

Risk assessment template

Company name: Westoning Baptist Church

Assessment carried out by: Covid committee

Date of next review: September 2021

Date assessment was carried out: 19th July 2021

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
Poor hygiene (hands + surfaces)	Attendees	Cleaning takes place every week.	Wipe down the doors and handles	JH – weekly cleaning		Ongoing
	Workers	Hand sanitiser is available on entry and exit		Person on door duty		Ongoing
		Provide water, soap and drying facilities. Cleaning takes place between services to reduce risk of transmission, otherwise it is	Make sure soap and hand towels are kept stocked up.	JH/RH		Ongoing

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		usually 72 hours between use.				
Transmission of SARS-Cov-2	Attendees	Within the chapel 2m spacing is set up with markers for queueing to enter and alternate pews blocked off.		Already set up	Ongoing	Ongoing
	Workers			Rota duty	Weekly	Weekly
	Visiting Preachers	Ventilation will be maximised with windows and doors open.	Individual pots will be used for the Lord's supper	Rota duty	Monthly	Monthly

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			Sanitiser will be provided for those distributing the elements	Church officers	Monthly	Monthly
			Prayer meetings will take place with distancing.	Attendees	Ongoing	Ongoing

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