Venue users</p>	<p>Designated greeters at entry gate and in car park to direct drivers and walkers.</p> <p>As per Welcome Team Risk Assessment, children to always be accompanied by adults in car park, no playing of any sort.</p> <p>Car Park attendant given</p>	<p>Flow of traffic for arrival/departure and people walking from car to venue to be decided.</p> <p>High Vis jackets to be worn by car par attendant.</p> <p>Gate attendant to manage flow of cars to avoid creating a queue on Selborne Road.</p>	<p>Welcome Team</p>	<p>Weekly</p>

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		<p>car parking plan, monitor safety and ensure social distancing and no mingling. Control of numbers of people leaving their cars and approaching the main entrance queue.</p> <p>Cars to keep to max 5mph onsite. High levels of consideration must be taken for neighbours of the school and parking must only be in the school car park or on-street following usual laws.</p>			
<b>Social Distancing &amp; Mingling</b>	Venue Users	<p>2m blanket rule to be upheld between people not part of the same household or support bubble.</p> <p>Talking is not allowed between household groups</p>	<p>To be flagged in emails to church, on the FAQ webpage, by greeters and in upfront notices.</p>	RCT	Weekly

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		<p>anywhere onsite to maintain a covid-secure place of worship.</p> <p>It will be ensured that groups attending together do not exceed more than 6 people per group. This group of 6 can be made up of people from different households, but strict social distancing must be maintained between members of different households within the group at all times.</p> <p>Households or support bubbles with 6 or more members may attend and sit together.</p>			
<b>Site safety</b>	Venue Users	Only persons known to or intending to visit Redeemer	Gina or designated staff member to sign in and out of	Welcome Team	Weekly



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		<p>may be allowed to enter the site. No strangers to be allowed onsite unaccompanied.</p> <p>Gate greeter and main entrance greeters to ask questions of anyone unknown to them.</p>	<p>site, liaise with caretaker on duty and communicate all messages to relevant people.</p> <p>Areas not designate by Archbishop Tenison's for Redeemer are not to be accessed.</p> <p>Any suspicious activity will be reported immediately to the caretaker on duty or Gina Somerton.</p>		
<p><b>Queuing System</b> To prevent overcrowding or bottlenecking areas</p>	<p>Venue users</p>	<p>1-way system to be used, greeters to monitor flow of people.</p> <p>People to be kept in cars if entrance queue too long. Designated cones to mark out social distancing from front door to car park.</p>	<p>Arrival time from half an hour before the service to be communicated to the church to encourage staggered arrival.</p>	<p>Welcome Team</p>	<p>Weekly</p>
<p><b>Check-in &amp; Seating</b></p>	<p>Venue users</p>	<p>Check-in greeter to ensure</p>	<p>Usher to direct people once</p>	<p>Welcome</p>	<p>Weekly</p>

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To avoid going over number limit and preventing spread of infection		<p>registered people only may enter.</p> <p>Greeter to ensure hands are sanitized before entry, facemasks are worn.</p> <p>Non-registered people to stand in separate queue to be allowed in once all registered guests have arrived.</p>	checked in to designated household seats. People may not mix between those groups at any time.	Team	
<b>Face masks</b>	Venue Users	<p>Face masks must be worn where possible whilst inside the building. Children aged 11 or under do not have to wear a mask and those on the governments list of exceptions need not wear a mask.</p> <p>Signage includes requirements for masks.</p>	Notice to be given clearly on booking system, website FAQs and by greeters on arrival.	RCT/Welcome Team	Weekly

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		<p>Ushers must wear them as they are more likely to come into close contact.</p> <p>Masks are not required on stage by preacher and band members.</p> <p>RC will have a box of spare face masks at the entrance.</p>			
<p><b>Congregational singing and wind instruments are not permitted</b> Droplet spread amongst worshippers</p>	<p>Venue users</p>	<p>Worship Team to not ask people to sing.</p> <p>Worship Team may sing from the stage following the government Performing Arts guidelines.</p> <p>Band singers to be behind transparent roller banners.</p> <p>No wind instruments will be</p>	<p>Notice to be made clear on website FAQs, emails and upfront notices.</p> <p>Humming, spoken responses and congregational prayer in low voices to be included in worship schedule.</p> <p>People should avoid raising voices throughout.</p>	<p>Worship Pastor</p>	<p>Weekly</p>

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		used by the band.			
<b>Shared items</b> Eliminated to limit contact	Venue users	No Bibles, pens, pamphlets etc will be set out. Cash donations to be avoided.	People will be advised they must bring their own Bibles and not share items outside their household/ support bubbles.	Venue Users	Weekly
<b>Food &amp; Drink</b>	Venue Users	No food and drink will be served as refreshments nor as part of the service (excepting Lord's Supper, see below).  Notices provided that people may bring their own drink e.g. water but they must not share food or drink and should dispose of items either on departure in the provided bin, or take it home with them		Venue Team	Weekly
<b>Use of toilet</b>	Venue users	Toilets next to hall to be shared with other venue user – safeguarding officers	Toilet user cleaning procedures: ~ Toilets and basins blocked off for distancing should not be	Venue Users	Weekly

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		<p>made aware</p> <p>Handgel automatic dispenser point for outside toilets to be used before entry.</p> <p>Signage inside the toilet to direct users what they need to clean before leaving the area and for good handwashing practices.</p> <p>Wipes provided in each toilet area.</p> <p>Social distancing must be kept</p>	<p>used</p> <ul style="list-style-type: none"> <li>~ Handles on toilet door entrance, inside and out, wiped using wet wipes after each user.</li> <li>~ Toilet seats, flush and cubicle handles wiped using wet wipes after each use.</li> <li>~ Sinks and taps wiped using wet wipes after each use</li> </ul>		
<p><b>Lord's Supper (once per month)</b></p>	<p>Venue users</p>	<p>Individual juice &amp; wafer pots purchased.</p> <p>Gloves to be used by Venue Team to set out</p>	<p>Congregation to be emailed in advance to notify of procedures.</p> <p>Bin at exit for waste to be disposed as people depart</p>	<p>Venue Team</p>	<p>Monthly</p>

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		before service on individual seats.	(notice to be made in-service).		
<b>Children</b>	Parent venue users & their children	<p>In all areas apart from Sunday School, children will need to be supervised by a parent. Children are expected to maintain in their household seating area at all times as no mixing between households is allowed.</p> <p>Children under 16 must be accompanied by an adult to visit the toilet.</p> <p>Parents to be emailed to be notified of requirements.</p> <p>Clear notice on booking system.</p>		Families Pastor	Weekly
<b>On Stage</b> Limiting contact and	Teams and Service element	Number of people on stage in band and to conduct	Risk assessments for Tech Team to include stage set-up	Worship Team	Weekly

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ensuring stage safety	participants	<p>elements of the service to be limited.</p> <p>No children allowed on stage unless specifically invited by Worship Team.</p> <p>Those on stage will maintain social distance.</p>	<p>and tear down.</p> <p>Care to be taken by all users of the steps up to the stage.</p> <p>Items to be kept away from stage edges.</p> <p>Hall lighting and screen to be used according to instruction.</p>		
<b>Baptisms</b> Limiting contact	Venue Users	Baptisms will follow government guidelines and be performed where possible, in agreement with the school, in a suitable area outside.	<p>Anyone being baptised should be 2m away from the rest of the congregation.</p> <p>Baptisms may only be performed one at a time with minimal contact with the officiant, using hand sanitizer before and after.</p>	RCT	When occasion arises
<b>Children's Work</b>					
<b>Entry prohibited to anyone showing</b>	Children & Leaders	No child or adult with any symptoms of COVID may	Signs needed outside children's work rooms	Families Pastor	ASAP

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<b>symptoms</b>		enter the children's rooms (or the venue as a whole)			
<b>Cleaning – all touch points to be cleaned on exit</b>	All venue users	Leaders to clean room on arrival and departure to maintain hygiene standards. Cleaning equipment to be provided in Redeemer Kids boxes	Leaders to be notified of procedures	Families Pastor	Weekly
<b>Numbers restricted to 15 children plus leaders in a bubble</b>	Children & Leaders	Records to be kept on the which children are assigned to which bubbles. Multiple groups may use the same shared space with distancing between them	If numbers exceed 15 children in any room, assessment to be made if room can be shared. If not, a new room to be hired	Families Pastor	Ongoing
<b>Toys</b>	Children & Leaders	Toys and mats will be cleaned where possible and quarantined for 72 hours before use each Sunday		Families Pastor	Weekly
<b>Social Distancing</b>	Children & Leaders	Parents are required to maintain social distance on drop off. During sessions,	Leaders and parents to be notified		



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		children over 5 must social distance at all times. Children under 5 are not required to do so.			
<b>Children's Work General Health &amp; Safety Risk Assessment to be followed</b>	Children and Sunday School Leaders	Risk assessment in place and disseminated to children's leaders Annual children's health and safety training for all leaders	Reminder to leaders in new venue	Families Pastor	ASAP
<b>Safeguarding Policy to be followed</b>	Children and vulnerable adults	All areas of the Redeemer Croydon Trust Safeguarding Policy must be followed. Leaders confirm policy has been read annually (last dissemination Summer 2020)	Assessment of toileting outside 6 <sup>th</sup> Form Centre	RCT	ASAP once new toilets in use
<b>After the service</b>					
<b>Departure of congregation from</b>	Venue Users	1-way designated system to be used.	Communication of requirements to congregation in emails, FAQ	RCT, Worship Team,	Weekly

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<p><b>hall</b> To manage people flow and avoid overcrowding</p>		<p>Ushers to invite groups to leave one by one.</p> <p>Milling onsite after services not permitted.</p> <p><i>(Car Park, Site Security, Cleaning and Tear down as per previous instructions above)</i></p>	<p>page and in final announcements.</p>	<p>Welcome Team</p>	

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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