

Grace Church Sydenham Premises Risk Assessment

Date of risk assessment: 30th September 2020

Date for review: 30/09/21

Premises: The New Generation Youth Centre, Wells Park Road, Sydenham SE26 6AD

Carried out by: Nicola Collett-White (Safeguarding Co-ordinator – Policy) & Covid section by T Iles (Deputy Safeguarding Co-ordinator)

Approved by: Tim Iles (Deputy Safeguarding Co-ordinator and Church Minister)

What could cause harm	Nature of potential harm	Existing precautions	Additional precautions required	Notes
Person/s entering or being in the premises and causing harm	Physical harm	<p>GCS member on welcoming is at the front of the building from 9.50am.</p> <p>Once GCS welcomer leaves post they lock the door shut so that no one can enter once the service has started. The other church who uses the premises then has to let people in.</p> <p>Members notified of run, hide, tell procedure</p>		Due to the welcoming nature of the church and the nature of this site, we cannot completely avoid this risk

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Trips and falls inside or out	Minor injury, serious injury or death	First Aid kit on site, First Aider or doctor present Inside (including toilets) is checked by church members for any hazards	Include a check of outside play area on arrival as part of set up duty Check made of each weeks rota that there will be a first aider present or medically trained health professional as set out in the Safeguarding Policy	
Hazardous objects or materials left by other users of the premises	Minor or serious injury or death	See above	See above	
Unsafe ovens in kitchen	Minor or serious injury or death	Currently not used	When in use again, check TNG's gas and electricity compliance documents and/or own risk assessment	
Unsafe electrically	Minor or serious injury or death	Rely on TNG's compliance with relevant regulations	Check with TNG. Get TNG's premises risk assessment	

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Electric wires across floors due to us being unable to use the hatch area of kitchen	Trips/falls and associated injuries	Wires are covered or taped down		
Hot water being spilled on children due to the fact that we can no longer use the hatch area to serve hot drinks	Scalds or burns	Urn is set up with tables as barriers so children cannot access it		
Unhygienic food preparation	illness		<p>Ensure all those preparing food wash hands and ensure surfaces and utensils are clean.</p> <p>Wipe all surfaces with anti-bacteria spray pre use for food</p>	
Fire	Minor or serious injury or death	<p>Fire drill to evacuate building</p> <p>Fire practice x2 per year</p>		

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Child exiting the building and getting lost or harmed	Injury, death or child taken	Parents assume responsibility for their children as soon as they return from Ignite. This is stated each Sunday in the service. There is only one exit which is upstairs. There are not multiple ways out		
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TNG allowing other users to use same space as GCS and those users causing harm	Minor injury, fear, serious injury	Common sense of church members and leadership - being extra vigilant Church leadership are made aware of which company/ies or individuals are using the premises at the same time as us Ignite – the children are never out of sight and sound of at least 1 GCS leader		

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Risk Assessment with regards to Covid-19 contamination

What could cause harm?	Who might be harmed and how?	Existing precautions	Additional precautions required	Who needs to carry out the action?	Notes
<p>Contamination of Covid-19 from entering a public building where others gather</p>	<ul style="list-style-type: none"> - Those attending public worship at allocated times - Those who take responsibility for Cleaning - TNG managers 	<ul style="list-style-type: none"> - cleaning schedule before and after Sunday service - clear and comprehensive communication with members before and during the service (through emails, social media and website), regarding measures we are employing and their responsibilities to help keep people safe - hand sanitiser provided on entry - specified & signed flow for the main doors of the hall to help maintain physical distancing - signage to remind members of personal sanitary measures and appropriate distancing - distancing: 3m between 'up front' and congregation, and 1m+ between households within congregation - set-up team to lay out in advance 2m-distanced groups of chairs according to expected bubble sizes - for air-circulation a door will be left open at the back and a fan on at the front - everyone will be required to bring their own masks, Bibles, writing materials, drink - masks to be worn by all except those up-front speaking or singing, or teachers of Ignite - free masks will be provided at door - all liturgy and lyrics will appear on screen - no food or drink will be provided at the venue - 'track & trace' implemented & QR code poster displayed at the entrance - everyone encouraged to leave the Centre promptly at end of service 	<ul style="list-style-type: none"> - monitor the effectiveness of the system making any necessary adjustments 	<ul style="list-style-type: none"> - Elders to take overall responsibility - service leader to communicate guidelines at start of each service - welcomers on the door to give instructions re masks, and children not running about - welcomers to operate 'track & trace' - congregation members urged to comply with legislation and guidance 	

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Spreading Covid-19 through singing	Those present at an act of public worship	<ul style="list-style-type: none"> - congregation reminded no singing - singing only permitted by the 2-3 nominated singers at the front - each singer 3m+ from congregation with own dedicated microphone 	Monitor the effectiveness of enforcing this and, if required (because some are singing) limit the use of music further	<ul style="list-style-type: none"> - Service leader - Elders - Music leaders and musicians 	

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Risk of contamination through sharing communion	Those present at public worship and wishing to take Communion	<ul style="list-style-type: none"> - Bread and wine to be provided in individual portions - Only one person will come into contact with the bread and wine and only following hand sanitisation - Those wishing to receive communion will remain in the pews - Distribution to be done at arm's length using gloves or tongs 	<ul style="list-style-type: none"> - Monitor the effectiveness of these measures and adjust where appropriate - Servers will wear face masks when distributing communion and use gloves or tongs 	<ul style="list-style-type: none"> - service leader - congregation members - distributors 	

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Risk of spreading covid-19 through collection plate	N/A	We do not take up collections in the service but rely on giving via bank transfer	- N/A	N/A	N/A

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<p>Risks to children and families of being infected</p>	<ul style="list-style-type: none"> - Children and families - Others in the building who come into contact with children 	<p>Note: children's group is called 'Ignite' and covers Infants to Yr8</p> <ul style="list-style-type: none"> - children to remain in their family bubble until they go into Ignite - at least 2 adult leaders for Ignite - children to hand-sanitize as they arrive - children and leaders to wear masks, except the nominated teaching leader and any under-11s - children and leaders to space out by 2m where possible, with the exception of those from the same household. Where only 1m spacing is possible this should be done with mitigating factors, e.g. sitting side to side, and for a minimum amount of time - if any shared resources are used e.g. toys, bibles, paper, or pens, children must not touch their faces while using them, and make sure to sanitize their hands after using them - no shared resources for under-5s as they are too young to avoid touching their face 	<ul style="list-style-type: none"> - monitor the effectiveness of the system and make adjustments where necessary - the longer-term plan is that Ignite children will be supplied with individualised packs of resources 	<p>Ignite leaders with guidance from the Elders</p>	

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Risk of contamination from toilet facilities	<ul style="list-style-type: none"> - Those attending public worship in the building - Others using the toilets before, during and after the service 	<ul style="list-style-type: none"> - hand-wash soap and paper towels will be provided in the toilets 		<ul style="list-style-type: none"> - Elders - cleaning/set-up teams 	

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Contamination from chairs and church 'kit' – i.e. mics, stands, lectern, speakers, audio kit, wires, etc	<ul style="list-style-type: none"> - Those attending public worship in the building - Setter-uppers - Cleaners - TNG managers 	<ul style="list-style-type: none"> - designated set-up team to clean chairs with spray & paper towels and then deposit paper towels straight into black bin-liner - to be emptied after service - setter-uppers to hand-sanitize before and after moving kit from storage shed to meeting room - hand-sanitizer bottle to be placed at the front for speaker, leader and singers to use before and after handling mic, stands, lectern - pack-up team to clean chairs with spray + paper towels and then deposit paper towels straight into black bin-liner - to be emptied after service - pack up team to hand-sanitize before and after packing kit back into shed - meeting room floor to be thoroughly mopped-down after pack-up. (GCS to supply own broom, mop & bucket – all to be stored in shed) 	<ul style="list-style-type: none"> - monitor agreed cleaning precautions and make adjustments where necessary 	<ul style="list-style-type: none"> - Elders - Cleaning teams 	