

Risk assessment for Weekly Sunday Church Service

Congregation: Paradise Point Uniting Church

Phone Contact:

Email Contact:

Event or Activity: Church Services

Date of Event: Sundays Time: 8.30am

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: 4th June 2020, 12th June 2020, 18th June 2020

1. Describe the Event or Activity: Weekly Sunday Church Service.

Tasks	Hazards	Existing Risk Controls	Consequence	Likelihood	Risk Rating	Additional Risk Controls
Set-up of worship centre & amenities	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 Worship centre & amenities: <ul style="list-style-type: none"> Calculated room capacity as 60 people based on one person per four square metres (& UC guidelines) and will mark approved seating areas using masking tape Mark floor with masking tape arrows to indicate flow of movement within the space, including making aisles one way and having attendees enter and leave by different doors 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 bibles, pencils from seating areas Remove water bubbler from foyer and encourage people to bring their own water bottles Open rear sliding doors for airflow, where possible (avoid use of air conditioning) Tea, coffee and morning teas will not be provided Calculate room capacity for toilets and display on signage on entry. If the maximum number is in the room area, waiting for facilities will happen in the outer area until someone exits. Handwashing signage displayed in the toilet facilities. Carer allowed in disability toilet
Parents Room	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> Calculate room capacity for Parents Room and display on signage on entry Remove toys, etc. from Parent Room

Isolation room	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • Parents Room 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)
Worship equipment and process	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • clean microphones between services • clean keyboards • clean sound desk contact points • clean computer keyboards and desk • musicians to social distance and stay on the platform for the duration of the service
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 to identify which service they will attend (8.30am or 10.30am)	<ul style="list-style-type: none"> • Inability to control numbers of people attending worship services • Risks of transmission of virus through physical proximity 		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • Cluster group leaders to contact their groups to find out which service members wish to attend. • 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

Arrival to worship centre	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"> • email to encourage members to minimise their time on site, limited gathering before and after the service, and appropriate social distancing • Greeters, Ushers and signage to encourage members to minimise their time on site, limited gathering before and after the service, and appropriate social distancing • marked pathway from car park to registration desks
Arrival to worship centre: 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 service, 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. • two registration desks to be set up at venue entry. Two greeters will man registration desks. • If anyone displays any cold-like / flu-like symptoms, they will be directed to leave.
Entry into worship centre and seating	Risks of transmission of virus through physical proximity					<ul style="list-style-type: none"> • once attendee is registered an Usher will assist members and visitors to find seating that meets physical distancing requirements • All attendees to sanitise hands on entry and exit to the venue.
Service	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • Attendees encouraged to bring their own Bible and pen to service • Use technology to display safety information on the screen during the service • remove blue and orange cards and process for current period • Volunteer to count those in service

Service: Holy Communion	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • No communion in August • Elements and plates/cups will only be handled with gloved hands • Individual elements will be available rather than a shared loaf/cup • Care will be taken to maintain physical distancing and prevent any physical contact to the degree possible during the service
Service: offerings (including missional offerings)	Risks of transmission of virus through physical proximity		1	D – unlikely but could	1 - insignificant	<ul style="list-style-type: none"> • 2 x collectors for service (on missional offering days collector has both bags) • Cashless transactions are the preferred method. Money handling should be minimised. • If money is handled, gloves must be used (e.g. counting cash)
Cleaning between services and after service	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 throughout the day, 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 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.
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