

Event: Vision Events & Discussion Groups (June 2021)

Event Leader: Church Elders & Staff

Assessment by: Hannah Harris (30/05/21)

Reviewed by: Sarah Purdy (08/06/21)

****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
Minimisation of legal and liability issues	Trustees	* Non compliance with legal and liability issues could lead to legal action	<ul style="list-style-type: none"> Trustees notified of this risk assessment Employee and public liability checked and confirmed as in date The risk assessment will be made available on the website under the policy section 	L	N
Legal Compliance with Government Covid guidelines	Trustees	* Non compliance with legal and liability issues could lead to legal action	<ul style="list-style-type: none"> Operations Manager to monitor, on a weekly basis, the latest announcements from the Government and the guidelines produced by the Baptist Union of Great Britain 	L	N
Spread of Coronavirus an infectious disease	All in attendance	* Should an outbreak of Covid occur it can result in fatalities	<ul style="list-style-type: none"> Compliance with the latest Government and BUGB guidelines This includes numbers to be restricted as follows: <ul style="list-style-type: none"> On Church premises, no restriction but the Church Covid risk assessment must be adhered to 	M	N

			<ul style="list-style-type: none"> ○ On household premises (including those owned by the Church) maximum of 30 attendees outside or 6 people / 2 households inside until June 21st ● Hand sanitiser to be available at each event ● Online provision to be available for those who are most at risk ● Premises selected to be large enough so that people can be socially distanced, and for numbers to be restricted below 30 if the outdoor space is not sufficient ● Advance sign up to be required for the purposes of track and trace and to monitor numbers in attendance ● All attendees to be advised to stay home should they be experiencing any Covid symptoms ● For event leaders to be aware of the Emergency Action Plan and implement it if someone did demonstrate Covid symptoms. The plan is also available on the website. 		
Trips and falls	All attendees	* Injuries sustained as a result of a trip or fall	<ul style="list-style-type: none"> ● The event leader will review the setting in advance of the event taking place ensuring that there are no trip hazards (if they are to secure them and cover or highlight them to attendees) and that the chairs in use are fit for purpose 	L	N
Usage of electrical equipment	All attendees	* Injuries sustained as a result of electrical equipment improper usage	<ul style="list-style-type: none"> ● No electrical equipment is necessary at these events 	L	N

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
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.