

**WINDSOR METHODIST CHURCH - RISK ASSESSMENT**

<b>Event:</b>	<b>Friendship Circle</b>
<b>Date:</b>	<b>First Thursday of each month: 1430 to 1630 hrs approximately</b>
<b>Location:</b>	<b>The Falder Hall, Windsor Methodist Church</b>
<b>Contact Address:</b>	<b>Rev'd Vicci Davidson, 1a Spring Lane, Cippenham, Slough, SL1 5BQ</b>
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Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Arrival and pre-event	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.	The Chair of the meeting will welcome new attendees and ensure they are aware of the layout of the building, emergency procedures and Emergency exits.	Property Manager, Mr Peter Trout.  The Chair of the Meeting and all church members present.
Refreshments	Low Accidents in the kitchen.  Allergies / food poisoning	Only competent kitchen staff with experience of operating equipment be involved in producing refreshments in the kitchen and would therefore be aware of the Church Health and Safety policy.  Attendees made aware of the content of food provided.  The kitchen is subject to its own risk assessment.	First Aid box which is regularly checked is in the kitchen and easily visible. The tiled floor is anti-slip.	Property Manager, Mr Peter Trout.  All members working/entering in the kitchen.
During activities	Theft of possessions  Someone taken ill.	Ensure that all attendees are responsible for their personal possessions.	Advise participants to limit the quantity of valuables brought to the event.  List of First Aiders and First Aid box kept up-to-date.	The Minister and/or Chair of the meeting.  All members present.

Safeguarding	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.	All attendees will be aware of: <ul style="list-style-type: none"> <li>• The Methodist Church Safeguarding Policy statement.</li> <li>• The Safeguarding Summary of Good Practice, which is displayed in each room.</li> <li>• The Connexional Statement of Safeguarding Principles, which is displayed on the main Church noticeboard;</li> <li>• The WMC Safeguarding Policy.</li> </ul>	All this information (left) has been published (Church noticeboard and Church Council minutes.	The Minister. Church Council and Kathy Sadler, Church Safeguarding Officer. All members present.
Risks re Covid-19	Covid-19 virus infections and all the implications that would follow.	This risk assessment also 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 adult attendees and staff made aware of the Covid 19 risk assessment addendum for this activity attached to this risk assessment, and informed it must be complied with.	All adult attendees and staff.

**Addendum to the Risk Assessment for the Friendship Circle 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 Friendship Circle 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.

There will be no more than 20 people at any one session in order that social distancing can be adhered to. Tables will be set up to accommodate the two-metre social distancing rule. Therefore, a booking process for sessions will be required to secure a place, 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. Tables will be set up appropriately to facilitate this.
- 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. This job will be done by the Chair of the meeting or his/her delegated person.
- 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.
- A face mask to be worn at all times whilst on Church premises.

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.
- Adults sanitise hands on arrival and departure.
- Any queuing should be at a distance of 2 metres.
- A face mask to be worn at all times whilst on Church premises.

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

**Date:** 6 October 2021

**Renewal Date:** October 2021