

COVID-19 Emmanuel Making meals for LP contacts Risk Assessment								
Date:	08/10/2020							
Risk Assessment of:	Emmanuel Baptist Church							
Undertaken by:	Gill de Boer on 8/10/2020							
Approved by:	Trustees (19/10/2020)							
References:	Government guidelines: places of worship; food businesses							
Updated:								
Activity	Hazard	Risk	Persons at Risk Staff?, Visitors?, Users?, Contractors?, Community?	Risk Rating High, Medium or Low	Acceptable Risk?	Control Measures	Action to be taken	Date Actions Completed
Use of Emmanuel Baptist Church for preparation of meals for Lunch Plus contacts	Covid-19 entering the premises and potentially infecting users of the building	If people become infected, they may become seriously ill	Church staff and volunteers	Low	Yes	Comply with government guidelines on self-isolation	Any volunteer showing symptoms of Covid-19 should not attend.	Ongoing
As above	As above	As above	Church staff and volunteers	Low	Yes	Comply with government guidelines	Check with Ops manager re number of people expected in the building at that time. One volunteer working at a time. Avoid arriving or leaving the building at pre-school drop off and collection times.	Ongoing
As above	As above	As above	Church staff and volunteers	Low	Yes	Comply with government guidelines on social distancing	Only one person in the kitchen. (More than one person if from the same household). Wear face covering when preparing meals.	Ongoing

Use of Emmanuel kitchen for food preparation	Covid-19 entering the premises and potentially infecting users of the building	As above	Volunteers	Low	Yes	Comply with government guidelines for catering	Facilitate good hygiene with frequent hand washing and/or use of hand sanitiser. Wipe down all surfaces and handles with antibacterial spray before and after food preparation. Wear face covering while working in the kitchen.	Ongoing
Delivery of food ordered to the Emmanuel premises	Transmission of Covid-19	As above	Volunteers, church staff and delivery person	Low	Yes	No other adult to enter the building. Follow social distancing guidelines	Receive deliveries outside the building.	Ongoing
Delivering meals to LP contacts	Transmission of Covid-19	As above	Volunteers delivering and recipients of meals	Low	Yes	Comply with government guidelines on social distancing	Volunteer to contact the recipients in advance to arrange a day & time of delivery; leave the meal (in suitable packaging) on the doorstep; ring the doorbell and stand back. Do not accept cash etc. Use hand gel between delivery points.	Ongoing
Preparing and delivering meals to LP contacts	As above	As above	Volunteers who have been shielding or are aged 70 or over	Low	Yes	These volunteers should be reminded of the need to follow any current government guidelines relating to social interaction with others	Gill to remind volunteers of the need to follow any current government guidelines relating to social interaction with others.	Ongoing
Delivering meals to LP contacts	Other sources of food contamination	Food poisoning/food borne illness; allergic reaction	Recipients of meals	Low	Yes	Follow food hygiene rules; ask re allergies and supply list of ingredients if required	Food to be placed into sealed containers; store temporarily in fridge or freezer; food transported in cool bag with freezer packs; delivery to be prompt.	Ongoing
See previous Lunch Plus Risk Assessment for (non-covid related) safe working in kitchen etc								

To be reviewed by Mark Trudgill, nominated deacon/s and Trustees								
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