

Church name and location:	Freedom Fellowship, Sudbury, Suffolk, CO101AZ
Form completed by:	Paul Clapham
List others involved in the process of compiling this plan:	Naomi Clapham
Date completed:	7th March 2021
Date of next review:	21st June 2021

What are the hazards? <i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	Who might be harmed and how? <i>List the person(s) or personnel groups</i>	Is the risk High, Medium or Low	What are you already doing to control the risks? <i>Briefly describe any actions that you have already put into action</i>	What further action do you need to take to control the risks? <i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	Who needs to carry out the action? <i>Name the person responsible for making it happen</i>	When is the action needed by? <i>Please put the date by which the action needed to be completed</i>	Date Completed <i>Please put the date here when the action has been completed</i>
People, not from the same household, getting too close to one another and passing on Covid-19 virus	Everyone	Low	Adherence to government advice	At the start of each service, remind the congregation about the need to adhere to the two meter distancing, not coming into the building if showing corona virus symptoms, or living/having been near or with someone showing symptoms of Corona Virus, with signs in the front garden and in the church building to remind people prior to entry. Chairs placed in the main church two meters apart. Emphasise the need for regular hand washing. Also a maximum of 20 people permitted into the	Paul Clapham	14 March 2021	

				building at any one time. In addition, as we know that ventilation assists with preventing the spread of the virus, the rear doors of the church will be left open during the service, as well as the main functioning window in the main church hall.			
People developing Covid symptoms during a service.	Everyone	low	Not currently an issue	If anyone becomes unwell with symptoms of COVID-19 in a place of worship they should go home immediately and be advised to follow the stay at home guidance, which covers NHS Test and Trace. Other people who may have been in contact with the person who has become unwell should wash their hands thoroughly after the interaction, but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by NHS Test and Trace. If they do develop symptoms they should follow the stay at home guidance.	Everyone	14 th March 2021	
Vulnerable (to Covid) worshippers	Those over 70, or with underlying health issues	low	Not currently an issue	Those in this category have now been vaccinated against Covid 19 making risk even lower. Emphasise social distancing	Paul Clapham	14 th March 2021	
Individuals who are extremely clinically vulnerable/shielding to/from Covid 19	Any that have been written to by the NHS to stay indoors	high	Not currently an issue	Inform anyone that falls into this group that they should stay at home.	Paul Clapham	14 th March 2021	
Higher risk contact areas such as door handles.	Everyone	Low	Not currently applicable	All doors will remain open, with the exception of the kitchen and toilet doors, thus removing the need for them to be touched by more than one person. Only the leaders family will be permitted into the kitchen, which will have very limited use. Every person to sanitise their hands either in the garden prior to entering the church building, or in the	Paul Clapham	14 th March 2021	

				event of rain, in the lobby .Sanitiser provided at a station located in the garden/lobby. The front door will be left slightly open once the service starts, to assist with a “through draft.”			
Children having easier access to main road if doors are open	All children	medium	Not currently necessary	Naomi Clapham to have a chair stationed beside the interior door to ensure children cannot “escape”.	Naomi Clapham	14 th March 2021	
Too many people trying to access the church at one	Everyone	low	Not currently necessary	If demand requires additional services will be added on a Sunday. Our preference would be to have more services with fewer people at this time, not exceeding 20 people. If the church does “full up” signs will have to be put up outside stating “full to capacity.” In the event that either service exceeds 15 people, we will re-introduce booking for services, but while many stay home and listen via telephone that is unnecessary, but 15 attending will trigger reintroduction of booking.	Paul Clapham	14 th March 2021	
Fire (Event of)	Everyone	high	Not currently an issue.	In the event of fire, people should exit through the nearest exit, in an orderly fashion. There are no designated fire doors in the building.	Everyone	on-going	
People facing each other, making the spread of Covid easier should it be present	Everyone	low	Not currently an issue	All seats facing forward/ same direction. Large 8 foot square plastic screen is in position in front of the piano	Paul Clapham	14 th March 2021	
Preacher facing people	Congregation	low	Not currently an issue	Lectern to be kept 3.5 meters from the front row.	Paul Clapham	14 th March 2021	
Virus on furnishings and other not so often used surfaces	Everyone	low	Currently not an issue	Bibles, and song books to be removed if used until the following week.. Metal top part of chairs to be cleaned down between.	Naomi Clapham	14 th March 2021	

Contamination of communion emblems	everyone	low	Currently not an issue	Single use cups to be used, whole rolls rather than Matzo, one per person, communion table set away from piano and lectern	Paul Clapham	14 th March 2021	
contamination through hospitality	Everyone	low	Currently not an issue	Only sealed bottled drinks/cans permitted , no food.	Paul Clapham	14 th March 2021	
Toilets- various surfaces, towels, and door handles	Everyone	Low	Currently not an issue	Toilets deep cleaned between services, and after last service with relevant PPE. Wipes left for people to wipe toilet handles and taps after use. (signs asking them to do so in position). Put up a visible cleaning schedule that is kept up to date and visible.	Paul Clapham	14 th March 2021	
Cleaning of church between and after last service, touching surfaces, etc.	Paul and Naomi	Low	Currently not an issue	Overalls, gloves and mask to be worn.	Paul and Naomi Clapham	14 th March 2021	
Cleaning of church prior to first reopening	Paul and Naomi	low	Currently not an issue	Church to be deep cleaned prior to reopening. Anti virus, anti bacterial cleaners to be used	Paul and Naomi Clapham	14 th March 2021	
Cash handling	Paul Clapham and Janet Richards	low	Currently not an issue	cash should be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.	Everyone	14 th March 2021	