

Venue name: **CALVARY CHAPEL HASTINGS**

Assessment by: Peter Reed & Shella Chen

Assessment date: 3 July 20; revised 14 Aug 20

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?
Congregation	Anyone coming to church not wearing a face covering	1) Churchgoers will wear a face covering whilst they are inside the church building.	Everyone	Before each meeting starts
Entry/Exit	Anyone coming to 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 entrance.	Church leadership and ushers	Before each meeting starts
Gathering of different family groups with children	Everyone	1) Have two different services 10:30 and 18:30 on Sundays 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, 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) Assigned seating leaving chairs available for guests	Everyone (under guidance of ushers)	Before each meeting starts
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 cups and bread provided	Everyone	Before each meeting starts
Prayer	Everyone	1) Have a designated area with chairs appropriately distanced to allow for prayers;	Everyone	
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		