

**REOPEN RISK ASSESSMENT (ACUK)**

<b>Church name and location:</b>	<b>Freedom Fellowship, Sudbury, Suffolk, CO101AZ</b>
<b>Form completed by:</b>	<b>Paul Clapham</b>
<b>List others involved in the process of compiling this plan:</b>	<b>Naomi Clapham</b>
<b>Date completed:</b>	<b>29th June 2020</b>
<b>Date of next review:</b>	<b>24th July/ 31st July (Depending on re-opening date, one week after to review effectiveness of what has been actioned.)</b>

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Is the risk High, Medium or Low</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Date Completed</b>
<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>
<b>People, not from the same household, getting too close to one another and passing on Covid-19 virus</b>	Everyone	Medium	Adherence to government advice	Every regular will be told verbally and electronically 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 in the front garden and	Paul Clapham	17th July	

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				<p>in the church building to remind people. Chairs placed in the main church, and garden (for fellowship as weather permits after services) two meters apart. Emphasise the need for regular hand washing. Also a maximum of 25 people permitted into the building at any one time. Those attending a service will have to text Paul Clapham in advance both their name, the names of anyone coming with them (plus those peoples telephone numbers) and state whether they are of the same household, to assist with chair layout prior to services taking place. We shall also make it known that people should not be sharing a car to get to church with people they do not live with/are in their bubble. Send the link with our electronic communications to the governments online COVID 19 guide. With the exception of going to the toilet, the whole service can be entirely touchless. Encourage folk to leave promptly after services finish.</p>			
<p><b>People developing Covid symptoms during a service.</b></p>	<p>Everyone</p>	<p>low</p>	<p>Not currently an issue</p>	<p>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</p>	<p>Everyone</p>	<p>18th July</p>	

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				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.			
<b>Vulnerable (to Covid) worshippers</b>	Those over 70, or with underlying health issues	low	Not currently an issue	Inform these groups in particular of the symptoms of COVID-19 and current stay alert and social distancing guidance.	Paul Clapham	17th July	
<b>Individuals who are extremely clinically vulnerable/shielding to/from Covid 19</b>	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	17th July	
Higher risk contact areas such as door handles.	Everyone	Medium	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 event of rain, in the lobby. Sanitiser provided at a station located in the garden/lobby	Paul Clapham	18th July	

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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	18th July	
Too many people trying to access the church at one	Everyone	low	Not currently necessary	Church regulars to be verbally, and electronically informed that they will have to register for services, as previously stated. They will state which services they wish to attend, their names and numbers, and who lives in the same household/bubble. 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 25 people. A small number of seats will be left for new worshipers who are unaware of the pre-registering procedures, but we will ask them to supply names and numbers should they ever be needed by NHS track and chase. Numbers deleted three weeks later	Paul Clapham	11-th July	
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	

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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. One way system marked out in church building, with people coming in through the front door, and leaving via the side exit/ rear exit. Due to steps, disabled people will have to use the front entrance to also exit. Disabled people to exit first.	Paul Clapham	17th July	
Preacher facing people	Congregation	low	Not currently an issue	Lectern to be kept 3.5 meters from the front row.	Paul Clapham	17th July	
Virus on furnishings and other not so often used surfaces	Everyone	low	Currently not an issue	Bibles, and song books to be removed. Metal top part of chairs to be cleaned down between services.	Naomi Clapham	17th July	
Contamination of communion emblems	everyone	low	Currently not an issue	Suspend communion until single serve can be sourced, continue during the week on the conference call/s, when people are in their own homes	Paul Clapham	18th July	
contamination through hospitality	Everyone	low	Currently not an issue	Only sealed bottled drinks/cans permitted , no food.	Paul Clapham	18th July	

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Toilets- various surfaces, towels,and door handles	Everyone	medium	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	17th July	
Cleaning of church between and after last service, touching surfaces, etc.	Paul and Naomi	medium	Currently not an issue	Overalls, gloves and mask to be worn.	Paul and Naomi Clapham	18th July	
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	17th July	
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	18th July	