

Covid Risk Assessment

Sharnbrook Evangelical Church

Location: The Marquee, Millhouse Hotel, Sharnbrook. MK44 1NP

The main risk relating to Coronavirus is the transmission of the infection to any individual. This could be either through direct contact (personal contact) or indirect contact (e.g. surface/item including waste).

As the premises is not owned by the church, but merely rented, there is a need to ensure that the risk assessment that the hotel has for the marquee provides sufficient control measures to ensure that the risk to those attending the church is sufficiently managed to minimise the likelihood/significant of transmission.

Clear guidance will be sent out to those attending the service about expectations in order to comply with latest government guidance. This risk assessment will be subject to ongoing review as the risk of Covid-19 changes and in line with government guidance.

**Risk Assessment created by John Heron, Pastor
Reviewed 01/12/20 at Leadership Team Meeting.**

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	John Heron	Pastor on line email
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test.	Y	John Heron	Pastor on line email
3. Verbal symptom checks on entry	Y	Set Up/ Welcome Team	To be asked if any symptoms at sign in Have you got any coronavirus symptoms: <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste If you display any symptoms, including the coronavirus symptoms, but also a headache, sore throat, feeling run down, or an upset stomach, please stay at home.
4. Individuals who are shielding should continue to follow the latest government advice	Y	John Heron	Pastor on line email
5. Everyone to use hand sanitiser on entry to the building	Y	Set Up/ Welcome Team	Bought sanitiser
6. Action Plan in event of Coronavirus case known to enter premises	Y	Everyone	Plan is they notify John Heron/LTeam
7. Display suitable posters to ask people with symptoms not to enter the building and include key Covid related safety messages	Y	Set Up/ Welcome Team	Bought poster & getting A frames from school cupboard
8. Social distancing measures to be maintained where possible, including the arrival and departure at the venue.	Y	Everyone	Pastor on line email
9. No physical contact between persons from different households/bubbles	Y	John Heron	Pastor on line email
10. All attendees required to wear a face covering unless exempt	Y	Set Up/ Welcome Team	Ensure that this is the case

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. Areas marked out of bounds where appropriate	Y	John Heron	Ensure that this is in place with tape.
12. Seating arrangements adapted for social distancing	Y	Set Up / Welcome Team	Ensure that this is in place with tape or some other format
13. Limit capacity by pre-booking who is attending, this will assist with Track & Trace	Y	John Heron	Pastor on line email. Records to be retained for 21 days minimum
14. No attendees singing during services	Y	John Heron	Remind people at the start
15. Attendees instructed not to gather in groups, except with members of their own household/bubble, inside or outside the marquee	Y	John Heron	Pastor on line email & Remind people at the start
16. Doors kept open where possible to reduce contact with door handles	Y	Set Up/ Welcome Team	
17. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray/wipes.	Y	Set Up / Welcome Team	Door handles to be wiped regularly. Chairs to be wiped at end of service.
18. Toilets in the Hotel to be used in emergencies only.	Y	John Heron	Pastor on line email
19. Marquee not used again for 72 hours	Y	MHH	
20. No distribution of bibles – attendees asked to bring their own and take them away with them.	Y	John Heron	Pastor on line email.
21. No distribution of drinks – attendees asked to bring their own water bottles if required and take them away.	Y	John Heron	Pastor on line email
22. Everyone asked to take waste home with them	Y	John Heron	Remind people at the start of the service
23. Microphones & other equipment kept to a single person	Y	John Heron	
24. Service sheets to be taken home	Y	Set Up / Welcome Team	Remind people at the start of the service