

Elim Church Romsey COVID-19 Risk Assessment

Issue 2

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1. Introduction

This document provides the COVID-19 Risk Assessment for Elim Church Romsey. It has been conducted prior to the reopening of the building following lockdown. This review has been conducted based on the information available at the time of the review. This is a living document. As government guidance, Elim National Leadership Team (NLT) and other circumstances dictate, this document will be reviewed and updated as required.

1.1. Scope of this Risk Assessment

During lockdown and prior to this Risk Assessment, there has been some very limited use of the building. Pastor Dave Walker has used the office in the building and the main hall to record videos. A small number of musicians have recorded videos in the building. Cleaning and maintenance has been carried out. Each of these activities has been conducted with only one person present in the building at a time and with appropriate cleaning being undertaken.

This risk assessment covers the reopening of the building to church members and members of the public. It is anticipated that this reopening will take place in stages, in line with government and Elim NLT guidelines. As a result, each of these stages will require an appropriate risk assessment. The guidelines for many of these stages are not yet known, meaning that it is not possible at this time to undertake a detailed risk assessment for these stages.

In order to limit the scope of this risk assessment and to avoid complications and confusion where guidelines are not yet available, the scope of this risk assessment has been limited.

The initial few stages of opening have been assessed as:

- Personal prayer;
- Small meetings such as house-groups and prayer meetings with social distancing;
- Initial church services with the size of the congregation limited by social distancing.

Other events that may be anticipated in the future are children's and youth work, mother and toddler groups, weddings, funerals, baptisms and social events. These events are unlikely to commence in the near future. This risk assessment will be updated at an appropriate time prior to the commencement of any other activities.

2. Methodology

The methodology to conduct the risk assessment has been to undertake an inspection of the building and surroundings to identify any COVID-19 related risks. This initial risk identification was then reviewed by the church leadership team. This review identified additional risks which are included in the risk register. The leadership team categorised the risks (Low, Medium or High), identified control measures to mitigate the risks (both those already in place and additional actions that are required). Finally the team has identified people responsible for undertaking the action and the date by which this action should be complete. This methodology will be followed whenever updates are required during the life of this document.

The detailed risk assessment is documented in **Section 4** and the **Appendices** to this document.

2.1.Register of Review Meetings

Meeting	Date	Attendees
Initial building inspection	13/6/2020	Paul, Tim, Pastor Dave
Initial Zoom review meeting	18/6/2020	Pastor Dave, Paul, Tim, David, Phil, John, Pete
Update based on comments received from David Oliver (email 30/06/2020) and Government guidance published on 29/06/2020	01/07/2020	Paul. Email review by Pastor Dave, Tim, David, Phil, John, Pete

2.2.Future Reviews and Updates

This risk assessment will be updated whenever government guidance or Elim NLT guidance are updated and other circumstances dictate. As a minimum, this document will be reviewed at intervals of no more than 2 months.

3. Assumptions and Limitations

Fundamental to any risk assessment is to understand and document the assumptions upon which the risk assessment is based. This is then likely to result in some limitations on the activities that can be undertaken. For example, a social distancing measure of 2m will limit the number of attendees at any meeting. Any change to the social distancing measure (greater or smaller) will potentially change the number of people in the building. This will require a review of the risk assessment to ascertain if any of the risks have changed, or if new risks now exist. The risk assessment is then updated as appropriate.

3.1.Assumptions

The following assumptions have been made:

- In line with government guidance, where possible, adhere to social distancing of at least 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) between households. (Note: 2m has been maintained throughout this risk assessment).

3.2.Limitations

The following limitations have been identified:

- Use of the building is limited to the scenarios identified in **Section 4.3**;
- The attendance at the meetings is limited to the number of seats defined in each scenario.

4. Detailed Risk Assessment

4.1. Structure of the Risk Assessment

The main structure of the risk assessment is based on the risk assessment matrix provided by Elim NLT [Appendix 3 EFGA Covid19 Churches Risk Assessment]. This pro-forma has been completed for each of the identified scenarios. As previously mentioned, it is not possible or realistic at the early stage of reopening the building to conduct a risk assessment for every possible activity. As a result, the following structure has been developed.

Some elements of the building carry similar risks for all the activities within the building, such as the use of the car park, toilets and kitchen. To cover these items a **General** section has been provided. This covers these building specific risks. These will apply generally to the various events and activities that take place in the building. If any of the activities changes the risks identified in the **General** section, then these changes are covered in the section for that specific activity. E.g. the **General** section may be based on only one person in the toilet. A specific risk assessment of children's activities may have to include the possibility of an adult being in the toilet to supervise a child. This possibility will be covered in the risk assessment for children's work.

4.2. Risk Categories

In line with Elim NTL guidelines the risks in the matrix have been assessed as Low, Medium and High. These risks are known as "pre-mitigation" risks. They are the risks that exist before any control measures have been put in place. They represent the risk of harm if nothing was done to address the risk.

The assessment of risk is a combination of both the frequency with which the risk occurs (how often the risk occurs) and the severity of the risk (how bad the outcome is). As this risk assessment is simply about people attending the building, the risk categorisation can be simplified to "what is the risk of a person suffering harm when they attend the building. Is it High, Medium or Low?".

Control measures should then be put in place to minimise the risks. It should be noted that some risks may not be mitigated to zero. This is normal and in our everyday lives we accept some level of risk in the activities we undertake, such as driving a car and crossing the road. Control measures should be used ensure that the risks identified in this risk assessment are reduced to acceptable levels as follows:

- High risks should always be subject to control measures to reduce them to acceptable levels;
- Medium risks should always be subject to control measures to reduce them. In some cases it may not be possible to reduce medium risks to lower levels and in some cases a medium risk may be acceptable where it is not possible to reduce it further and it is similar to other risks associated with the activity. However, while medium risks may be acceptable for bungee jumping or downhill skiing, they are unlikely to be acceptable for a church meeting;
- Low risks should normally be subject to control measures to reduce them. Some low risks will be acceptable where they are similar to other risks of attending a meeting.

However, a key requirement of a risk assessment is that risks should be As Low As Reasonably Practicable (ALARP). As a responsible organisation our duty is to apply control measures to reduce low risks where it is financially realistic and reasonably practical to do so.

4.3. Specific Scenarios in this Risk Assessment

4.3.1. General – Appendix A

This risk assessment covers those general items that will apply to all activities within the building such the use of the car park, toilets and kitchen as well as general access, egress and movement issues.

4.3.2. Personal Prayer – Appendix B

Government guidelines define individual prayer within a place of worship as a person or household entering the venue to pray on their own and not as part of a group, led prayer or communal act. They should be socially distanced from other individuals or households.

Recommendations include the thorough cleaning of shared spaces, hand cleansing at entry and exit and asking worshippers to bring their own personal items such as a bible instead of sharing or using communal ones.

Activities such as singing and/or playing instruments should be avoided.

4.3.3. Small Meetings – Appendix C

This risk assessment covers small meetings such as house-groups and prayer meetings with social distancing. Current social distancing guidelines of 2m mean that these meetings cannot be held in homes at the moment and they would still be limited in homes with 1m (meetings of up to 6 people out of doors, such as in gardens, are permitted and are outside the scope of this risk assessment). A seating plan has been developed (see **Figure C1** and **Figure C2**) that provides a circle of 9 chairs with social distancing of 2m within the main hall. If more than one member of the same household attends, the members of the household would not require social distancing therefore allowing additional chairs to be added to the circle (with capacity potentially increases to around 17 with four household groups attending). Although a face to face layout is generally to be avoided with 2m social distancing, this layout provides over 4m separation face to face. Some people may find the face to face layout intimidating and would prefer a forward facing layout. In this case the seating plan designed for initial church services (see **Figure D1**) or a reduced version of it could be used for some small group meetings.

4.3.4. Initial Church Services – Appendix D

This risk assessment covers initial church services with the size of the congregation limited by 2m social distancing (see **Figure D1**). In its basic form, this layout consists of an arrangement of four rows of four chairs, making a capacity of 16. However, it is likely that some households will attend. As social distancing is not required between members of the same household, additional chairs could infill the gaps in the rows, so increasing capacity. **Figure D1** shows an arrangement with 22 seats. The actual number will depend on the ratio

of households to single people attending, but the effective capacity is likely to be in to order of 20 to 24 people.

4.3.5. Other Activities – Appendix E

In order to limit the scope of this risk assessment and to avoid complications and confusion where guidelines are not yet available, the scope of this risk assessment has been limited.

In addition to the initial few stages of opening identified above, the following scenarios have been identified. A risk assessment for these has not been undertaken, but the following comments have been made during this review.

4.3.5.1. Children’s activities and Youth Work

The rooms available for children’s work and youth work are the minor hall and a portacabin at the rear of the building. A survey of the minor hall shows that it could accommodate 6 people with social distancing (see **Figure E1**). However, the minor hall is also used as a corridor by people transiting to and from the toilets and the kitchen. Providing an aisle to allow for these transits would reduce the capacity to 3 or 4. The portacabin would have a capacity of around two people with social distancing. In addition, the age of the youngest Sunday School class may mean that maintaining social distances is not possible.

With these limitations, it is felt that children’s and youth work is not practical with the current restrictions. A separate risk assessment will be conducted prior to the commencement of any children’s or youth work.

4.3.5.2. Mother and Toddler Groups

Prior to lockdown, the church ran a mother and toddler group “Pushchair Pitstop”. Due to risks such as; very young children not being able to socially distance effectively, the need to accommodate children in small groups, the sharing of toys between children and the cleaning requirements, it has been decided not to re-start mother and toddlers groups under the current restrictions.

A separate risk assessment will be conducted prior to the commencement of any mother and toddlers groups.

4.3.5.3. Baptisms

Under government guidance full immersion should be avoided. In addition, opening the baptismal pool may require the capacity of the building to be reduced. Baptisms require the toilets to be used as changing rooms, making the use of these rooms more complex and requiring an additional risk assessment. It is also not possible to socially distance people in a small baptismal pool. As a result it has been decided not to undertake baptisms for the foreseeable future.

A separate risk assessment will be conducted prior to the commencement of any baptisms.

4.3.5.4. Social Events

Each social event will have varying requirements. Many will feature the serving of food and refreshments. They frequently include children and appropriate measures to apply social distancing would be required. Each social event will be different and require a specific risk assessment. Due to the limited capacity of the building and limited space in the kitchen and for serving it has been decided not to conduct social events for the foreseeable future.

A separate risk assessment will be conducted prior to the commencement of any social events.

4.3.5.5. Weddings

Weddings are currently permitted with a maximum of 30 attendees. They include a number of special features such as the bridal processions, attendance of a registrar who would need to be briefed on any restrictions pertinent to the building and the fact that the bride and groom and minister are in close proximity with each other for an extended period of time during the vows.

A separate risk assessment will be conducted prior to conducting any weddings.

4.3.5.6. Funerals

Under government guidelines, funerals are allowed in places of worship where it is possible to do so safely with limited attendance and social distancing in place. Funerals create special circumstances such as the attendance of the funeral director and staff, who would need to be briefed on any restrictions pertinent to the building and the entry and exit of the cortege.

A separate risk assessment will be conducted prior to conducting any funerals.

4.3.6. Guidance Required to be Published – Appendix F

This **Appendix** provides a summary of all the relevant guidance required in advanced publicity for the sake of completeness.

Appendix A: General Issues

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN1: Risk associated with a reopening a dormant building, such as lack of essential services, or faulty services.	Those preparing the building for reopening.	H	During lockdown the building has been regularly checked by the maintenance team. During much of the time Pastor Dave has regularly used the office and main hall.	During continued use of the building by Pastor Dave and others users should be aware of the need to identify any faults noticed. Post mitigation risk: Low (These on-going actions mean the risk is the same as the situation prior to lockdown).	Pastor Dave cleaning after using the office. John to check the building for any faults and conduct required maintenance. Denise to implement the initial and on-going cleaning regimes.	Ongoing	Ongoing
GEN2: Risk of faulty services (gas, electricity etc).	Those preparing the building for reopening.	L	During lockdown the building has been regularly checked by the maintenance team. During much of the time Pastor Dave has regularly used the office and main hall.	The maintenance team confirm that all routine maintenance is up to date. All appliances have been checked and are in working order. Routine maintenance and cleaning will continue in line with established routines after reopening.	Phil	Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN3: Risk of Legionella in little used water services.	All users of the building.	H		Run all water outlets for at least 5 minutes taking care not to splash or spray water. A regular routine of flushing water outlets will be undertaken after reopening. Post mitigation risk: Low (A more thorough regime now in place than before lockdown).	Pastor Dave	Initial flush 22/6/20 Routine flush Ongoing	Initial flush 11/6/20 Routine flush Ongoing
GEN4: COVID-19 risk to employees and others using the office and other parts of the building e.g. musicians and technicians preparing videos. Maintenance and cleaning team.	Pastor Dave and church members using the building for their duties.	M	Until now this has largely been restricted to one person in the building at a time.	Provide guidelines on hygiene to those using the building for these purposes. Guidelines will be developed, particularly on the shared use of the office. A cleaning routine is in place.	Pastor Dave	Prior to initial opening 18/7/20	
GEN5: COVID-19 risk should the previous cleaning regime be insufficient or inappropriate to mitigate the COVID-19 risk.	All users of the building.	H	The existing cleaning regime remains in place and cleaning activities have been undertaken during lockdown.	Develop defined cleaning regimes for each of the specific scenarios identified in Section 4.3 above. These are described in the relevant section for each scenario below. Post mitigation risk: Low (A more thorough cleaning regime now in place than before lockdown).	Denise.	Prior to implementing each scenario.	Indicated under each specific scenario below.

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN6: COVID-19 risk due to the use of inappropriate cleaning materials.	All users of the building.	H	An existing cleaning regime is in place.	There is a risk that the cleaning regime is not effective due to the use of cleaning materials not on the COSHH list of COVID-19 approved products. Check the list and purchase suitable products from the list. Post mitigation risk: Low (A more thorough cleaning regime now in place than before lockdown).	Denise.	Prior to initial opening 18/7/20	1/7/20
GEN7: COVID-19 risk due to the lack of a suitable clean before the first opening of the building.	All users of the building.	H	An existing cleaning regime is in place.	The existing cleaning regime may not be fully effective. There is a need to conduct a deep clean of the relevant areas using COVID-19 approved products on the COSHH list. Post mitigation risk: Low (A more thorough cleaning regime now in place than before lockdown).	Denise.	Prior to initial opening 18/7/20	
GEN8: COVID-19 risk of contamination or transfer of the virus during the serving of refreshments.	All users of the building.	H	Current situation where people crowd around the servery are not satisfactory and needs to be reviewed.	Ensure that preparation, serving and clearing away refreshments is COVID-19 secure. Government guidance allows refreshments to be served with table service only and under the guidelines provided to the hospitality industry. Due to	No action required as no refreshments will be served.	Not applicable	Not applicable

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				the small space available this is not practical. As a result, it is felt that serving refreshments is impractical at present. No refreshments will be served. People will be allowed to bring their own, but will be advised to remove all items when they leave to avoid the need to clear away potentially contaminated items. A separate risk assessment will be conducted prior to restarting refreshments. Post mitigation risk: Low. Risk now removed as refreshments are not being served.			
GEN9: COVID-19 risk of contamination should people use the kitchen (e.g. to get a glass of water).	Anyone using the kitchen and cleaning staff.	M	No limitations on refreshments at present.	Uncontrolled access to the kitchen would create contamination risks between people doing as and require a full clean of the kitchen after every meeting. To minimise risks and reduce the potential amount of cleaning required, the kitchen will be locked during times of access to the building. Note: Water for	Phil.	Prior to initial opening 18/7/20	

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<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				emergency use is available in the minor hall.			
GEN10: COVID-19 risk of contamination or transfer of the virus during communion.	All users of the building.	H	Current situation of shared plate of bread and closely spaced glasses not satisfactory and needs to be reviewed. Use of a server who cannot socially distance from congregation is not satisfactory and needs to be reviewed.	Ensure that preparation, serving and clearing away communion is COVID-19 secure. Initially serving of communion will take place using individual pre-packaged elements. These will be placed on the table at the front of the church by a person using PPE. Congregation will take the individual packs while maintaining social distancing. In line with government guidance the elements must remain covered (with a separate covering over and above the individual wrappings) while being brought to the table. Any speaking or singing over the elements must only be done with the additional covering in place. A separate risk	Pastor Dave.	Prior to first meeting where communion is served 18/7/20	

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<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				assessment will be conducted prior to reverting to the previous method of administering communion. Post mitigation risk: Low. Risk now lower than before lockdown due to the use of pre-packaged elements and use of PPE.			
GEN11: Inability to maintain social distancing due to too many people in the building.	All users of the building.	H	At present the building never reaches capacity except on special occasions such as a wedding or baptism.	Some scenarios may require a booking system to ensure that the building capacity is not exceeded. The requirements for a booking system are discussed for each of the specific scenarios identified in Section 4.3 above. These are described in the relevant section for each scenario below. Note: In accordance with government guidance the capacity for each scenario is based on the seated capacity. Standing will not be permitted. Once the seated capacity is reached stewards will advise people arriving that the meeting is full and they should book for a subsequent meeting.	Leadership team.	Prior to implementing each scenario.	Indicated under each specific scenario below.

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				Post mitigation risk: Low. 2m social distancing maintained throughout the building except those briefly passing in the aisle and minor hall (see also GEN15 and GEN18).			
GEN12: The risk of people carrying COVID-19 into the building.	All users of the building.	M	Hand sanitizer is currently provided inside the main door.	Request everyone to use hand sanitizer on entering and leaving the building. Particular attention should be paid to young children who should be supervised by a parent/guardian. Placing the hand sanitizer outside (weather permitting) avoids the risk of people entering the building without using sanitizer. Maintaining the steward outside reducing the risk to the steward from people in the queue. See Figure A1 .	Phil.	Prior to initial opening 18/7/20	

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<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN13: The risk of COVID-19 transfer between people in the car park.	All users of the car park.	L	It is noted that in other car parks, such as local authority and supermarkets, closing car park spaces for social distancing is not being practiced.	People are familiar with social distancing in other car parks. When publishing opening times for the church, remind people of the need to maintain social distancing in the car park.	Pastor Dave to include a reminder in the opening publicity.	Prior to initial opening 18/7/20	
GEN14: The risk of COVID-19 transfer between people due to social distancing not being maintained when queuing to enter the building.	All users of the building.	M	Hand sanitizer is currently provided inside the main door.	People will be arriving at a similar time prior to the meeting. When the first person stops to use the hand sanitizer it is likely that a queue will develop behind them. Weather permitting, place the hand sanitizer and steward outside. Social distancing must be maintained in the queue. Provide ground markings at 2m intervals from the main door to the corner of the building. Place a waterproof sign on the brickwork facing those approaching from the car park. Place a sign in the office window for the attention of approaching pedestrians. See Figures A1 and A2.	Pastor Dave to obtain signs. John to install signs. Phil to paint distance markers	Prior to initial opening 18/7/20	

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<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN15: The risk of COVID-19 transfer between people using the central aisle and people seated each side.	All users of the building.	L	No social distancing measures currently in place.	Establish a seating plan for each room with clear COVID-19 safe aisles and access routes. A seating place is provided for each of the specific scenarios identified in Section 4.3 above. These are described in the relevant section for each scenario below. For each scenario a defined access route has been established. To ensure compliance with the route, it must be easily identifiable and marked on the floor with tape. Note: at some points the route is a minimum of 1.322m from adjacent chairs (the aisle is 2.645m wide). Providing 2m each side of a person walking the aisle would require an aisle 4m wide. This is not practical in such a small building. The limited width of the aisle is considered acceptable due to the short exposure time when passing each chair.	Tim to provide measurements. Phil to obtain tape and mark the route on the floor.	Prior to initial opening 18/7/20	

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN16: The risk of COVID-19 transfer between PA operator and song words operator.	PA operator and song words operator.	L	PA operator and song words operator sit at the technical desk at the back of the church but the separation distance is less than 2m.	Place a small table at the end of the technical desk and move the PC such that a distance of 2m is provided between PA operator and song words operator.	John to provide a table. Paul to move the PC and check if longer cables are required.	Before any meeting where 2 people are required to occupy the technical desk. 18/7/20	
GEN17: The risk of COVID-19 transfer between people using toilets.	All users of the building who use the toilet.	M	No social distancing measures currently in place.	Due to the small size of the toilet, limit the male and female toilet to 1 user at a time (see Figure E1). Tape off the male urinal and one female cubicle. The male toilet already has an "Engaged" bolt on the outer door. Provide an "Engaged" bolt on the female outer door.	Phil.	Prior to initial opening 18/7/20	
GEN18: The risk of COVID-19 transfer between people in transit between the main hall, kitchen and toilets.	All users of the building transiting from the main hall to the kitchen and toilets.	L	No social distancing measures currently in place.	Due to the small size of the minor hall and narrow corridor (see Figure E1), it is not realistic to maintain social distancing through this area. In order to minimise the risk, permit only 1 person at a time in the corridor. Provide a sign at the entrance to the corridor indicating only one person at a time. The kitchen is	John.	Prior to initial opening 18/7/20	

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				currently locked. When it reopens and to avoid social distancing being breached place a sign on the kitchen door stating "Only one person at a time in the kitchen" and "Authorised access only". A common theme should be used on COVID-19 signs to avoid confusion and emphasise a consistent message. Two people passing in opposite directions in the minor hall is acceptable due to the short exposure time.			
GEN19: The risk of COVID-19 transfer between people in transit between the main hall, kitchen and toilets.	All users of the building transiting from the main hall to the kitchen and toilets.	L	No social distancing measures currently in place.	The minor hall has 2 doors and a one way system could be implemented (see Figure E1). However, approaching the corridor to the kitchen and toilet social distancing is no longer possible. Two people passing in opposite directions in the minor hall is acceptable due to the short exposure time. Therefore a one way system is not required. It would also be possible to implement a one way system of	No action required.	No action required.	No action required.

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				entering through the front door and leaving through the rear door. Generally people will be arriving together and leaving together so this will have limited benefit. Due to the small numbers in the initial stages a one way system of entering and leaving is not required.			
GEN20: The risk of COVID-19 transfer between a patient and somebody administering First Aid.	A patient and a person administering First Aid.	M	No social distancing measures currently in place.	A First Aid station is provided in the minor hall. A duty of care may require somebody to administer First Aid, but our duty of care is also to protect the person administering First Aid. To do this provide Personal Protective Equipment (PPE) for the person administering First Aid. The location of the equipment must be clearly signed.	Phil to obtain PPE and make it easily accessible in case of an emergency. Transfer First Aid from kitchen to minor hall. Provide signage as to the location of the First Aid and PPE and advice on use.	Prior to initial opening 18/7/20	

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN21: People entering the building to not receive advice on COVID-19 protection measures as the steward is unable to help.	All users of the building.	M	No social distancing or formal stewarding measures currently in place.	A steward needs to be briefed on their duties (advise people to hand sanitise, follow marked routes and maintain social distancing).	Pastor Dave to identify stewards and provide a briefing (in person or by email as appropriate)	Prior to initial opening 18/7/20	
GEN22: The risk of COVID-19 transfer through use of the offering box.	All users of the building but primarily those processing the offering.	M	Prior to lockdown offerings were made in a box on the wall by the door.	Handling the offering box and cash and cheques inside presents a COVID-19 risk. Use of standing orders or internet bank transfers is preferred. Treasurer and assistants to wear gloves or use hand sanitizer before and after handing the contents of the box.	Pastor Dave to request people minimise the use of the box and remind people of alternative means of giving.	Prior to initial opening 18/7/20	
GEN23: The risk of COVID-19 transfer to/from external contractors (e.g. plumbers, electricians, builders etc).	External contractors and those attending the building.	M	No social distancing measures currently in place.	To protect the church and contractors develop a procedure to allow access to the building for external contractors. This should cover cleaning before and after the event, social distancing requirements between anyone using the building and the contractors, and PPE requirements.	John.	Prior to access to the building by contractors. 18/7/20	

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN24: People are unaware of the risk assessment and COVID-19 procedures in place.	All users of the building.	L	No COVID-19 measures are currently in place.	Publish the COVID-19 risk assessment on the church website: www.elimchurchromsey.com	Paul	18/7/20	5/7/20
GEN25: People attending church create a COVID-19 risk in the locality (e.g. due to crowding).	All users of the building, local residents and others in the area.	L	No local travel restrictions in place.	Large numbers of people arriving could create congestion on transport networks and in surroundings areas. The small size of Elim Church Romsey (typically 50-60 attendees) means that this problem does not currently exist. Current opening scenarios further reduce the number of people attending so this is extremely unlikely. Most people arrive by car. Frequently used pedestrian routes are between the church, the parking bays in Broadwater Road and the Newton Lane car park. These are on public footpaths where people are familiar with applying social distancing. No further action is required.	None	Not applicable	Not applicable

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN26: Increased risk of COVID-19 transmission due to excessively long services.	All users of the building.	L	Service times currently vary between 1 hour and 1.5 hours.	The person responsible will review the planned service schedule for each service to follow government advice that services should be concluded in the shortest reasonable time.	Pastor Dave, or person nominated by Pastor Dave to lead each service.	Prior to each service. Ongoing	Ongoing
GEN27: COVID-19 risk due to people remaining in the building after the service.	All users of the building.	L	People are currently familiar with and expecting a social time with refreshments after the meeting.	In accordance with government guidance people will be encouraged to move on promptly at the end of the service, exiting by seat rows to avoid crowding in the aisles and doorways.	Pastor Dave, or person nominated by Pastor Dave to lead each service.	At the end of each service. Ongoing	Ongoing
GEN28: The risk of COVID-19 transfer between people due to the sharing of church bibles and other literature.	All users of the building.	L	Bibles and other literature are currently available in the cupboard at the back of the main hall.	Tape up the cupboard to prevent shared use of the bibles. Other literature such as tracts, reading notes and welcome leaflets should be kept in a clean location and only handed out individually to visitors to take away. Pastor Dave to produce a special welcome leaflet relevant to the lockdown situation. Provide signage on the cupboard to indicate that bibles are not	Pastor Dave.	Prior to initial opening 18/7/20	

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				available. In special cases where a person cannot provide their own then a number of clean bibles should be kept in a safe place and can be provided to a single individual. These bibles must be quarantined for 48 hours before being re-issued. Provide a log sheet to indicate when the bible was used and when it is again available for use.			
GEN29: Risk of COVID-19 spread by shared literature such as hymn books and service sheets.	All users of the building.	L	Most service material is provided by a projector and large screen.	Ensure all service material is provided via the projector and screen and that no printed literature or service sheets are used.	Pastor Dave	Prior to each service. Ongoing	Ongoing
GEN30: Risk of COVID-19 to cleaning and maintenance staff if attendees leave items behind (bibles, drinks bottles etc).	Cleaning and maintenance staff.	L	It is noted that litter is left after services.	Within guidance material include the requirement for attendees to take everything they brought away with them. Stewards to remind people at the end of the meeting.	Pastor Dave to produce guidance material before the first service. Stewards to remind people at each service.	Guidance material 18/7/20. After each service. Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN31: COVID-19 risk due to singing and playing of instruments.	All users of the building.	M	There are currently no restrictions on the playing of music or singing.	No singing or blowing instruments will be permitted. Musicians will be advised.	Pastor Dave to produce guidance for musicians.	18/7/20	
GEN32: Attendees may not self-isolate if the church is unable to support NHS Test and Trace.	General public	M	No register of attendees is currently kept.	The nominated steward to keep a paper record of those attending on pre-printed sheets. The sheets should include the date of the meeting and the date 21 days ahead at which the sheet should be destroyed. Include the requirement to give your details in the advance publicity.	Pastor Dave to prepare pre-printed sheets. Steward at each meeting.	Pre-printed sheets 18/7/20. Ongoing	Ongoing
GEN33: Symptomatic or self-isolating people and vulnerable people attend creating a risk of them spreading or contracting COVID-19.	All users of the building.	L	There are currently no restrictions on who may attend a service.	In advance publicity advise people that those symptomatic or self-isolating and vulnerable people should not attend. Poster at door advising those not to attend.	Poster and advance publicity Pastor Dave.	18/7/20	

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
GEN34: Cleaning is not adequate due to lack of record keeping. Attendees not made aware that suitable cleaning has been undertaken.	All users of the building.	L	No cleaning records currently kept.	Cleaning requirements to include a record of cleaning activities including specific records for each toilet on a clearly visible sign. Provide a hand sanitiser and a poster recommending hand washing in each toilet.	Denise	18/7/20	
GEN35: Risk of COVID-19 spread should a person feeling unwell remain in the meeting.	All users of the building.	L		Advanced publicity to advise people that if they feel unwell during the service they should go home immediately. If they have COVID-19 symptoms (a new, continuous cough or a high temperature or loss of or change to sense of smell or taste) they should follow the stay at home guidance which covers NHS Test and Trace.	Pastor Dave	18/7/20	
GEN36: Risk of COVID-19 spread among musicians recording videos and subsequent users of the building.	Musicians recording videos and subsequent users of the building.	L	No restrictions currently in place.	Musicians recording videos or live streaming will be arranged on the stage as shown in Figure D1 maintaining 2m social distancing. Due to the risk of COVID-19 spread due to singing, only participants in the front row will be permitted to sing or blow	Tim	At each event. On-going.	Ongoing.

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				instruments. A nominated steward will conduct the cleaning regime after each use.			
GEN37: Spread of COVID-19 can be limited by the use of face covering.	All users of the building.	L		Face covering by those who are infected but have not yet developed symptoms, may provide some protection for others they come into close contact with. In line with ELT guidelines advise those attending to wear face coverings.	Pastor Dave	18/7/20	

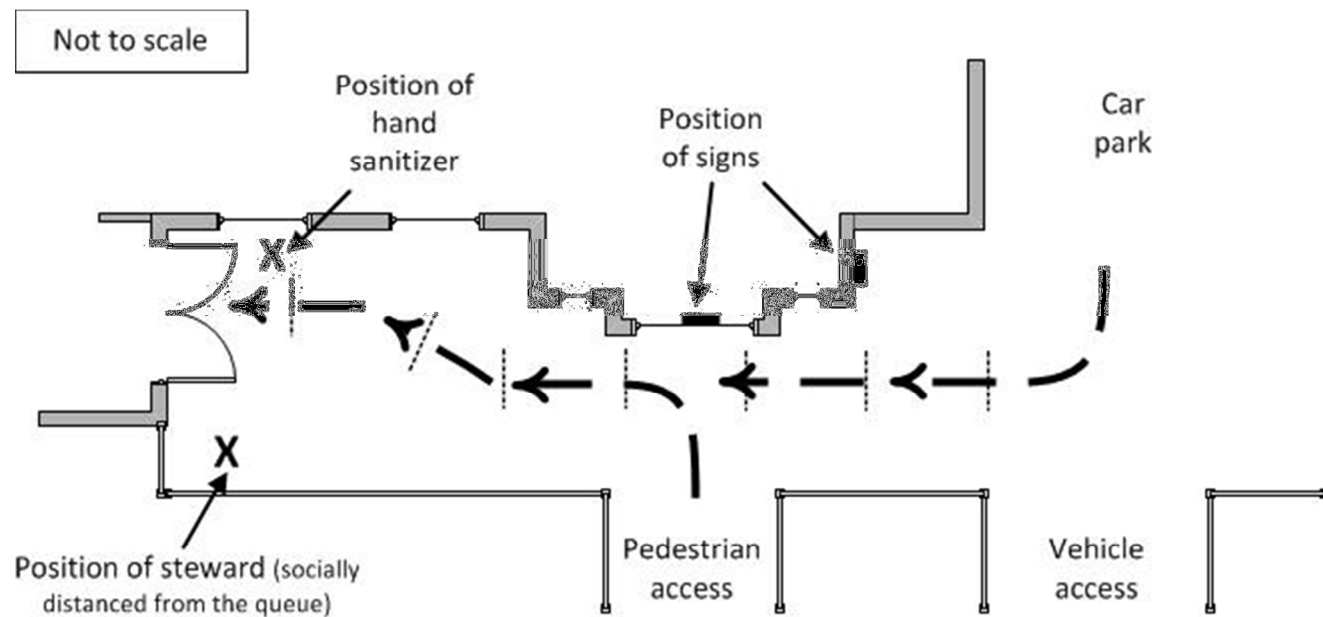


Figure A1: Access routes, position of signage, hand sanitizer and steward.

Location of sign visible
to pedestrian arrivals



Location of sign visible to
car park arrivals



Figure A2: Position of signage.

Appendix B: Personal Prayer

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
PP1: The risk of COVID-19 transfer between people attending a following meeting on the same day or subsequent days.	All users of the building.	M	Weekly cleaning regime in place.	An additional cleaning regime to be carried out before and after periods of personal prayer.	Denise to define the routine. Pastor Dave or nominated steward to carry out the routine on a daily basis.	Prior to initial opening 18/7/20	
PP2: The risk of COVID-19 transfer between people due to social distancing nor being maintained due to overcrowding.	All users of the building.	L	No social distancing or formal stewarding measures currently in place.	It is anticipated that personal prayer will attract small numbers (one or two people at a time) and maintaining social distancing will not be an issue. Should numbers increase to a point that approaches the capacity of the building with the required social distance measure, then this will be reviewed and a booking system may have to be considered.	No immediate action required. Keep under review.	No immediate action required. Keep under review.	No immediate action required. Keep under review.

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
PP3: The risk of COVID-19 transfer between people due to the sharing of church bibles and other literature.	All users of the building.	L	Bibles and other literature are currently available in the cupboard at the back of the main hall.	. Government guidance has now been updated to apply to all meetings. See new risk GEN28.	No action here. See GEN28.	Not Applicable	Not Applicable
PP4: The risk of COVID-19 transfer between people due to the lack of stewarding.	All users of the building.	M	No social distancing or formal stewarding measures currently in place.	Times of personal prayer need to be defined and publicised. Pastor Dave or appropriate stewards need to be present during these times.	Pastor Dave to decide times and publicise personal prayer times and accompanying advice.	Prior to opening for personal prayer 18/7/20	

Appendix C: Small Meetings

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you, Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
SM1: The risk of COVID-19 transfer between people attending a following meeting on the same day or subsequent days.	All users of the building.	M	Weekly cleaning regime in place.	An additional cleaning regime to be carried out before and after small meetings. A good solution could be for one person in the group to be nominated as responsible for cleaning (this could be the steward or another person) and they conduct a cleaning routine at the end of the meeting. Individual stewards and cleaning people need to be nominated for each meeting.	Denise to define the routine. Nominated person to carry out the routine on a daily basis.	Prior to initial small meeting 18/7/20	
SM2: The risk of COVID-19 transfer between people due to social distancing nor being maintained due to overcrowding.	All users of the building.	L	No social distancing or formal stewarding measures currently in place.	It is anticipated that these small meetings will be based on small groups such as existing housegroups or groups of families with a defined membership. The meetings will only be open to group members by invitation and will not be open to members of the public. As the number of	Pastor Dave and housegroup leaders to ensure that the number of people invited does not exceed the available capacity with social distancing.	Ongoing as people are invited to meetings	Ongoing as people are invited to meetings

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				members invited is known, overcrowding cannot occur.			

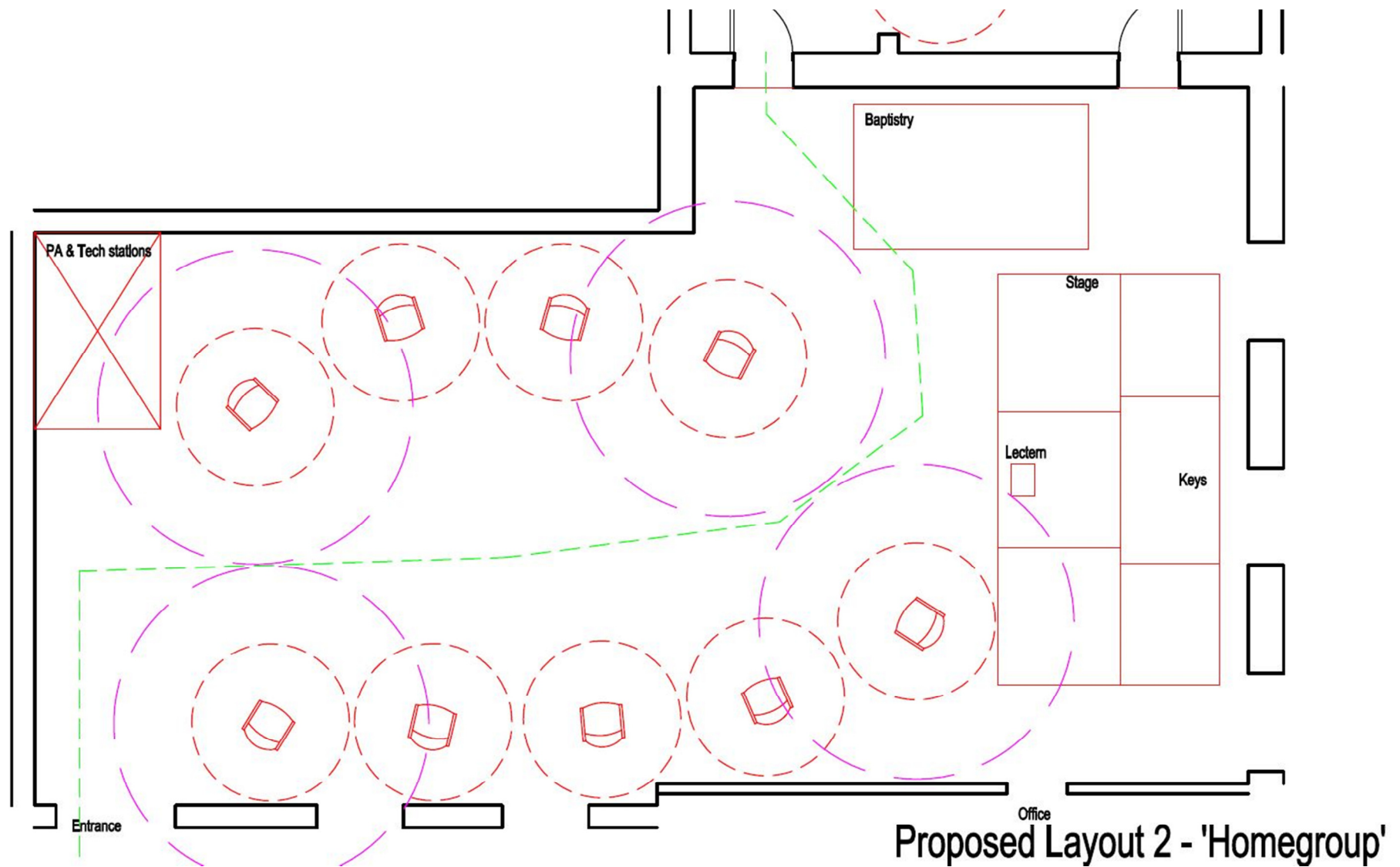


Figure C1: Proposed seating layout for small meetings.

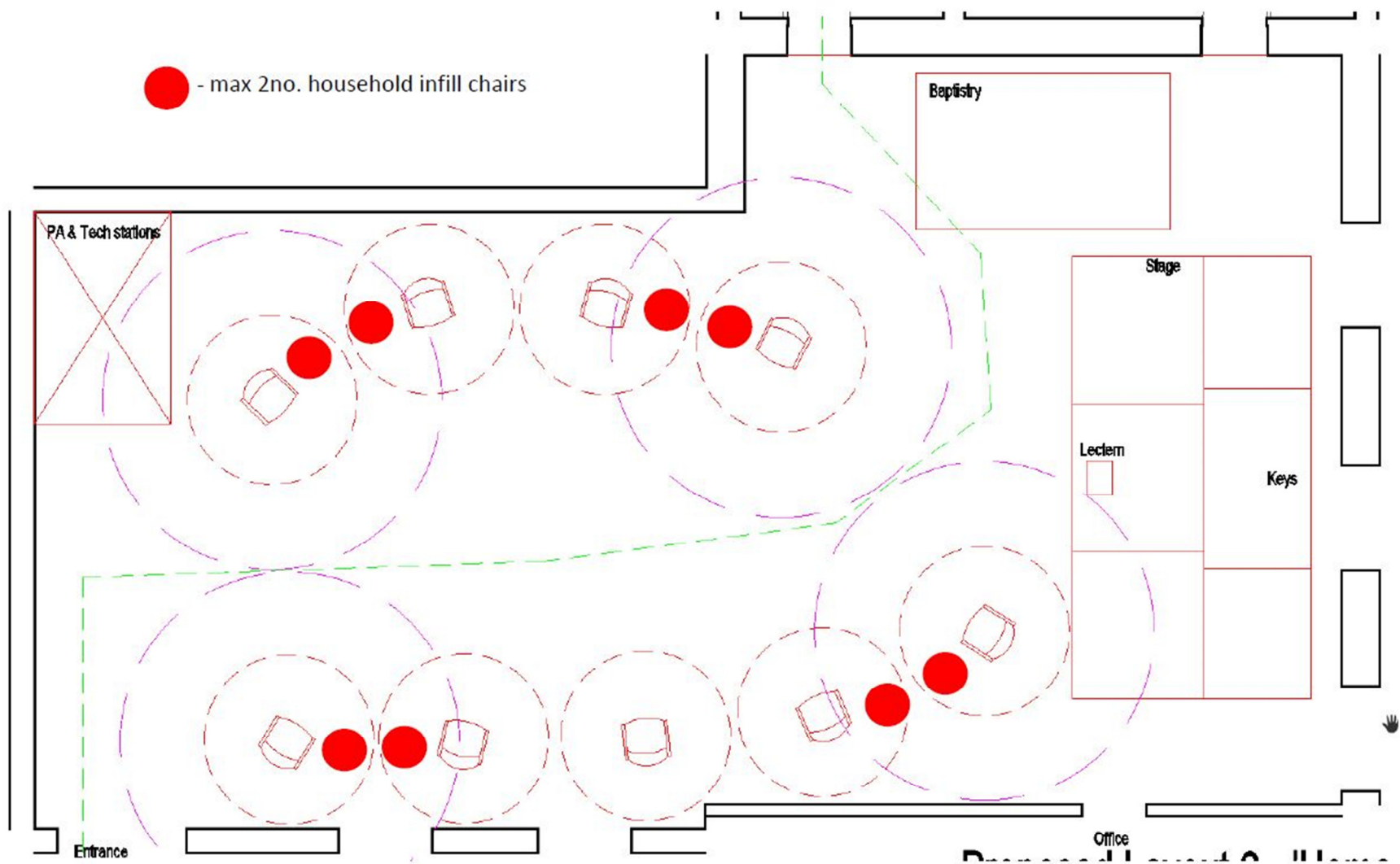


Figure C2: Proposed seating layout for small meetings with households infill.

Appendix D: Initial Church Services

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you, Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
ICS1: The risk of COVID-19 transfer between people attending a following meeting on the same day or subsequent days.	All users of the building.	M	Weekly cleaning regime in place.	An additional cleaning regime will take place before and after initial church services. If there is only one service on Sunday, it could be incorporated in the regular cleaning routine on Monday. If there is more than 1 service on Sunday, or meetings on other days, then a cleaning routine between each meeting needs to be defined and a person nominated to carry it out.	Denise to define the routine. Steward or nominated person to carry out the routine.	Routine defined prior to initial church service 18/7/20. On-going at each service.	
ICS2: The risk of COVID-19 transfer between people due to social distancing nor being maintained due to overcrowding.	All users of the building.	H	No social distancing or formal stewarding measures currently in place.	A procedure to limit the attendance needs to be developed. This could be a booking system or by invitation only. A possibility might be to leave a few seats empty for walk in visitors. If more people arrived than the available capacity a steward would need to tell them	Pastor Dave to define and publicise the routine.	Prior to initial church service 18/7/20	

What are the hazards?	Who might be harmed and how?	Is the risk High, Medium or Low	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
				that the meeting is full and tell them how to book for a subsequent meeting.			
ICS3: The risk of COVID-19 transfer between people using the stage.	Those using the stage	L	No social distancing measures currently in place.	In the seating layout (see Figure D1) the musicians have to remain seated in their positions during the sermon to ensure social distancing. The guitarist or leader has to vacate the stage to be replaced by the preacher (while maintaining social distancing.) The requirement for a seat for the preacher and music leader must be taken into account when assessing the available capacity.	John to ensure there are sufficient stools for the musicians on stage. Pastor Dave to ensure that a seat for the preacher and music leader are taken into account in the determination of the overall capacity.	Prior to initial church service 18/7/20	

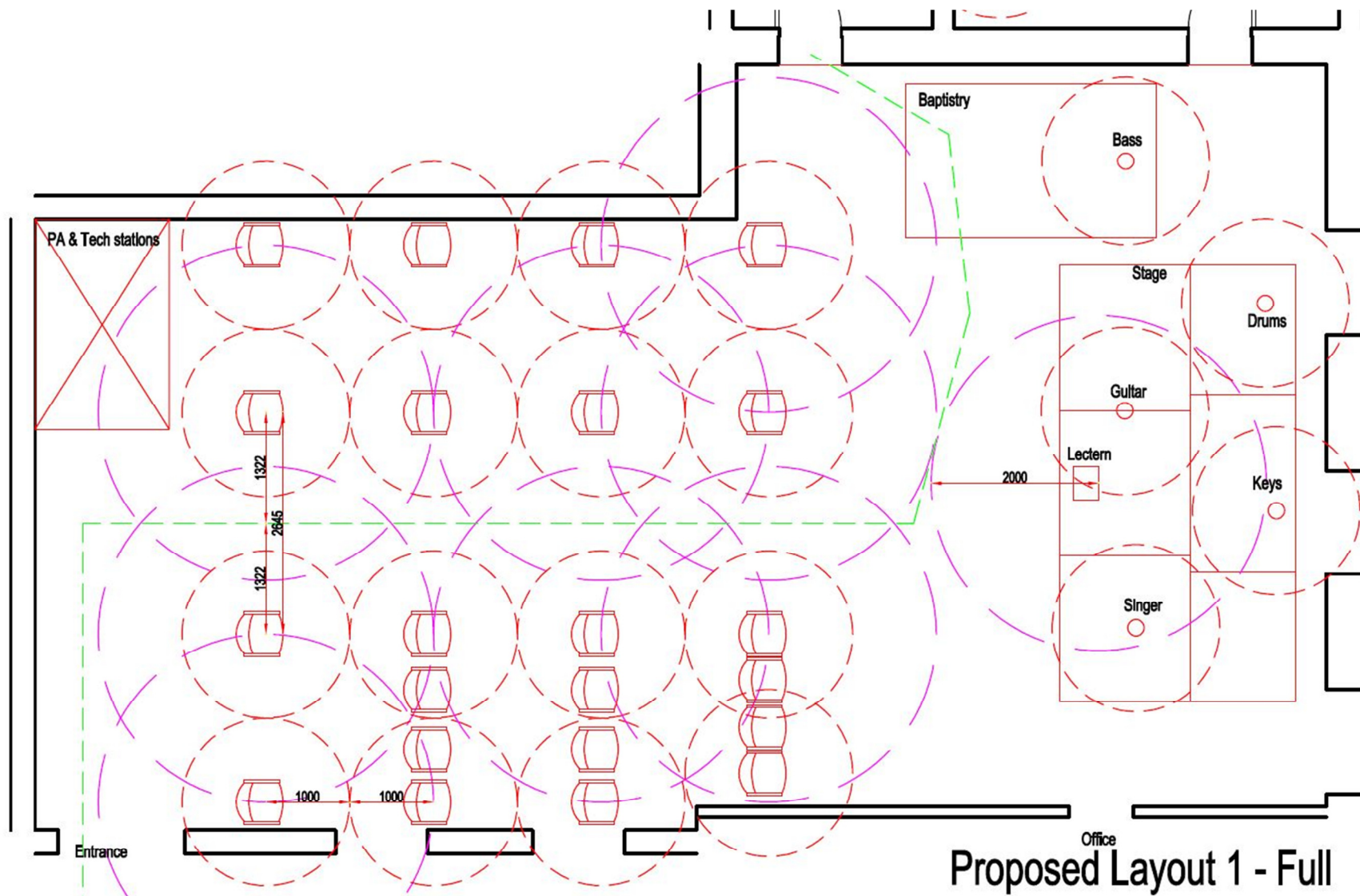


Figure D1: Proposed seating layout for initial church services.

Appendix E: Other Activities

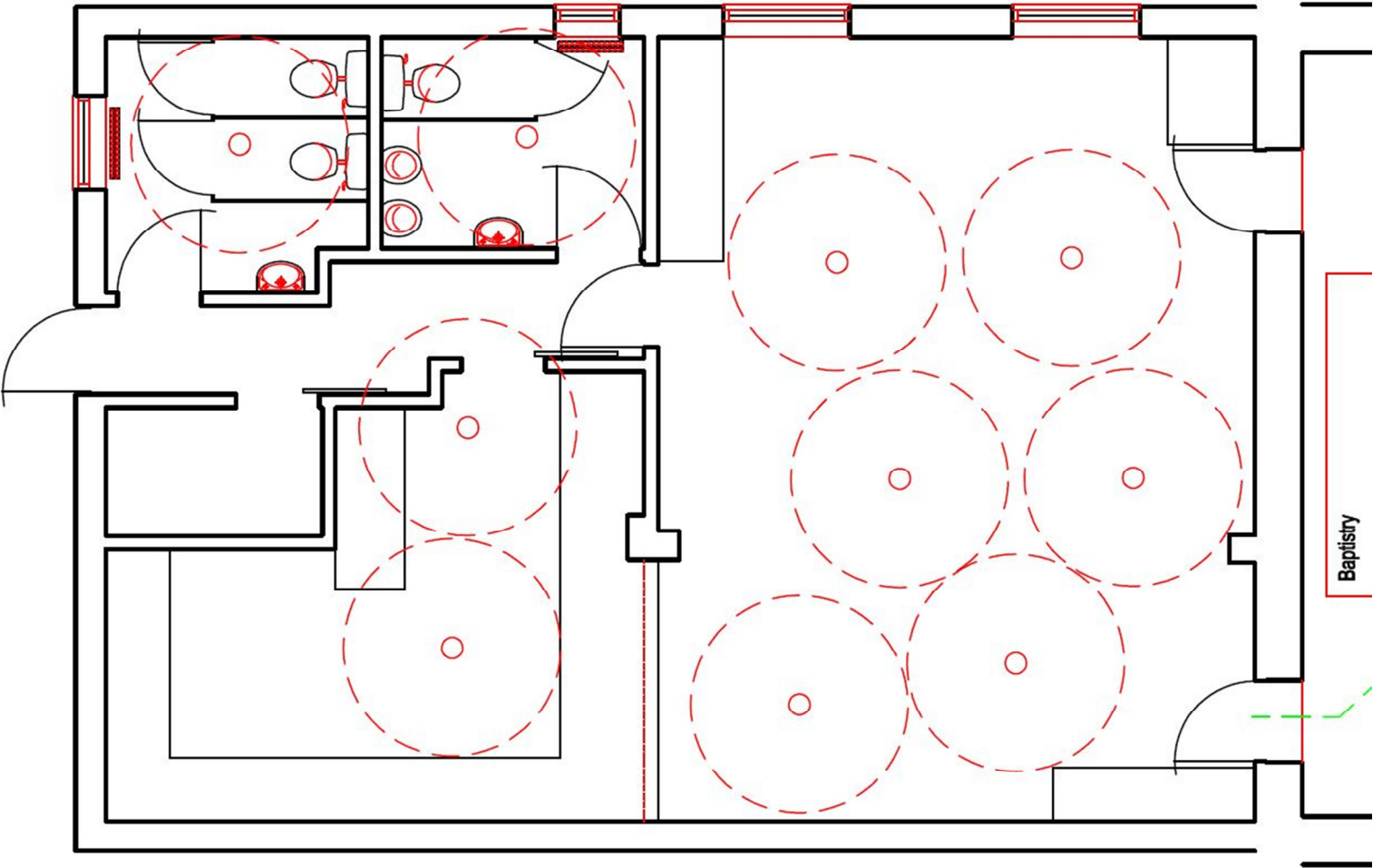


Figure E1: Proposed seating layout for minor hall.

Appendix F: Guidance Required to be Published

This **Appendix** provides a summary of all the relevant guidance required in advanced publicity for the sake of completeness.

Reference	Guidance to whom	Details
GEN4	Employees and others using the office and other parts of the building e.g. musicians and technicians preparing videos. Maintenance and cleaning team.	Provide guidelines on hygiene to those using the building for these purposes. Guidelines on the shared use of the office.
GEN9	All users of the building.	The kitchen will be locked during times of access to the building.
GEN11	All users of the building.	Details of the booking system for meetings (separate requirements may apply to different types of meetings).
GEN12	All users of the building.	Use hand sanitizer on entering and leaving the building.
GEN13	All users of the building.	Remind people of the need to maintain social distancing in the car park.
GEN14	All users of the building.	Remind people that social distancing must be maintained in the queue at the door.
GEN15	Stewards and all users of the building.	Remind people to follow the defined marked access routes.
GEN17	All users of the building.	Advise people that only one user in each toilet at a time. Only one person at a time in the corridor.
GEN21	Stewards	Brief stewards on their duties. Personal prayer times when required. Maximum number of people permitted in the building. Advise people to hand sanitise, follow marked routes, maintain social distancing, exiting in seat rows and take their possessions with them. Cleaning duties after the service.
GEN23	Contractors	Specific guidance to contractors on social distancing and hygiene.
GEN28	All users of the building.	Shared bibles are not available. Users should bring their own and take all their possessions away with them.
GEN31	All users of the building.	Singing, chanting, shouting and raised voices are not permitted.
GEN32	All users of the building.	Attendees will be required to give contact details to support NHS Test and Trace. If they are not happy to do this under data protection then they should not attend.
GEN33	All users of the building.	People who are symptomatic or self-isolating under NHS Test and Trace should not attend.

GEN35	All users of the building.	Advise people that if they feel unwell during the service they should go home immediately. If they have COVID-19 symptoms (a new, continuous cough or a high temperature or loss of or change to sense of smell or taste) they should follow the stay at home guidance which covers NHS Test and Trace.
GEN37	All users of the building.	Advise those attending to wear face coverings.