

WINDSOR METHODIST CHURCH - RISK ASSESSMENT OF ACTIVITIES

Event:	Prayer Group Meetings
Date of activity:	Usually held each Wednesday 6.30 pm-7 pm at the Church.
Risk Assessment dated:	23 September 2020
Location:	Windsor Methodist Church
Contact Address:	<ol style="list-style-type: none"> The Rev Dr Malcolm White, 93 Maidenhead Road, Windsor The Rev Vicci Davidson, 1a Spring Lane, Cippenham, Slough, SL1 5BQ
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Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Health & Safety	Low	Members attending are all aware of H and S concerning the building. No refreshments are served.	H & S procedures and policy clearly visible on notice board.	The host and all members.
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.	All attendees
Safeguarding	Low	All attendees will be aware of: <ul style="list-style-type: none"> The Methodist Church Safeguarding Policy statement. The Safeguarding Summary of Good Practice, which is displayed in each room. The Connexional Statement of Safeguarding Principles, which is displayed on the main Church noticeboard; and The WMC Safeguarding Policy. 	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. All this information has been published (Church noticeboard and Church Council minutes).	<ul style="list-style-type: none"> All attendees The Minister. Church Council and Kathy Sadler, Church Safeguarding Officer.

Risks re Covid-19	Individuals infected by the Covid-19 virus and all the implications that would follow.	"This risk assessment also encompasses the COVID-19 risk assessment for this activity (see attached addendum) which must be adhered to in order to protect everyone entering WMC building for any reason."	All adult attendees and staff made aware of the Covid 19 risk assessment addendum for this activity attached to this risk assessment, and informed it must be complied with.	All adult attendees and staff.
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Addendum to the Risk Assessment for the Prayer Group 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 has 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 Prayer Group is 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 24 people at any one session in order that social distancing can be adhered to. (Normally only 5 at the most attend.)

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.
- 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. (Currently, this person is Kathy Sadler or her nominee).
- Attendees will be informed if there is an outbreak of any infectious diseases among those attending.

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.
- Using the wipes provided to clean the toilet handle and tap as necessary. Disposing of soiled wipes/hand towels in bins which are lined.

- No one to attend if they have been sick within the last 48 hours or have any other infectious diseases.
- Adults sanitise hands on arrival and departure.
- Face masks will be worn.

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