Copplestone Methodist Church, *Copplestone, Crediton, Devon, EX17 5NH.*

RISK ASSESSMENT

CLUB: Copplestone Community Choir	**ASSESSMENT DATE:** 12th September 2021
ACTIVITY / ENVIRONMENT: Singing in the church plus refreshments	**COMPLETED BY:** Suzanne Lunn
EDUCATIONAL OBJECTIVES:	**DATE REVIEWED:**

1. **Hazard** *List significant hazards which may result in serious harm or affect several people.*	**2. Who might be harmed** *List groups of people who are especially at risk from the significant hazards identified*.	**3. Is the risk adequately controlled?** *List existing controls or note where the information may be found.* *(e.g. Information, instruction, training, systems or procedures)*	**4. What further action is needed to control the risk?** *List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.*
Fire	Adults and Children (if present)	No smoking in building will be enforced by helpers. Fire extinguishers are located throughout the building. Leader has access to mobile phone at all times	
Covid	Adults and Children (if present)	Singers asked not to attend if they have or suspect they may have any Covid symptons. Hand sanitiser to be used by all on entry. Doors and windows in church open for ventilation. Singers to sit in their parts but allowing more space between seats. Register kept of all attendees. Masks to be worn on entry and when in church, including when singing. All singers to have their own song sheets/folders. Drinks/cake served in the Community Room as more space for serving and more ventilation available. Access to kitchen restricted to helpers only. Cake to be served with tongs rather than 'help yourself'. Drinks/cake servers to wear masks and gloves. Use individual sugar sachets rather than bowl of sugar. Dishwasher used for all crockery to ensure fully sterilised. Disinfecting wipes to be used to wipe down all touch points e.g. chair backs, door handles, light switches before/after practice.	