

Venue name: Calvary Chapel Hastings  
 Date of next review:

Assessment carried out by: Peter Reed, Clare Wood and Shella Chen  
 Date assessment was carried out: 3 July 2020

What are the hazards	Who might be harmed and how?	What action do you take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Entry/Exit	Anyone coming church, by breaking social distancing	1) 2 metres marking on pavement outside the church; 2) Designated separate entry and exit doors; 3) Appointed ushers to guide the congregation; 4) Hand sanitiser, wipes and masks available upon	Church leadership and ushers	Before each meeting starts	
Gathering of different family groups with children	Everyone	1) Have two different services to minimise number of people in one gathering; 2) Exclusive building reserved for Sunday school; 3) Creche group in separate area; 4) Minimal fellowship after service.	Everyone	Before each meeting starts	
Fellowship	Everyone	1) Minimal fellowship after service, strictly following social distancing; 2) No refreshments served.	Everyone	Before each meeting starts	
Seating arrangements	Everyone	1) Removed 1/3 chairs; 2) Distanced rows 2m; 3) Taken advanced "bookings" and assigned seating leaving chairs available for guests	Everyone (under guidance of ushers)	Before each meeting starts	
Worship	Everyone	1) Worship Leader will play			
Toilets	Everyone	1) Soap, paper hand towels and wipes available in each toilet; 2) Toilets only available when service starts to avoid people crowding outside; 3) Keep the Parents/Disabled toilet (right next to entry) closed while people enter.	Everyone	Before each meeting starts	
Communion	Everyone	1) Sealed juice caps and people bring their own bread	Everyone	Before each meeting starts	
Prayer	Everyone	1) Have a designated area with chairs appropriately distanced to allow quiet prayers;			
Shared Bibles	Everyone	1) No shared Bibles, members to bring their own; 2) Bible verses will be displayed on screen.	Everyone	Before each meeting starts	
General cleaning	Lisa and helpers	1) Clean toilets, chairs, and points of contact between morning and evening services; 2) Additional cleaning during the week			