

Horley (Hookwood) Christadelphians – Use of Hookwood Memorial Hall – COVID 19 Risk Assessment Sept 2021 19th July— Govt. Guidelines do not require strict COVID-19 measures in order to worship together

(https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship)

This Risk Assessment takes into consideration the needs and concerns of the members of Horley (Hookwood) Christadelphian Church. The measures outlined will be reviewed regularly, with a view to adjusting or removing them dependent on changes in Govt. Guidelines or local differences. These measures are put in place to ensure the comfort and safety of our members.

Risk	Controls to consider	Additional information	Action	Date
Airborne Transmission of Covid 19	Entry and Exit into Hall	Enter and exit through the main door.	All	
	Increase ventilation/natural ventilation by opening doors, windows.	Keep the main entry door to the building open and double doors to the hall.	Hallkeepers.	
	<p>Masks are not mandatory. Members are requested to bring a mask with them and use them until seated and the Service starts and for conversation afterwards, unless outside.</p> <p>Singing is part of our worship and deemed safe. However, should members wish to wear a mask, they should do so.</p> <p>Chairs to be in a single row/semi circle to avoid breathing onto the person in front.</p>	<p>Respect everyone's situations, including those exempt from wearing a mask.</p> <p>Chairs not to be moved once set up for the service</p>	All members	

	Reduce interaction between people.	Distancing seating, one row only.		
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Risk	Controls to consider	Additional information	Action	Date
	<p>LFT testing is requested for everyone attending each meeting. (Excluding children under the age of 11). <u>This is very important as we have some very vulnerable members of our church.</u></p> <p>Follow the guidance for using the Lateral Flow Test in the instructions with the box.</p> <p>Contact Register to be kept with details of email addresses.</p>	<p>Members are trusted to comply with this request and follow up any subsequent requirements for isolation.</p> <p>A person responsible for filling in the register needs to be appointed for each service.</p>	All members	
	<p>Protecting People at Higher Risk</p> <p>People in this category have been taking additional measures to keep safe and are aware of what is needed to mitigate their own risk.</p>	<p>If asked to wear a mask when speaking to each other, please comply.</p> <p>Maintain <u>at least</u> 1m distance.</p> <p>Designate an area close to an open window/door as an option for people with higher risk to use.</p>	All members	
<p>Surface Transmission of Covid 19</p>	On entry to the building sanitise hands.	Table to be placed at entrance with hand sanitiser	Hallkeepers	

	Chairs and door handles to be cleaned.	Antibacterial spray and wipes to be used	Hallkeepers & All	
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Risk	Controls to consider	Additional information	Action	Date
	Use of communal Bibles and Hymn Books.	Members requested to bring their own books and hymn books. Hymns will also be projected.	All members. Visitors.	
	<u>Use of toilets.</u> Wash hands and use hand sanitiser. Door handles to be cleaned at beginning and end of hall hire.	Hand sanitiser to be provided	Hallkeepers & All	
Visitors	Update website to Include basic requirements for visiting including LFT expectation. Record names and contact details.	Notice to be added to website Hallkeepers ask for visitors' contact details	Glen Hallkeepers	

Attendee contracts Covid	Contact the secretary as soon as alerted by a person with Covid.	Follow current Government guidance. Contact everyone who Attended the service at the Hall.	Elders	
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Cleaning after known exposure to someone with Coronavirus symptoms	Contact Hookwood Memorial Hall Committee.		Elders	
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Risk	Controls to consider	Additional information	Action	Date
Kitchen Use	<p>Cleaning: All surfaces to be cleaned.</p> <p>Sink area to be cleaned and dried</p> <p>Wash all items which have been used. Take care to leave the kitchen in good order for the next Users.</p> <p>No children in the kitchen.</p> <p>Maximum of two adults in the kitchen at any time.</p> <p>No congregating in the area by kitchen hatch or corridor.</p>	<p>All cleaning materials will be antibacterial.</p> <p>Provide all own cloths and tea towels.</p> <p>Ensure everyone is aware of these restrictions and adheres to them.</p>	<p>Person doing tea duty</p> <p>Elders and All</p>	
Main Hall set up	<p>Chairs to be arranged safely giving easy access and space for members to be distanced.</p> <p>Piano and audio-visual equipment to be set up in dedicated spaces.</p>	<p>All trailing cables and wires to be safely laid and secured.</p>	<p>Review regularly as conditions change.</p>	

First Aid	First Aid kit is in the kitchen, provided by Hookwood Memorial Hall.	Hookwood Memorial		
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Risk	Controls to consider	Additional Information	Action	Date
Emblems	<p>Bread to be cut into individual pieces on a plate and covered by a server.</p> <p>Wine to be poured into individual glasses and placed on a tray, covered by a server.</p>	<p>To be served by one member wearing a face mask. Individuals take just one piece of bread and glass each.</p> <p>Individuals to dispose of their used glass.</p>	Server and All	

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Checked and Approved:

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Date: 04.10.21

Further Approved by;

CA, JA Date; 5.10.21

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