

## RISK ASSESSMENT for ST THOMAS CHURCH GROOMBRIDGE – Organ Recital 26<sup>th</sup> September

Church & Community event advertised through social media and local Church & Village Magazine

Location – St Thomas Apostle Church, Corseley Road Groombridge

Location for Food preparation: N/A no food

Alcohol – Complimentary wine and soft drinks will be served

Date / Time: Event Sunday 26<sup>th</sup> September 5pm – 6.30pm

Event Leaders: Richard Hunt (Churchwarden)

First Aid: Jan Batchelor

Helpers: Richard Hunt (RH) / Jan Batchelor (JB) / Mary Hunt (MH) / Gill Noakes (GN) / Barbara Richards (BR)

Potential hazard / Risk	Control Methods/ Procedures in place	Responsibility to carry out	Check
<b>Capacity Control</b>	Maximum capacity reduced to 80, control by ticket only entry	RH / JF	
<b>COVID Pre-Cautions</b>	Welcomers to direct people to the ticket desk and to seating to avoid large groups congregating. Attendees are invited to wear masks but not mandatory. Sanitiser available on entry and departure of the church. Covid advice given at the beginning of the event by Church, Kitchen & Toilet cleaned and sanitised before and after event.	RH / MH / JB / GN / BR/ RH  RH RH / JB JB	
<b>Trip Hazards</b>	Wiring situated near organ to be taped down and cone to be placed near microphone	RH	
<b>Fire Exits</b>	Fire Exits to be indicated at the beginning of events	RH/JB	
<b>Transportation - others</b>	Guests' sole responsibility to organise own transportation/travel arrangements.		

<p><b>Alcohol – Consumption – Monitoring to ensure Licensing laws are not breached.</b> <b>Underage drinking</b></p> <p><b>Breakages / Glass / Spills and slips – illness from alcohol</b></p>	<p>Serving of Alcohol under supervision</p> <p>Complementary Wine &amp; Soft drinks served on trays to seated guests by JB / RH No circulating of alcoholic drinks freely on trays.</p> <p>Guests' alcohol and soft drinks served in glasses, glasses collected by Event team</p>	<p><b>RH / JB</b></p> <p><b>RH/JB</b></p> <p><b>Event Team</b></p>	
<p><b>First Aid</b></p>	<p><b>Named First Aiders: Jan Batchelor</b> <b>First Kit St Thomas' Church including PPE.</b> <b>First Aiders Car / Driver available for driving to A and E/ Minor Injuries when use of Ambulance is not required.</b> <b>First Aiders with fully charged Mobile Phones.</b></p> <p><b>Administering of First Aid must comply to current St Thomas' RA working under Covid Pandemic conditions.</b></p> <p>All First Aiders should wear a visor/ mask when administering First Aid and a note should be recorded on the Event First Aid Register should anyone been within a 1-meter space for a duration of longer than 20 minutes.</p>	<p><b>JB</b></p>	
<p><b>COVID – Covid Symptoms</b></p>	<p><b>Attendees must read the covid symptoms sign and only enter if they do not show signs of the symptoms – Assessment of potential Covid / Track and Trace procedures at Event / Following the Event</b></p> <p><b>Assessment of potential Covid based on NHS guidelines of 3 classic symptoms –</b> <b>Loss of sense /taste</b> <b>Cough / Sore throat</b> <b>High Temperature</b></p>	<p><b>RH / JB</b></p>	

	<p><b>Variations with Children</b>  <b>High Temperature – Skin rashes – Sickness</b></p> <p><b>First Aiders to wear PPE under the circumstances of anyone presenting any symptoms of COVID.</b></p> <p><b>Track and Trace – Results of any PCR tests to be reported to Parish Administrator Sarah Cooper information held on test results for 14 days.</b>  <b>Notification to attendees using NHS / register of attendance.</b></p>		
Hygiene/Health – minimise risk to others	Entry point Sanitation of hands and guests to check in.	Event Team	
Personal injury – lifting/moving furniture. Event set up and clear up.	<p>Lifting and moving – planned schedule for set up and tasks managed and designated by Church Wardens.</p> <p>Awareness of appropriate person to tasks required discretion of Church Wardens to guide and advise.</p> <p><b>Safe lifting and carrying methods.</b></p>		

Richard Hunt: .....

Date: .....

Jan Batchelor: .....

Date.....

19<sup>th</sup> July '21 Version1