



Event: Christmas Shop (5th Dec 2020)

Event Leader: Geoff Biggin

Assessment by: Hannah Harris (3/12/20)

Reviewed by: Geoff Biggin (3/12/20)

Event Description: Christmas cards and gifts will be sold in the bookshop. The cards and gifts will be displayed in the room which will be open for 2hrs. Both card and cash transactions will be accepted.

***This Risk Assessment should be used in conjunction with the Beacon Church Policy for Health & Safety*

| Hazard / Risk | Who is at Risk? | How can the hazards cause harm? | Normal Control Measures | Risk Rating VH/H/M/L | Additional Control Measures Required Y/N |
|---|--------------------------|---|--|-------------------------|---|
| Ensuring compliance with latest Government Covid restrictions | Beacon Church & Trustees | Non compliance could result in a fine for the organisation | <ul style="list-style-type: none"> At the time of the event Stafford will be in Tier 3 which states that retail is: "open" (source gov.uk) | L | N |
| Reducing risk of Covid infection: Compliance with Test & Trace | Volunteers & customers | Covid-19 is an infectious disease that can cause illness and for some result in death | <ul style="list-style-type: none"> The event leader will keep a list of all volunteers that were in attendance and provide it to the Church Office Volunteers will be advised that should they develop Covid symptoms that they need to inform the event leader as soon as possible The event leader will in turn inform the Church office Customers will sign in at the door and encouraged to use the test and trace QR code | M | N |

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| <p>Reducing risk of Covid infection: Creating a Covid secure event</p> | <p>Volunteers & customers</p> | <p>Covid-19 is an infectious disease that can cause illness and for some result in death</p> | <ul style="list-style-type: none"> ● All volunteers will remain socially distanced (2m apart) unless they are with a member of their household or support bubble ● Posters will be displayed to remind customers to socially distance and maintain good hygiene practices ● Volunteers and customers will be required to wear face masks and posters will be displayed to this effect ● The number of customers allowed in the building at one time is 8. If this limit is reached then additional attendees will be encouraged to queue outside using the social distancing markers on the floor. Customers will then be allowed to enter on a one-in-one-out basis which will be managed by a volunteer ● On entry customers will be encouraged to hand sanitise and sign in ● Products will be spread out when they are displayed to avoid customer crowding in any one area and to minimise the need for customers to handle the product before purchasing ● Non fire doors will be propped open to reduce the need to touch door handles ● Should it be required due to a higher volume of customers at one time the windows will be opened to increase ventilation ● Children will remain the responsibility of parents at all times ● Payment by both card and cash will be available, wherever possible contactless card purchases will be encouraged ● Should cash payment be needed the money taken will be counted, bagged and then the | <p style="text-align: center;">M</p> | <p style="text-align: center;">N</p> |
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| | | | <p>volunteer counting the money will immediately wash their hands</p> <ul style="list-style-type: none">• The till area will be cleaned with antibacterial spray every 2hrs• All touched surfaces will be cleaned before and after the shop opens and closes• The toilets will remain open when the shop is open; these will be checked in advance to ensure that there are enough antibacterial surface wipes available as well as paper towels and toilet roll. Posters are displayed to ensure good hygiene practices and bins are lid less. | | |
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| Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i> | Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i> | Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i> | Action Completed <i>(record the actual date of completion for each action listed)</i> | Residual Risk Rating |
|---|---|--|---|-----------------------------|
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| DATE OF REVIEW: <i>Record actual date of review</i> | COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i> | | | |
| DATE OF REVIEW: | COMMENTS: | | | |
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| RESIDUAL RISK RATING | ACTION REQUIRED |
|---|--|
| VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring | The activity must not take place at all. You must identify further controls to reduce the risk rating. |
| HIGH (H) Possibility of fatality/serious injury occurring | You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team |
| MEDIUM (M) Possibility of significant injury or over 3 day absence occurring | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| LOW (L) Possibility of minor injury only | No further action required. |