

The Gathering Place

Coronavirus (COVID-19) risk assessment

Use guidance from World Health Organization, Welsh Government and NHS to ensure the risk assessment is following the latest advice.

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Overview

It is now legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage the risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident logbook in accordance with the Health & Safety policy for the church/circuit

Full government guidance on Covid-19 can be found [here](#).

This assessment is based on guidance from [HSE's working safely during the Covid-19 Outbreak](#)

Social Distancing

Questions to Consider

1. In our building, where will social distancing be more difficult? You may need to review the government guidance [on restrictions on capacity](#).
2. What areas are more likely to increase the risk? How can we change these areas, so people adhere to safe distancing guidelines?
3. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
4. If the building is listed, any changes need to be sensitive and reversible. Please consult the Conservation Officer for more information.

Think about how to organise the building so that users and visitors can adhere [to safe distancing guidelines](#), where possible:

1. Physically arrange communal areas to keep adhere to safe distancing guidelines.
2. Mark areas using tape or floor paint to help adhere to safe distancing guidelines.
3. Provide signage to remind people to keep adhere to safe distancing guidelines.
4. Using screens to create a physical barrier between people.
5. Use more than one exit or entry to reduce numbers in high traffic areas.
6. Maintaining social distancing in communal areas, including stairs and lifts.
7. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles and to assist with the circulation of fresh air.

Where you cannot adhere to social distancing guidelines, you should think about:

1. Put in place systems such as 'one in, one out' in communal areas, such as toilets, if it is not possible to maintain social distancing.
2. Assigning one person per area or staggering use times to reduce the number of people in an area.
3. Limit access to kitchens and limit contact between those using the kitchen. The government's guidance on [Food Preparation during Covid-19](#) should be followed.

Cleaning

Please refer to [the Cleaning Churches during Covid-19](#) guidance (found under Guide to Re-Opening & Managing Church Buildings) for specific guidance on cleaning regimes.

Good Hygiene

You need to think about:

1. Ensuring there is hand-washing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Providing hand-washing facilities or hand sanitiser at entry and exit points. The government states that people should be able to wash their hands as they arrive and leave.
3. Frequently wipe down hand dryers. When using paper towels, bins should have liners and should be emptied frequently to safely dispose of waste. Providing hand sanitiser in multiple areas in addition to washing facilities.
4. Providing tissues throughout the building.
5. Setting clear guidance for the cleaning of toilets and kitchen facilities to make sure they are kept clean.
6. Using signs and posters to increase awareness of good hand-washing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.

Signs can be ordered from [CPO](#) or other recommendations include:

- a. [NHS Handwashing Technique](#)
- b. [Hand-Washing Technique \(child version\)](#)
- c. [DoH Wash Your Hands](#)
- d. [Follow Catch it, Bin it, Kill it](#)
- e. [Cover Coughs and Sneezes \(child version\)](#)

Personal Protective Equipment

Face Masks

From 8 August, it is mandatory to wear a face in indoor public spaces in England, only. However, they are not a replacement safe distancing and regular handwashing. Please refer to the Guide on [Face Coverings](#) for more information and a list of those who are exempt.

Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home. [Click here](#) to read more.

Information and Guidance Questions to consider:

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Consider how to support Test and Trace should there be a confirmed case of Covid-19 in the building. The Government has requested that churches in England assist the NHS Test and Trace service by keeping an accurate temporary record of visitors to church premises for 21 days. Please refer to [TMCP's Guidance on Test and Trace](#) for further information and templates.
2. Be familiar with the government guidance on [Covid-19 Early Outbreak Management](#) that includes instructions on what to do in the event of a confirmed case of Covid-19.
3. Decide what people need to know so they can use the building safely.
4. Decide the best way to pass on information and guidance to those using the building.
5. Setting clear guidance and line of responsibility for the use of kitchen and toilet facilities to make sure they are kept clean.
6. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
7. Think about how to interact with those who do not extensively use the building such as visitors or delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

Updating information and Guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what [the current guidelines](#) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](#) and here is the [link](#) to apply for a test.

1. Agree how to inform the Test and Trace service should someone test positive for Covid-19 when in the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support needs to be in place for the person who is self-isolating.

Policies and Key Documents:

HSE guidance on Covid-19 including risk assessments, social distancing and cleaning & hygiene

https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner

Apply for a Covid-19 Test

<https://gov.wales/apply-coronavirus-test>

Welsh Government's Test, Trace, Protect Strategy

<https://gov.wales/test-trace-protect-html>

Welsh Government Covid-19 Frequently Asked Questions

<https://gov.wales/coronavirus-regulations-guidance>

Coronavirus outbreak FAQ's: What you can and can't do

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

Covid-19 Early Outbreak Management

<https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management>

General government guidance on keeping workplace settings safe open

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Welsh Government guidance

<https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace>

Safe Use of Places of Worship

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic>

The Gathering Place - COVID-19 Risk Assessment September 7th, 2020

Welsh Government: Guidance on reopening places of worship: coronavirus

<https://gov.wales/guidance-reopening-places-worship-coronavirus>

Special religious services and gatherings Covid-19 Checklist

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/special-religious-services-and-gatherings-covid-19-checklist>

Government Guidance for places of worship section 5 – Restrictions on Capacity

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>

methodist.org Guidance on Coronavirus (Covid-19)

<https://www.methodist.org.uk/about-us/coronavirus/official-guidance/>

Methodist Church Coronavirus Guidance for Property

<https://www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property/>

Methodist Church: Holy Communion - Responding Pastorally in the light of Covid-19

<https://www.methodist.org.uk/our-faith/reflecting-on-faith/faith-and-order/holy-communion-responding-pastorally-in-the-light-of-covid-19/>

Historic England's Guide to Cleaning Historic Surfaces

<https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

Covid-19 guidance for food businesses

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Government guidance for the public on mental health and well-being

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing>

Face coverings: When to wear one and how to make your own

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Assessment details and history

Assessment date: 7th September, 2020 Version: 1.0

Assessment date: 17th September, 2020 Version: 2.0

Assessment date: 3rd September, 2021 Version 3.0

Risk matrix used in risk assessment right (Likelihood of risk x Severity of risk)

RR = residual risk: The amount of risk left when all Control measures are in place

			Likelihood				
			Very Unlikely	Unlikely	Possible	Likely	Very Likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

The Gathering Place: COVID-19 Risk Assessment

Name and Address of Church:	The Gathering Place, Flemingston Road, St. Athan, CF62 4JH	Assessment Undertaken By:	Beverly Pranglely, Centre Manager
Areas to be Assessed:	Community Hall, Kitchen and Meeting Rooms, Office	Date of Assessment:	3rd September 2021

Risks	Persons At Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk (RR)
Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-25 = High Priority	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	The risk left after control measures are in place
Spread of Covid-19 virus. This may happen in the main hall, kitchen, meeting rooms and toilets.	Church volunteers, church workers, church members, class and group leaders, class and group members. Spread by not following national guidance.	5x5 = 25	Following national Public Health guidance always and placing notices around the building to remind people to maintain good hygiene and social distancing. Signs to be placed on front main doors and side entrance, to ensure people use our one-way system. New guidance in place, all persons within the building must now wear a mask. This is upon entering the building – however masks can be taken off during participating in sports/exercise activities.	Centre Manager to ask group/class leaders to monitor hygiene practices of their groups, and practice social distancing.	3x4 = 12
Church workers and volunteers with underlying health conditions that are high risk or classed as vulnerable.	Those in the high-risk categories should not be in the church building; they should be shielding for as long as advised by GP.	5x5 = 25	Those classed as clinically vulnerable due to a pre-existing medical condition should not be expected to be in the building. They should have received a shielding letter from the Chief Medical Officer. Those living in a household with someone classed as clinically vulnerable should only be in the building if stringent social distancing can be adhered to and if they are able to understand and follow those instructions. If these people do come into the building, extra care must be taken to ensure vulnerable individuals, and those around them, adhere to strict social distancing guidelines.	Personal Assessment by individual based on health professional opinion.	3x5 = 15
Risks	Persons At Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk

Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-25 = High Priority	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	(RR) The risk left after control measures are in place
<p>Church or community members with symptoms entering the building OR Anyone who</p> <p>1) Is living with someone with a confirmed case of COVID-19.</p> <p>2) Has come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Has been advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>All those in the building (church workers, volunteers, church members & community members) Those with symptoms could spread the virus to others. Those who are asymptomatic are at equal risk of spreading the virus unknowingly to others</p>	<p>5x5 = 25</p>	<p>Anyone experiencing symptoms of Covid-19 MUST stay home and not enter the building.</p> <p>There is signage up throughout the building reminding the public of the symptoms of the Covid-19 virus and asking them to stay home if they experience any of these symptoms.</p> <p>New guidance advises that only those WITH symptoms must isolate. Anyone in contact with a positive case, does not need to isolate unless they begin to show symptoms themselves.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	<p>All leaders of community and church groups must monitor those in their groups for symptoms developing. Individual groups are to be encouraged to screen their members on arrival at the building (including a temperature check) and a standard set of questions enquiring whether they are showing any symptoms.</p>	<p>2x5 = 10</p>

Risks	Persons At Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk (RR)
Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-25 = High Priority	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	The risk left after control measures are in place
Church or community members developing symptoms whilst in the building	<p>If anyone becomes unwell with either:</p> <ul style="list-style-type: none"> • A new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours • A high temperature – • Loss of smell or taste <p>They should be sent home and advised to follow the self-isolation guidance & Staying at Home Guidance from the NHS</p>	4x4 = 16	<p>All persons to wash hands upon entry, regularly throughout the day and follow good hygiene practices when not in the building. N.B. - soap and water is the preferred means of washing but sanitiser is also provided.</p> <p>Adults in the building that begin to feel unwell or who may start displaying symptoms must let their group leaders know, and immediately leave the building.</p> <p>If a child is unwell or displaying symptoms, they must be isolated into a separate room in line with current guidance. Arrangements must be made for the child to be collected and taken home into isolation.</p> <p>Additionally, parents / guardians should be reminded to follow current national advice in relation to self-isolation / staying at home.</p> <p>Current guidance advises that if a group leader has helped someone who was taken unwell with a new, continuous cough and / or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Any group leaders, church workers, or church volunteers developing symptoms at the building must go directly home and follow the stay at home and social distancing guidance.</p> <p>Any equipment used by a person with symptoms must be removed from use immediately and thoroughly cleaned and disinfected.</p> <p>Following National Cleaning Guidance of areas where a person is suspected of having coronavirus.</p>	<p>All group leaders will be encouraged to monitor their group members for symptoms developing over the course of their sessions.</p> <p>A ventilated space should be available for any person who become symptomatic to wait in until they can be collected or safely get home.</p> <p>The church should contact the local health protection team for advice if they have two or more cases reported by community groups and/or church members.</p>	2x3 = 6

Risks	Persons At Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk (RR)
Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-25 = High Priority	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	The risk left after control measures are in place
Person to person transmission of Covid-19 virus	All church workers, church volunteers, church members and community members. Lack of social distancing, sharing equipment, not washing hands properly.	5x5 = 25	As above and: All persons entering The Gathering Place are encouraged to maintain social distancing from arrival at the building, through clear signage on both walls and floors, however guidance says that social distancing is not now compulsory. Group activities are to be developed and coordinated to minimise close contact. Social hygiene skills to be reinforced by group leaders. This includes: <ul style="list-style-type: none"> • frequent washing/sanitising of hands for 20 seconds and drying thoroughly, particularly when entering/leaving the building and before/after eating • encouraging everyone to avoid touching their faces including mouth, eyes and nose • using a tissue or elbow to cough or sneeze and use bins, that are emptied regularly for tissue waste. All persons to wash hands on entry to the building, regularly throughout the day, on departure, and follow good hygiene practices when not in the building. N.B. Soap and water is the preferred means of washing, but alcohol hand sanitiser is also provided at entry points and throughout the building. New guidance in place, all persons within the building must now wear a mask. This is upon entering the building – however masks can be taken off during participating in sports/exercise activities.	All group leaders to be alert to symptoms presenting in those in their classes. Centre Manager and Church Volunteers are to check that hand-washing facilities and alcohol-based hand sanitiser, at key areas, (e.g. entry and exit points) are adequate stocked. They are to encourage users of the building to open doors and windows to increase natural ventilation and to reduce contact with door handles. Last groups of the day are to be reminded that it is their duty to close all windows and doors on their exit from the building, as part of their lock up practices .	3x3 = 9
Risks	Persons At Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk

Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-25 = High Priority	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	(RR) The risk left after control measures are in place
Transmission of Covid-19 via objects / hard surfaces	All church workers, church volunteers, church members and community members. Sharing equipment, but insufficient cleaning taking place.	5x5 = 25	Sharing objects (e.g. toys) should be minimised wherever possible. Careful consideration should be given to removing from the building any soft furnishings/toys that are hard to clean (cushions etc) Communal objects/surfaces (e.g. tables & chairs, mugs etc.) to be cleaned extensively using standard cleaning methods, but more frequently. N.B. This also applies to more infrequent tasks such as removing depleted toilet roll cardboards, replenishing soap and hand gel containers, replenishing paper towels. Specific areas and equipment used by those persons who have been excluded (due to developing symptoms) must be cleaned thoroughly before re-use in line with the national Cleaning Guidance (see link above) Thought must be given to minimising the number of personal belongings being brought into the building unless justifiable, and control measures must be introduced to prevent cross contamination.	All group leaders to be alert to symptoms presenting in those in their classes. Centre manager to purchase antibacterial cleaning wipes to be placed in each room for use by group leaders to wipe down equipment (tables, chairs etc.) Group leaders to encourage community and church members to only bring items needed to sessions, and to limit personal belongings.	3x3 = 9
Transmission of Covid-19 via soft furnishings	All church workers, church volunteers, church members and community members. Sharing equipment, insufficient cleaning taking place.	3x3 = 9	All soft furnishings that can be removed should be (e.g. pew cushions, seat cushions). Seats that are upholstered are to be sprayed with a disinfectant suitable for use on upholstery after use and left for an hour before anyone else uses the same chairs.	Centre cleaner to purchase necessary upholstery cleaner.	2x2 = 4

Risks	Persons at Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk
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Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-25 = High Priority	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	(RR) The risk left after control measures are in place
Personal Protective Equipment (PPE)	Any person coming into known contact with a suspected Covid-19 on site.	3x3 = 9	Physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue, covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus. New guidance in place, all persons within the building must now wear a mask. This is upon entering the building – however masks can be taken off during participating in sports/exercise activities. Suspected Covid-19 Gloves and aprons should be used when dealing with any person with suspected Covid-19, and whilst cleaning areas, equipment and surfaces where a person suspected of having Covid-19 has been.	To be monitored	2x2 = 4
Use of community play equipment (e.g. Toddlers equipment)	Children Infection of Covid-19 virus, Bumps, fractures	5x5 = 25	Play equipment to be cleaned throughout the day. Contact activities minimised to prevent cross contamination.	Group Leaders	3x3 = 9
Travel (General, including foreign travel)	Individuals	4x4 = 16	Government guidelines are now determined by each country individually. Foreign travel, while discouraged, is allowed. Those who have travelled abroad must adhere to the rules given by the government dependant on the country they have been to. Public transport is now used freely, however masks are still mandatory. It is now allowed to meet in person, while wearing masks, if needed. However, it is still encouraged to work from home where possible.	Individuals	1x2 = 2

Risks	Persons at Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk (RR)
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Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-25 = High Priority	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	The risk left after control measures are in place
Travel to and from building	All church workers, church volunteers, church members and community members.	3x3 = 9	Groups to be reminded that they are to let their members know what is needed for a session: <ul style="list-style-type: none"> • All necessary equipment • Hand sanitiser, if appropriate • Tissues • Any required medication 	Monitoring by individuals	1x2 = 2
Inclement weather – cold temperature allows disease to survive	All individuals	5x5 = 25	All persons to dress appropriately for the weather. Always maintain good hygiene measures.	Monitoring by individuals	3x5 = 15

Risks	Persons at Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk (RR)
Think about the areas where contact takes	Think of anyone who comes in contact and how they may be	(Likelihood x Severity) 1-4 = Low 5-10 =	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the	What needs to be done and by whom?	The risk left after control

place	affected	Medium 15-25 = High Priority	Conservation Officer for further guidance.		measures are in place
Dermatitis (church workers and volunteers)	All church workers and church volunteers By washing their hands excessively	3x2 = 6	Moisturising creams can be used periodically by those who need it if required.	Monitoring	2x1 = 2
Test, Trace Protect	All individuals entering the premises	5x5 = 25	<p>Welsh Government's Test, Trace, Protect strategy was implemented from 1 June 2020.</p> <p>COVID-19 testing is available to anyone who has one of the following symptoms:</p> <ul style="list-style-type: none"> • A new continuous cough • A fever (above 37°C) • Loss of smell or taste You can apply for a test online. <p>In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts. A second tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms.</p> <p>A positive test on site therefore does not require closure of that site.</p> <p>The process of testing and contact tracing is part of the 'new normal' and where churches and community centres follow these guidelines carefully, there is no cause for alarm.</p> <p>All persons entering The Gathering Place must allow for their contact details to be stored securely for 21 days by their group leaders, after which point the details will be destroyed securely.</p>	Centre Manager to speak with all group leaders to ensure up to date contact info for all attendees of their group. Group leaders must always also keep clear and correct records of each class to ensure accurate information	3x3 = 9
Risks	Persons at Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk (RR)
Think about the areas where contact takes	Think of anyone who comes in contact and how they may be	(Likelihood x Severity) 1-4 = Low 5-10 =	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the	What needs to be done and by whom?	The risk left after control

place	affected	Medium 15-25 = High Priority	Conservation Officer for further guidance.		measures are in place
Social Distancing: Corridors	All visitors to the church building & community centre (church staff, church visitors, church volunteers, community groups)	5x5 = 25	Movement between rooms should be kept to a minimum. This avoids risk of transmission from room to room and keeps the number of people that each person meets, to a minimum. Clear signage on floors and walls denotes distancing guidelines. These are not mandatory, but remain encouraged. If large movements of groups are required, they must ensure these are planned to limit meeting in narrow corridors. Floor markings are used to identify where people should stop and give way. Complex areas of movement (e.g. foyer or kitchen) should be monitored by group leaders where possible.	All visitors (groups and maintenance contractors) to be reminded to maintain social distancing at all times.	3x3 = 9
Social Distancing: Meeting Rooms	All visitors to the church building & community centre (church staff, church visitors, church volunteers, community groups)	5x5 = 25	Now social distancing of 2m is longer required, group members are now asked to ensure a safe distance and to not allow more members than necessary into a meeting room. When devising entrance strategy, consider hand washing arrangements. i.e. is it possible to wash hands on the way to their seat, whilst maintaining social distancing? If not, consider temporary hygiene station at meeting room entrance. Open windows to improve ventilation where possible.	2m markings for those queueing outside the building awaiting access. Remove unnecessary items from the rooms to create additional space and reduce cleaning. Remove equipment that cannot be cleaned easily between uses.	2x3 = 6

Risks	Persons at Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk (RR)
Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	The risk left after control measures are in

		25 = High Priority			place
Social Distancing: Working within 2 metres	Church stewards, centre manager, Reverend	5x5 = 25	Social distancing of 2m no longer required. Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task. All equipment to be thoroughly cleaned prior and after using it. Increased ventilation will be provided within enclosed spaces. Face masks should be worn when carrying out tasks over an extended length of time with another individual.	PPE (disposable masks and gloves) are available in the church office. Single use PPE should be disposed of as soon as finished with so that it cannot be reused and to control potential contamination is controlled.	2x3 = 6
Church visitors	Church staff, church volunteers, church members, community members	4x5 = 20	Only essential visitors are allowed access to the premises. Visitors will be required to provide contact details in order to help the Government with its Track & Trace programme, in the event of someone in the building contracting Covid-19. Signage is clearly displayed at entrances to notify visitors of the entrance procedure. <ul style="list-style-type: none"> • Hygiene facilities are available for visitors arriving on site (hand sanitiser in foyer). • Each group will need to maintain a list of members attending, compiled by the group leader, and passed to the Church for retention for 21 days. After this period, the records will be securely destroyed. 	Each group will need to maintain a list of members attending, compiled by the group leader, and passed to the Centre manager for retention for 21 days. After this period, the records will be securely destroyed.	3x3 = 9

Risks	Persons at Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk (RR)
Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	The risk left after control measures are in

		25 = High Priority			place
Cleaning		5x5 = 25	<p>Ensure robust cleaning arrangements are in place. Enhanced cleaning of high contact areas must be arranged throughout the day. Wash hands following any cleaning activity. Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc. Wear goggles if decanting chemicals where there is a risk of splashing in the eyes. Guidance on cleaning areas where a suspected COVID-19 case has been, is available by following the link below. covid-19-decontamination-in-non-healthcare-settings</p> <p>Handwashing Encourage all visitors & staff to wash their hands more often than usual. Hands should be washed thoroughly for 20 seconds with running water and soap and dried thoroughly. Alternatively, alcohol hand rub or sanitiser could be used. Regular handwashing should be undertaken including:</p> <ul style="list-style-type: none"> • on arrival at and when leaving the building • before and after handling food • before and after handling objects and equipment that may have been used by others • where there has been any physical contact • after people blow their nose, sneeze or cough. <p>Washing facilities / antibacterial gel are available at:</p> <ul style="list-style-type: none"> • Entrances to the building • Meeting rooms • Toilets • Kitchen 		3x3 = 9
Risks	Persons at Risk	Risk Rating	Additional Covid-19 Controls: Reducing Risk	Action Plan	Residual Risk (RR)
Think about the areas where contact takes place	Think of anyone who comes in contact and how they may be affected	(Likelihood x Severity) 1-4 = Low 5-10 = Medium 15-25	Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19 *If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.	What needs to be done and by whom?	The risk left after control measures are in

		= High Priority			place
Toilets	All church workers, church volunteers, church members and community members.	5x5 = 25	Ensure toilets do not become crowded by limiting the number of visitors using the facilities at a single time. This should be a one-in one- out system. Lock toilet cubicles that are not required to reduce amount of cleaning required. Display signage and floor markings where appropriate. Turn off hand dryers and provide hand towels and/or hand sanitiser. Both male and female toilets have two cubicles, will lock one in each room to stop use.	Additional cleaning of toilets to be undertaken. Clear signage regarding the washing of hands after using the toilet should be displayed and appropriate hand drying equipment (hand dryer/paper towels) should be provided.	3x2 = 6
Refreshments	All church workers, church volunteers, church members and community members.	4x5 = 20	Refreshments can now be served from our kitchen, if group members are unable to bring their own. We ask that numbers in the kitchen are limited due to the size of the space, and that each groups brings their own utensils, crockery and cutlery etc to take home with them after their group has ended.	Any crockery and cutlery in shared kitchen areas should be cleaned with warm general-purpose detergent and dried thoroughly before being stored for re-use. This will be done by group who has used them.	2x2 = 4
Staff Areas	Church Stewards, Centre Manager, Revered	4x4 = 16	Centre Managers office to employ one in one out system due to the size of the room and lack of sensible ventilation. Signage to be placed on door to confirm no entry unless office empty. Staff can now work from the building, if needed. Masks must be worn at all times.		1x2 = 2

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Lack of First Aid provision	All church workers, church volunteers, church members and community members.	4x4 = 16	Low risk environment. Groups to adhere to their agreed minimum of emergency first aid staff on site during their sessions. First aid equipment available, adequately stocked, and checked regularly for expiration dates and/or stock levels. First aid kit locations are clearly marked in case of emergency. Corporate accident / incident form to be completed and filed where appropriate.	Centre Manager to monitor First Aid supplies and restock levels if needed, and ensure all equipment has not expired.	1x1 = 1
Slips, Trips and Falls	All church workers, church volunteers, church members and community members.	4x4 = 16	Appropriate footwear to be worn. Good housekeeping & maintenance to be maintained. Group leaders and church volunteers to continue to report any maintenance or potential hazards to the Centre Manager, who will make arrangements for any repair and maintenance required.		1x3 = 3
Fire	All church workers, church volunteers, church members and community members. Burns, suffocation.	3x5 = 15	Inspection carried out by a council Fire Safety Officer, and recommendations provided. Fire exits and fire exit routes are clearly marked throughout the building. Fire extinguishers are tested on an annual basis, fire alarms are tested on a six-monthly basis as per national guidelines.	Follow advice given by Fire Safety Officer. Weekly fire alarm checks to be carried out. Group leaders are to be made aware of fire evacuation routes.	2x2 = 4

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Building & property maintenance		<p>3x4 = 12</p>	<p>All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures. Statutory inspections to continue. Defects to be reported for remedial action. Any areas presenting increased risk to visitors to be isolated and not used. All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked. Good housekeeping to be maintained. All indoor and outdoor building maintenance must be coordinated with the Centre Manager. All contractors to report to the office prior to the commencement of any work to sign in with the Centre Manager.</p>	<p>To be coordinated with the cleaner, stewards and centre manager.</p>	<p>1x1 = 1</p>
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Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A church staff member or church volunteer who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred.
- Please remind all visitors and church members that in order to minimise the risk of spread of infection, we rely on everyone using the building to take responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

In Wales call 0845 46 47 or 111 where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs