



## Coronavirus Risk Assessment

Date of Assessment: 14.10.20

Reviewed: 22.10.20

This risk assessment is to ensure that the programme of I am ME workshops is covid-secure. It is being run by the organiser, Nikki Bovis-Coulter, who will ensure that this risk assessment is followed and any amendments necessary take place.

Each workshop will involve no more than 4 participants, plus 1 to 2 artists (including Nikki Bovis-Coulter). On the occasion that a photographer is present then only 1 artist will be present to support the 'Rule of 6'.

This risk assessment has been written in accordance with the COVID-19: guidance for the safe use of places of worship and special religious services and gatherings during the pandemic, and also COVID-19: Guidance for the safe use of multi-purpose community facilities.

Risk	Details
Hazard / Risk	Additional Control Measures
<p><b>Face Masks – The Law</b></p>	<ul style="list-style-type: none"> <li>• From the 8<sup>th</sup> August 2020, the wearing of face masks within places of worship will be mandatory. This is a requirement of law to reduce transmission of coronavirus. Unless someone is legally exempt from wearing a face mask then all in attendance will be wearing face masks when inside the premises of the church and will be required to keep it on however, Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so – but this must be restricted only to those instances and the masks replaced as soon as reasonably practicable (social distancing in these instances is even more important as the mitigation of the mask won't be in place).</li> <li>• The workshops in the church will have clear signage on immediate display showing that face masks must be worn before entry and remain in place during the sessions but can be removed once the individual has left the premises.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Transmission</b></li> </ul>	<ul style="list-style-type: none"> <li>• The 'Rule of 6' will be adhered to during these workshops, and thus the groups will be no larger than 6 people.</li> <li>• Government guidance on social distancing will be observed by all; as far as possible this will be 2 metre distance from anyone not within your household, or 1 metre plus mitigations (e.g. facemasks).</li> <li>• If anyone is displaying symptoms, then they should not attend and follow the governments guidance on self-isolating etc.</li> <li>• If someone displays / becomes aware that they are experiencing symptoms of coronavirus during their time at the workshops, they should notify the organiser and leave the premises and get tested.</li> <li>• Ventilation should be promoted, ensuring that windows, and wherever possible doors too, are kept open to allow for ventilation and air flow as this reduces the risk of transmission.</li> </ul>

	<ul style="list-style-type: none"> <li>• There will be no sharing of equipment during each event.</li> <li>• Any equipment that needs to be shared must undergo a deep cleaning process.</li> <li>• There is a Henna artist attending one session, and there will be a specific risk assessment pertaining to that activity as it is close contact.</li> </ul>
<p><b>Transmission through poor hygiene / cleanliness / proximity</b></p>	<ul style="list-style-type: none"> <li>• The organiser will ensure that after each session that all used areas are cleaned and sanitised, and specific attention given to 'hot spots' (e.g. door handles, chairs).</li> <li>• Attendees will be required to apply hand sanitiser when they enter the building and be reminded about good hygiene.</li> <li>• Posters will be on display in the church reminding people of their hand hygiene and how to promote this.</li> <li>• Ideally the use of the toilets would be reduced, in order to reduce risk, however it is understood that the use of these may be necessary for people. Signage on hand hygiene will be present within the toilets. Toilet facilities should be cleaned / disinfected after each use (including the toilet, sink, taps, door handles, etc.)</li> <li>• In order to reduce risk of cross-contamination, only those areas that are needed will be available.</li> <li>• After cleaning, materials and PPE will be bagged up and stored for 48 hours before disposing within the normal refuse receptacle.</li> <li>• No hand-to-hand / person-to-person contact will occur – and if this does accidentally occur then both parties must sanitise themselves accordingly without delay.</li> </ul>
<p><b>Fire Risk</b></p>	<ul style="list-style-type: none"> <li>• If there is a fire or concern of fire, then the immediate risk of threat to life is heightened, and as such all persons should vacate the building via the nearest and safest exit – even if this contravenes the risk assessment around one-way system.</li> </ul>

<p><b>General Church Safety Measures</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitisers will be present within each room – these will be checked by the organiser before and after each ‘session’</li> <li>• Disposable hand towels will be used in replacement of washable towels (this is the same for the kitchen too)</li> </ul>
<p><b>Kitchen</b></p>	<ul style="list-style-type: none"> <li>• Only those permitted to be in the kitchen should be in there</li> <li>• The kitchen should be used by the fewest people necessary, and all areas cleaned after use.</li> <li>• Any items used should be washed on a hot wash (minimum of 70 degrees) in the dishwasher to kill any germs.</li> <li>• If the organiser wishes to provide a hot beverage to participants then this must be done with coronavirus awareness; only the organiser will be responsible for providing this, ensuring that hand hygiene is maintained and the receptacle delivered straight to the table of the participant, directly. Only the organiser will collect the receptacle. And only the organiser will undertake the cleaning of the items – this is to ensure that they are done thoroughly and without multiple avenues of cross-contamination.</li> </ul>
<p><b>GDPR</b></p>	<ul style="list-style-type: none"> <li>• Track and Trace sign in sheets will be available (however the preferred method is the QR scan code), and these will be held by the organiser. The information stored will be destroyed after 21 days as the information will be redundant.</li> </ul>
<p><b>Updates</b></p>	<ul style="list-style-type: none"> <li>• Currently, Coventry City Council area is listed as ‘high’, however if local guidance changes then the risk assessment should be reviewed to ensure that it remains compliant.</li> </ul>

**Additional Notes:**

This risk assessment should be made available to everyone attending the workshops in the church building  
In addition to this a short guide of the main points for attendees will be provided

<b>Name of person completing</b>	Kirsty Robinson
<b>Signature</b>	
<b>Date</b>	14.10.20

<b>Additional Signatures – by signing, you are confirming to adhere to the risk assessment. Also, that if additional safety measures can be imposed then this can take place, ensuring that amendments are made to the risk assessment, and shared with relevant people.</b>		
<b>Name</b>	<b>Signed</b>	<b>Date</b>