

**Parish of:** St Michael and All Angels Eastbourne

**Activity risk assessment**

**Activity:** Church open to public for private prayer and contemplation

**Date of first risk assessment:** 16/6/2020 Updated 10/3/2021

**Location:** Main body of the church.

**Time/frequency:** Thursdays 12.00 – 2.00pm

**Name of leader with responsibility:** DG

**Date to be reviewed:** 18/6/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
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Trips.	All users in the Main body of church. Loose and trailing electrical cabling, low level mobile equipment.	All cabling firmly taped down, equipment Stowed in orderly and tidy manner	Dynamic risk assessment made at the beginning of all prayer sessions to ensure no additional risk arising.	Rota members	Ongoing	
Fire	All church users. Risk from fire and smoke inhalation	Fire risk assessment done. Records available				
Safety in the event of violent assault/ attack	All church users, attack made by unknown others of varying mental states / beliefs No one person to be in open church on their own	Rota members to carry their own personal mobile phone for emergency use	Make those involved in rotas aware of the need to have their mobile phone available		Ongoing	
Manual handling Chairs and dollies.	Church members putting out or stowing chairs.	No dolly to have more than 12 chairs on, fully laden dollies moved around church at a slow speed				

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Covid 19 procedures	All members of church and general public using the building for the purpose of private prayer and contemplation	Following guidelines from HMG and C of E	Yes			
Possible contamination of water supply through little or no use for the past 3 months	Any body trying to use water from any of the taps in the building.	Flush all taps hot and cold supplies through for 5 minutes.		Wardens	Weekly	
Cleaning	Users of the building. Build-up of rubbish and detritus.	Church thoroughly cleaned through before lock down. General vacuum and clean through to be carried out prior to re entry		Wardens	Weekly	
Access and egress	Users of the building	One way traffic system to be developed. In through the South West door and exit through South East door.	Signage and markings on floors.	Wardens	2/3/2021	
Cross contamination	Those using the building may pick up literature or other items which are a possible source of contamination		Remove all Bibles, service materials etc	Wardens		

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Cross contamination	Those using the building touching contaminated surfaces	Provide at the entrance hand sanitiser.	At the beginning and end of every opening, check adequate supplies area available, Notify Wardens if more is required.	Rota members	18/6/2020	
Cross contamination	Those needing to use the toilet. Risk from contaminated surfaces	Notice to advise users to clean down surfaces prior to use. Hand gel and cleaning products to be located inwc.	This area to be checked prior to opening	Rota members Wardens		
Maintaining 2 metre Zone as per HMG guidance	All those using the area of the church set aside for prayer and contemplation	Use of Lady Chapel to be prohibited. Chairs in main body of Church to be spaced to give 2 metre zone. Once chairs have been used to be taken out of commission for 48 hours	A process of continuous dynamic assessment is required to monitor usage and numbers as well as effectiveness of procedures. Any observations to be made to wardens	All	Duration of period	
Cross contamination. Those supervising sessions having to clean objects and surfaces.	Contamination risk from contaminated items and surfaces.	Provide gloves and cleaning items plus method for disposal of contaminated items to bins. To be carried out when ever Church is in use		All	Duration of period	

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Security	Staff. And unlawful removal of church property.	Only the main body of the church to be open. Door to vestry to be kept locked		Rota members All keyholders	Duration.	