

Risk Assessment - Covid 19

Organisation: Liberty Church

Location: Liberty Church

Task: Morning and Evening Services

Hazards	Who might be harmed	Risk	Control Measures	Level of risk
Covid -19 Coronavirus	Staff, volunteers, visitors	Transmission of infection	See list below	HIGH

Control measures
Booking spaces online and by phone to prevent over-crowding
Social distancing - 2 metres apart at all times
2 metre tape markers on the floor and around chair spaces
Thorough cleaning of shared spaces by a dedicated team before and after use unless there is at least a 72 hour time gap between uses
Thorough cleaning of equipment e.g. chairs before and after each use unless there is at least a 72 hour time gap between uses
Hand cleansing materials available at entry and exit points
Cleaning of hand sanitizer bottle, door handles, toilets, flushes and taps after each use by dedicated team
No refreshments or sweets available, encourage people to bring their own water bottles for drinking water
Children are welcome to join the children's work but will be expected to stay in their allocated zones and maintain social distancing.
One way system of movement into and out of the building – arrows to indicate direction of flow
Good Communication of safety measures via posters, signs, Whatsapp information, website
No sharing of resources e.g. pens/books
PPE – disposable gloves and masks provided for those individuals who cannot provide their own
Keep windows and doors open for good ventilation

Management team with clear role descriptions

Records of attendance to be kept for track and trace

In case of fire the management team to direct visitors to the car park maintaining social distancing

Double bag all items of discarded PPE for safe disposal

At the end of the session the cleaning team to remove the bin bag from the rubbish bin and take it to the external bin