

Risk assessment template

Company name: St Leonards Church

Assessment carried out by: Karen Armbrister, Church Warden

Date of next review: n/a

Date assessment was carried out: Friday 6 November 2020

What are the hazards?	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?	Done
Contracting or spreading the virus by holding an outdoor event	<p>Members of the community</p> <p>Visiting Bugler and family</p> <p>Visitors from outside the community</p>	<p>Minimising activity by holding a short service</p> <p>Only allowing minimum numbers to parade from church lychgate</p> <p>Advising community that they may join in from frontage of own houses</p>	<p>Monitoring attendance and proactively requesting social distancing if needed</p> <p>Ensure only minimum numbers at lychgate</p> <p>Ask people to return to front gardens if numbers unmanageable</p>	<p>Church Warden</p> <p>Church Warden</p> <p>PCC and PC Representatives</p>	<p>This is a one-off event so all activity relates to Sunday 8 November 2020</p>	<p>Overviewed and organised by Karen Armbrister Church Warden</p>

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		<p>Recommending face coverings are worn throughout proceedings Minimum handling of RBL wreath by Church Warden only</p> <p>Service sheets sent by e mail for personal printing – no paper being handed out</p> <p>Bugler will stand alone and well distanced (>2m) from attendees</p> <p>Quiet singing of National Anthem as permitted</p>	<p>Advising the wearing of face coverings at the commencement of proceedings (all notifications have requested this)</p> <p>No sharing of sheets outside of households</p> <p>Ensure bugler remains distanced</p> <p>Make announcement prior to singing</p>	<p>Church warden and PC Chair/ Rep</p> <p>Church warden</p> <p>Imogen Angell and family</p> <p>Church Warden</p>		

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<p>Contracting or spreading the virus by not social distancing</p>	<p>Members of Birdingbury Community</p> <p>Visiting Bugler and family</p> <p>Visitors from outside the community</p>	<p>All notification advice requests adherence to social distancing requirements of 2m</p> <p>People asked to gather within households only</p> <p>People asked to disperse and head home immediately after service</p>	<p>Constant monitoring by PCC members and proactive action if needed</p> <p>Most people known to us so can be monitored</p> <p>Announcement will be made at the end of the service</p>	<p>Further reminder will be posted on village Whatsapp and social media Sunday 8/11 before the service</p> <p>Church Warden / PCC and PC Reps to overview</p> <p>Church Warden</p>		
<p>Mental well being of those who feel unable to attend the event i.e. the vulnerable or shielding</p>	<p>Elderly, isolating and vulnerable</p>	<p>Service sheet has been e mailed to all community on e mail circulation</p> <p>Regular contact being made with those seen as vulnerable to check</p>	<p>Continue to check as part of village support activity</p> <p>As above</p>	<p>Church Warden and Village Support volunteers</p>		

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		on them				
Being unable to contact and advise people if subsequent positive testing is identified	Any attendees to the event	We will make a list of all those attending and request contact details for anyone unknown	Trace and Track activity will be undertaken and names / contact details secured which will be kept by CW for 21 days			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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