

WINDSOR METHODIST CHURCH - RISK ASSESSMENT OF ACTIVITIES

Event:	Film Club, followed by tea and cakes.
Date:	Every third Saturday of each month – 1415 to 1700 (approximately).
Risk assessment dated:	23 September 2020
Location:	Windsor Methodist Church
Contact Address:	<ol style="list-style-type: none"> 1. The Rev Vicci Davidson, 1a Spring Lane, Cippenham, Slough, SL1 5BQ 2. Mrs Pat Smith, 17 St John's Drive, Windsor, SL4 3RA
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Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Arrival / prior to event start time.	Low Minor accidents re people unfamiliar with site layout and emergency / fire procedures	Limited. A friend or a member would explain the layout of the building and point out the emergency / fire procedures which are clearly displayed in the hallway.	One of the organisers to welcome attendees and ensure they are aware of the layout of the building, emergency procedures and emergency exits.	<ul style="list-style-type: none"> • Mrs Pat Smith, • Mr Brian Carter, IT volunteer. • Mr Peter Trout, Property Manager • All church members present.
Safeguarding	Low Assault on any person present.	It is for every person who engages with WMC activities to actively consider the safeguarding needs of themselves and those around them on an ongoing basis and to take responsibility for addressing/ referring any identified risks to those who are best placed to take further action.	<ul style="list-style-type: none"> • The Methodist Church Safeguarding Policy Statement. • The Safeguarding Summary of Good Practice is displayed in each room. • The Connexional Statement of Safeguarding Principles, is displayed on the main Church noticeboard. • The WMC Safeguarding Policy. • All this information has been published (Church noticeboard and Church Council minutes). 	<ul style="list-style-type: none"> • The Minister. • Mrs Pat Smith. • All volunteer helpers. • Church Council • Kathy Sadler, Church Safeguarding Officer.

Health & Safety	Low <ul style="list-style-type: none"> • Tripping or slipping and causing injury. • Injuries caused by handling furniture. 	All attendees will be aware of H and S concerning the building which is reviewed annually. Anti-slip floors fitted. Specialist tool available for collapsing tables.	H & S procedures and policy clearly visible on notice board. First Aid box in kitchen kept up-to-date. List of First Aiders on notice board in the office.	The Minister, Mrs Pat Smith, All volunteer helpers. Property Manager, Mr Peter Trout.
Risk of fire	Low	Fire doors in place and Fire/Emergency procedures clearly visible on notice board. Fire exits clearly marked.	Members are from time to time reminded of the church policies and procedures.	The Minister, all volunteer helpers, and all persons present.
Possible breach of copywrite laws.	Low	Legal advice sought and adhered to.	Title of films not published in order to comply with legislation.	The Minister Mrs Pat Smith Church Council
Use of IT equipment	Low Electricity	Only competent volunteers operate the equipment.	The electrical systems are subject to regular checks.	Mr Brian Carter Mr Peter Trout
Refreshments	Low Allergies / food poisoning of attendees.	All attendees made aware of the content of food provided. Competent kitchen staff.	The kitchen is subject to its own risk assessment.	The Minister. Catering staff Building Manager, Mr Peter Trout.
During the activities	Low Theft of possessions Someone taken ill.	Ensure that all attendees are responsible for their personal possessions.	List of First Aiders on notice board. First Aid box kept up-to-date, and clearly visible in the kitchen.	All volunteers / members present.
Risks re Covid 19	Individuals infected by the Covid 19 Virus and all the implications that would follow.	This risk assessment encompasses the COVID-19 risk assessment for this activity (see below addendum) which must be adhered to in order to protect everyone entering WMC building for any reason.	All staff/volunteers made aware of the Covid 19 risk assessment addendum for this activity, see below, and informed it must be complied with.	All adult attendees and staff.

**Addendum to the Risk Assessment for the Film Club
held at Windsor Methodist Church concerning Covid-19**

It is now a legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. The following has been considered:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit.
- Face Masks: From 8 August 2020, it is mandatory to wear a face covering in indoor public spaces. However, they are not a replacement for safe distancing and regular handwashing.
- What information do those who use the building need to make sure they understand how to keep safe during the outbreak?

As the Film Club is an activity of Windsor Methodist Church the volunteers will familiarise themselves with, and carry out, its risk assessment, and as from October 2020, in addition the specific assessment set out below relating to Covid-19.

The Film Club takes place 14.15 to 1700 (approximately) every third Saturday of each month.

There will be no more than 20 people at any one session in order that social distancing can be adhered to. Therefore, a booking process for sessions will be required unless there are spaces left on the day to fill.

Volunteers' Role: at the beginning of each session the following will be put in place:

- Signage as legislation requires, including DoH Wash Your Hands Poster will be checked as in order, informing attendees about what is expected of them and give reminders of social distancing to maintain a safe environment.
- Handwashing/Sanitiser and wipes will be in place for use by everyone entering and as they exit the church building for use by families and volunteers.
- Sanitisers will be available to clean surfaces that are touched during the session.
- A register with names and contact details will be kept for each session and retained by the leader for 21 days. (Currently, this person is Mrs Pat Smith).
- Attendees will be informed if there is an outbreak of any infectious diseases among those attending and if any family reports a case of Covid-19 in the household and among contacts.
- Only disposable, recyclable cups, plates will be used.

Attendees Role:

- Each adult is totally responsible for their own behaviour.
- Provide contact details which will be entered in the session register.
- Inform the leaders if anyone in the household develops symptoms of the virus and/or has a positive test – government guidelines.
- Adults to keep 2 metres social distance.
- Only catering staff to enter the kitchen.
- Close all doors securely.
- Using the wipes provided to clean the toilet handle and tap as necessary. Disposing of soiled wipes/hand towels in bins which are lined.
- No one to attend if they have been sick within the last 48 hours or have any other infectious diseases.
- Adults sanitise hands on arrival and departure.
- Any queuing should be at a distance of 2 metres.

- Only disposable, recyclable cups, plates will be used.

Further information.

This Risk Assessment was completed September 2020 and approved by Church Council 6 October 2020. It will be kept up to date with changing Government guidance / legislation.

Signed: *Vicci Davidson*

Superintendent Minister, Rev'd Vicci Davidson

Dated: 6 October 2020

Date of Renewal: October 2021

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