



Activity: Sunday Worship 10:00am

Location: St James Hill Top

Name of leader with responsibility: Rev'd Mark Wilson

Parish of West Bromwich, St James and St Paul

Activity risk assessment

Covid-19 Specific Risks are in Red

Date of first risk assessment: 29/6/2020
updated 5/9/2020

Time/frequency: weekly at 10:00am

Date to be reviewed: January 2021 or when updated guidance for public worship is published



THE CHURCH
OF ENGLAND

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Covid-19	<p><i>Who: Congregation</i></p> <p><i>How: People could suffer with Covid-19 symptoms and or pass on Covid-19</i></p>	<p><i>Covid-19 Risk Assessment done in for the building</i></p>	<p><i>Covid-19 Risk Assessment is under constant review. Please see Covid Risk Assessment for use of building and entering and existing the building.</i></p> <p><i>Additional Covid specific mitigations for church services during Covid-19 that are not covered elsewhere in the risk assessment.</i></p> <ul style="list-style-type: none"> • Those who are reading or leading intercessions during a service will be given Their own radio microphone that will be sanitised before and after the service. This is to prevent them from shouting. • During Covid-19 we are not hading out service sheet or books in line with government guideline. If people bring their own service sheets or books they are to be reminded to take them home. • During Covid-19 the congregation will be asked not to shout responses in line with government guideline. • During Covid-19 we will not be singing during services in line with government guideline, instead we will introduce music in other ways where possible. • During Covid-19 we are still streaming our services to a public forum to allow those who are at risk to continue to meet with us in a sit free way. • We are following the Government Law of the wearing of masks, everyone is to were a mask during the service unless they are at that point leading the service or helping in some way, (e.g Preaching, leading prayers, reading the Bible) • At the current time, if someone other then the Minister of the church is leading or preaching a second lecture will be provided for the person assisting the Minister of the church in the service. • Whilst Sandwell Council has asked for the restriction of numbers of attendees to public worship, we will do all we can to adhere to that advice. 	Mark Wilson	29/6/2020	29/6/2020
Trips and falls because of steps or running cables	<p>Who: Congregation or Staff members</p> <p>How: Scrap/bump/cut various body parts.</p>	Cables are in cable ramps or Cable Grip Strip which prevents people from tripping on loose cables.	No	Mark Wilson	29/6/2020	29/6/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Communion	Who: Congregation How: By choke on bread/wafer/wine	People are given 'manageable' amounts of bread/wafer and the chalice is given to the person to take what is appropriate for them.	During Covid-19 under Government and CoF Guidance, <ul style="list-style-type: none">Not be speaking over the elements,Use hand sanitiser before and after distribution on the ElementsWear a mask during the distribution.Ask the Congregation to stay in their seats for distribution to minimise movement in the building and to keep social distancing.Not touch peoples hands during distributionNot speak to individual people during the distribution of the Elements	Mark Wilson	5/1/2021	5/1/2021
Refreshments after Service	Who: Congregation How: Choking, Burnt on hot fluids. Nut Allergies or other Allergies	We have safe cups that are do not tip to prevent people burning themselves. We tell people when drinks are hot. We make sure that our biscuits are nut free, and ask people who have allergies to check the packaging and for their advice.	None At This Time of Covid-19 We are not having refreshments after church, in accordance with Government guidance and advice.	Mark Wilson	29/6/2020	29/6/2020
Slips and Trips	Who: Congregation How: Falling, bumping body parts, cutting body parts	We don't have drinks out side of carpeted arrears, this mitigates drink spillages forming a slipping hazard (even though they are to be cleaned up in a proper and timely manner). If a spillage has happened in the toilets, they are cleaned up quickly, and the toilet may be out of use if it is still slippy People could trip stepping on to the stage. So we make people aware of the step up to the stage and the step for reading from the eagle lectern	At This Time of Covid-19 We are not having refreshments after church, in accordance with Government guidance and advice. At this time of Covid-19, to help with people not moving around the building and to keep social distancing, we are not having people praying or reading from the lectern.	Mark Wilson	5/1/2021	5/1/2021
During Baptisam:	Who: Family, God parents and/or Minister. How: could slip and bump, brake, or cut body parts. If falling could squash other people. If water is too hot, it could scold the Minister and baby/baby. If water is too cold, it could make baby/child cold.	Baptisam done in as safe away that the building allows, reducing the risk top slipping. Water is a tepid heat, this will prevent child/baby/Minister from being scolded or getting too cold.	Non At This Time of Covid-19, we will discouraging baptisms, and waiting further guidance from the Church or England.	Mark Wilson	29/6/2020	