

WINDSOR METHODIST CHURCH - RISK ASSESSMENT OF ACTIVITIES

Event:	Coffee Mornings at Church.
Date:	Every Saturday – 10.30 to 1200, after Church on Sundays (and occasional other times)
Risk Assessment dated:	23 September 2020
Location:	Windsor Methodist Church
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Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Arrival	Low People unfamiliar with site layout and emergency / fire procedures	A Church member would explain the layout of the building and point out the emergency /fire procedures which are clearly displayed in the hallway.	One of the organisers would welcome new attendees and ensure they are aware of the layout of the building, emergency procedures and exits.	<ul style="list-style-type: none"> The Minister, or person running the coffee morning Mr Peter Trout All members present.
Safeguarding	Low Assault on any person present.	It is for every person who engages with WMC activities to actively consider the safeguarding needs of themselves and those around them on an ongoing basis and to take responsibility for addressing/ referring any identified risks to those who are best placed to take further action.	<ul style="list-style-type: none"> The Methodist Safeguarding Policy statement. The Safeguarding Summary of Good Practice is displayed in each room. The Connexional Statement of Safeguarding Principles, is displayed on the main Church noticeboard. The WMC Safeguarding Policy, is also displayed on the noticeboard. All this information has been published (Church noticeboard and Church Council minutes). 	<ul style="list-style-type: none"> The Minister. All volunteer helpers. Church Council Kathy Sadler, Church Safeguarding Officer. All members present.
Health & Safety	Low <ul style="list-style-type: none"> Tripping or slipping and causing injury. Injuries caused by handling furniture. 	All attendees will be aware of H and S concerning the building which is reviewed annually. Anti-slip floors fitted. Specialist tool available for collapsing tables.	<ul style="list-style-type: none"> H & S procedures and policy clearly visible on notice board. First aid box in the kitchen and kept up-to-date. List of First Aiders on notice board. 	The Minister, All volunteer helpers. Property Manager, Mr Peter Trout. First Aid team.

Risk of fire	Low	Fire doors in place and Fire/Emergency procedures clearly visible on notice board. Fire exits clearly marked.	Members are from time to time reminded of the church policies and procedures.	Mr Peter Trout, Property Manager, the Minister, all volunteer helpers, and all persons present.
Refreshments	Low Allergies / food poisoning of attendees.	All attendees made aware of the content of food provided. Competent kitchen staff.	The kitchen is subject to its own risk assessment.	The Minister. Catering staff Building Manager, Mr Peter Trout.
During the activities	Low Theft of possessions Someone taken ill.	Ensure that all attendees are responsible for their personal possessions.	List of First Aiders on notice board and First Aid box in kitchen kept up-to-date.	All volunteers / members present. First Aid Team.
Risks re Covid-19	Covid-19 virus infections and all the implications that would follow	This risk assessment also encompasses the COVID-19 risk assessment for this activity (see below addendum) which must be adhered to in order to protect everyone entering WMC building for any reason.	All volunteers made aware of the Covid 19 risk assessment addendum for this activity below and informed it must be complied with.	All adult attendees and volunteers.

Addendum to the Risk Assessment for the Coffee Mornings held at Windsor Methodist Church concerning Covid-19

It is now a legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. The following issues have been considered:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit.
- Face Masks: From 8 August 2020, it is mandatory to wear a face covering in indoor public spaces. However, they are not a replacement for safe distancing and regular handwashing.
- What information do those who use the building need to make sure they understand how to keep safe during the outbreak?

As the Coffee Mornings are an activity of Windsor Methodist Church the volunteers will familiarise themselves with, and carry out, its risk assessment, and as from October 2020, in addition the specific assessment set out below relating to Covid-19.

There will be no more than 25 people at any one session in order that social distancing can be adhered to. Therefore, a booking process for sessions will be required to secure a place, unless there are spaces left on the day to fill.

Volunteers' Role: at the beginning of each session the following will be put in place:

- Signage as legislation requires, including DoH Wash Your Hands Poster will be checked as in order, informing attendees about what is expected of them and give reminders of social distancing to maintain a safe environment. Tables will be set up appropriately to facilitate this.
- Handwashing/Sanitiser and wipes will be in place for use by everyone entering and as they exit the church building for use by families and volunteers.
- Sanitisers will be available to clean surfaces that are touched during the session.
- A register with names and contact details will be kept for each session and retained by the leader for 21 days. This job will be done by the person running the Coffee Morning.
- Attendees will be informed if there is an outbreak of any infectious diseases among those attending and if any family reports a case of Covid-19 in the household and among contacts.
- A face mask to be worn at all times whilst on Church premises.

Attendees Role:

- Each adult is totally responsible for their own behaviour.
- Provide contact details which will be entered in the session register.
- Inform the leaders if anyone in the household develops symptoms of the virus and/or has a positive test – government guidelines.
- Adults to keep 2 metres social distance.
- Only catering staff to enter the kitchen.
- Close all doors securely.
- Using the wipes provided to clean the toilet handle and tap as necessary. Disposing of soiled wipes/hand towels in bins which are lined.
- Adults sanitise hands on arrival and departure.
- Any queuing should be at a distance of 2 metres.
- A face mask to be worn at all times, except when seated, whilst on Church premises.

Further information.

This Risk Assessment was completed September 2020 and approved by Church Council 6 October 2020. It will be kept up to date with changing Government guidance / legislation.

Signed: *Vicci Davidson*

Superintendent Minister, Rev'd Vicci Davidson

Date: 6 October 2020

Renewal date: October 2021