

Risk assessment for use of hall for activities

Congregation: Paradise Point Uniting Church

Phone Contact:

Email Contact:

Event or Activity: Use of Hall for activities

Date of Event: Time:

Location of Event: Paradise Point Uniting Church, 126 Paradise Parade, Paradise Point Q 4216

Assessment completed by: Rev Noah Kim, Ian Boniface, Daphne Harris, Jill Harris, Allan Joynson, Joy Scobie, Lesley and Vilho Mathews, Barry and Cheryl Thrower

Positions: Church Councillors and Elders

Date of Assessment: 18th June 2020

1. Describe the Event or Activity: Use of hall for activities

<i>Tasks</i>	<i>Hazards</i>	<i>Existing Risk Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Rating</i>	<i>Additional Risk Controls</i>
Event leader to submit a safety management plan for group activities						To be approved by church council
Set-up of hall	Risks of transmission of virus through physical proximity	<ul style="list-style-type: none"> Liquid soap and disposable towels available in all toilet facilities. 	1	D – unlikely but could	1 - insignificant	Set-up of hall & amenities: <ul style="list-style-type: none"> Calculated 15 person room capacity for upper and lower rooms, 4 persons upper lounge area. based on one person per four square metres (& UC guidelines) Upstairs entrance via steps only Downstairs entrance via back door only Signage regarding social distancing and room capacity displayed at entrances Hand sanitiser placed at all entry and exit points. Appropriate signage for use on entry and exit is displayed. Remove extra chairs Remove water bubbler from lower hall and encourage people to bring their own water bottles Open rear windows and sliding doors for airflow, where possible (avoid use of air conditioning) Food will not be prepared or served in hall

Isolation room	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • Kitchens to be temporary Isolation room to be used as a waiting room for a person who arrives at Church ill or becomes ill and requires an ambulance. • Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until the process is complete. Use personal protective equipment when cleaning (eye protection, gloves, mask, disposal apron, if available)
Use of communication equipment in hall	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • clean microphones between use • clean sound/projector desk contact points • clean computer keyboards and desk • speakers and musicians to social distance
Volunteers for service	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • Volunteers must not include anyone that is deemed to be a vulnerable person
Communication with attendees	<ul style="list-style-type: none"> • Inability to control numbers of people attending hall event • Risks of transmission of virus through physical proximity 		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • Leaders to contact their groups to encourage no more than designated number can attend event. • Communication includes asking person to stay home if they are unwell, or have even minor symptoms. • Communication to remind attendee criteria for person more vulnerable to COVID-19 • Communication to encourage members to minimise their time on site, limited gathering before and after the service, and appropriate social distancing

Arrival to hall	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	Physical/social distancing measures on arrival: <ul style="list-style-type: none"> • Encourage members to minimise their time on site, limited gathering before and after the event, and appropriate social distancing • Volunteers and signage to encourage members to minimise their time on site, limited gathering before and after the event, and appropriate social distancing
Arrival to hall: registration of attendees	<ul style="list-style-type: none"> • Risk of not collecting contact details or inaccurate contact details • Data storage leakages • Risks of transmission of virus through physical proximity 		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • a list of all attendees will be collected for each event, which includes contact details for guests, ministry and volunteers. Contact details include name, address and mobile telephone number. Information will be stored in locked draw for a minimum of 56 days, in the event of contact tracing for COVID-19 is required. The information is not to be used to any other purposes during that period. • a registration desk to be set up at venue entry to collect details. • If anyone displays any cold-like / flu-like symptoms, they will be directed to leave. • All attendees to sanitise hands on entry and exit to the venue.
During event	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • if Bibles and stationery required, attendees encouraged to bring their own

Collection of money	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • Cashless transactions are the preferred method. Money handling should be minimised. • If money is handled, gloves must be used (e.g. counting cash)
Cleaning after event	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • Cleaning involving detergent and/or disinfectant is undertaken in all areas with particular attention on high contact points. • Cleaning to be undertaken before and after any service. • High touch points will be cleaned, if activities are occurring throughout the day (eg. entry and exit door handles, handles and taps) • For extended cleaning, gloves are to be worn if undertaking cleaning. Hands should be washed with soap or use alcohol-based hand sanitiser before and after wearing gloves. • Cleaning regime of the worksite conforms to the published guidelines • Cleaning the toilet facilities regularly.
Church Council informed that a person with suspected or confirmed COVID-19 was recently at the site			1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • Seek advice from public health officials by contacting 13HEALTH • Identify and inform: consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements. This is within the requirements of the Privacy Act. • Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until the process is complete. Use personal protective equipment when cleaning (eye protection, gloves, mask, disposal apron, if available). • There is not an automatic WHS requirement to close down an entire site, particularly if the person infected, or suspected to be infected, has

						<p>only visited parts of the site. A decision on whether to close all or partial sections of the site for a period of time will be considered by the Church Council and in conjunction with directions from public health officials.</p>
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