| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Transmission of viruses by airborne particles | All church users, especially the medically vulnerable and those who have not received vaccinations should they be infected | Individual choice - Social Distancing & mask wearing – not unanimous.  Provision of box of tissues | Remind people who may be infected to avoid contact with vulnerable others. | LB (Linda Beskeen) | 14.1.24 | Done |
| Transmission of viruses from hard surfaces | All church users, especially the medically vulnerable and those who have not received vaccinations should they be infected | Church cleaning  Hand sanitiser availability | done | AW (Andy Watts) | 9.5.24 | Done |
| Transmission of viruses from Holy Communion | All church users, especially the medically vulnerable and those who have not received vaccinations should they be infected | Receiving in one kind only or by intinction – personal choice  Person administering sanitises hands | N/A | Presiding minister / churchwarden | 9.5.24 | Done |
| Lack of social distancing and transmission of viruses while socialising before and after church | Anyone, particularly vulnerable | Individual choice. Provide sanitisers & tissues |  | churchwarden | 9.5.24 | Done |
| Access to bell tower - | Steep steps, fall hazard. Gates in place but gaps in gate might allow small children to slip through | Gates closed; oversight by church (LB) | Alert to anyone entering this area.  Tower gates secured with rope when not in use | LB / CR when available | 9.5.24 | Done |
| Ensure clean surfaces & available access to toilets | Toilets need to be open & checked for soap, toilet paper & cleanliness. | Regular checks & fortnightly cleaner |  | LB/AW/person overseeing Open Cafe | 9.5.24 | Done |
| Fire safety procedures in place | Ensure fire exit access is clear at east end of north aisle.  Ensure any candles are secure & do not pose a hazard. | Leader to ensure this is clear |  | Person overseeing Open Café / LB | 14.1.24 | Done |
| External pathway is clear of leaves / obstruction | Check in good time before school arrives | Leader to ensure this is clear | Sweep if necessary | CR & person i/c Open Café on the day. LB | 14.1.24 | Done |
| Food handling | Anyone eating or drinking food & drinks in church | Ensure food handlers wash hands prior to handling food & touch as little as possible.  Use several plates to enable ease of access to plates | Ensure all food handlers are aware of dangers of poor hygiene.  If possible have one person who has passed the food handling & hygiene certificate Level 2. Ongoing request to PCC | All food handlers & helpers  AW to raise this at next PCC | 9.5.24 | In part |
| Food storage | Anyone eating or drinking food provided in church | Ensure food is kept in clean & airtight containers & wrapped appropriately in al. foil or other food wrap. Ensure food is fresh or within acceptable timeframe for eating.  Do not keep food that has been handled or is contaminated in any way. Clean kitchen regularly | Get improved storage containers & keep them in kitchen.  Ensure regular fresh supply of kitchen foil or other wrap. | Person designated | 14.2.24 | Done |
| Animals in church near food | Anyone eating or drinking food provided in church | Advising pet owners that animals need to be kept away from food & particularly on tables | Remind individual pet owners when animals are near food.  Ensure that animals are not allowed to roam in areas where food is accessible. | Person i/c open café / LB | 14.1.24 & weekly | In part |
| Use of crockery & cutlery & kitchen implements & equipment. | Anyone preparing food & drinks using sharp knives or other equipment; hot kettles; glass & china  Hot water & water spillage issues. | Limit numbers in kitchen at any time. Wipe floor when water spilt.  Take care with filling & using kettles –Ensure all crockery & cutlery is cleaned and put away after each use.  Ensure plenty of paper towels or similar to clear mess.  First Aid in kitchen | Review the number of kettles & movement required to fill these.  Urn to be gifted by Mr Pascoe (Jun 24)  Kitchen layout improved with gift of additional wooden sideboard to increase storage and surface preparation space. | DCC  CB | 9.5.24  9.5.24 | In part  Done |