***RA FEC: COVID19 ALERT LEVEL ZERO –Sunday Services amendment after Wales.Gov update of regs, 7th of August, 2021***

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| **Brief Description:** This RA has been written to ensure all reasonable steps have been taken to reduce the risk of the spread of COVID19 within the regular church community and the local area. It addresses risk in the context of Indoors only (as Outdoors is relatively risk free) and with particular regard to:* The Church workforce – the minister, its officers and volunteers, Event Leaders;
* Contractors working on site; (see also separate RA for Contractors);
* The Church members, adherents and visitors gathering for worship. These are called Attendees in this document.

Optimal safety will be achieved through social distancing, respiratory hygiene and hand hygiene - i.e. spacing between individuals/households (1m seated; 2ms standing and moving about), reducing the time spent indoors, controlling the numbers of people using the building; optimal ventilation, hand hygiene stations, reduced handling of items and frequent cleaning of surfaces and items that are used/touched. The workforce, contractors and attendees will be informed of the routines and protocols in place before they access the building. |
| **Date of RA:** Reviewed August 11th, 2021 *after Wales.Gov update of regs at Alert Level Zero, 7th of August, 2021;* **Review Date:** October 10th 2021 or sooner if Guidance changes |
| **Hazard** | **Affecting Whom** | **Risk before controls in place:** **Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)**  | **Controls Already in Place to reduce Risk** | **Any Additional Controls, especially if Risk amounts to Severity x Likelihood = 10+** | **Risk after controls in place** **Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)**  |
| Transmission of the virus when accessing the church building during the week  | The workforce, especially the minister and church officers.Those supporting the church with administrative duties,cleaning, general maintenance, and gardeningContractors  | 5x5=25 | * At almost all times, the only person using the building is the minister;
* Only the 7 keyholders have access to the building;
* The minister uses his own office in the church for study and preparation of bible messages;
* When the minister uses the main room for recording sermons or filming children’s bible stories, he is usually alone. If he needs support with these tasks, this is offered by one person maintaining their distance and using a mask;
* The minister accesses the new upstairs kitchen, which is only occasionally used by other members of the workforce;
* A washroom hygiene station is available for other members of the workforce, to support hygiene in the toilets;
* Keys are used by the keyholders only, except in the case when they are handed to a contractor;
* The Venue Manager or the Project Manager for any works ensures contractors see the relevant RAs;
* Hand Hygiene station available in the foyer for all accessing or working in the church;
* A simple data collection sheet is completed by all accessing the building, stored up to 21 days
* Antibac in each room;
* Disposable masks available for those accessing/working in the church as well as a designated bin for these;
* Face shields and visors are available for use when people cannot maintain a safe distance or need to work face to face.
 | * Workforce and Contractors antibac all touched/handled surfaces in the toilets when they use them;
* Signage in the kitchen makes clear that the user must wash up, clear away and antibac all handled/ touched surfaces;
* Workers and Contractors antibac all touched surfaces.
* The Contractor RA revised for COVID19;
* Online Infection Control training : Liz Roberts, 07/20
 | 3x3=9 |

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| Transmission of the virus when attending church for purposes of worship on Sundays  | Attendees as they attend services and events, especially those who are vulnerable because:* They are elderly;
* They have a medical condition;
* They have a learning disability.
 |  | * Information for all attendees made available electronically and through hard copies. Additional laminated copies available in the foyer for visitors;
* Instruction to all not to attend if poorly or having tested positive for Covid19 or if isolating;
* A reception desk in the foyer for the purposes of registering for Track and Trace – name and tel number, date and time of arrival and departure;
* Hand hygiene stations in the foyer and main room;
* Masks available for those who who’ve forgotten their own;
* A maximum of 50 plus team attending services;
* Curtailed service – about an hour
* Creche offered in upstairs room;
* A seating plan. Tables for families with young children;
* One person at a time at the Tech Desk – face shield provided;
* Some content to be pre-recorded;
* One point of entry to the church building and an additional exit point for those who can manage the steps;
* External doors open before the service
* Roof windows open during service
* Heating off or low;
* A 3m distance between anyone leading the front and the congregation;
* Stewards supporting social distancing during arrival/departure and guiding attendees to their places;
* Congregational singing permitted indoors – soft voices only. Children may sing without masks; adults who are exempt from wearing masks are asked not to sing; those wearing visors may only sing if they don a mask for the songs;
* Soft voices encouraged when talking;
* Monies collected in the usual way during the service; cash counted later;
* No church bibles offered;
* Bottled water offered for hydration; teas and wrapped biscuits served outside weather permitting (see separate RA);
* Immediate departure from the building after the services – all coats, belongings, litter and notes etc removed by their owners;
* Attendees may not gather in crush points such as the foyer.
* Communion: *Prepared by VM in accordance with Welsh Gov guidance.* Individual communion cups for wine and individual disposable pots for bread (including gf) distributed by a church officer. Officer washes/gels hands, places cups/pots in a communion tray well spaced to avoid touching them as they are distributed. Litter put in bin by communicants after the service;
* Teas served by designated servers. Servers and recipients masked at counter. Biscuits wrapped. Cups washed later.
 | * All paraphernalia such as hymn books, leaflets etc removed from the foyer;
* Plastic covering on the notice boards;
* Social distancing signage in the foyer and main room refers to standing and moving about;
* Maximum capacity signage for each room – 50 plus team;
* Somerooms blocked off;
* A cleaning regime:
1. Before the Sunday Service
2. During the services (especially toilets, door handles , hand rails etc)
3. After the service is finished – especially toilets, door handles, hand rails, chairs and tables;
4. Bins emptied and taken to the Recycling Centre
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This RA, subject to ratification by the Elders, to be published to all keyholders and members of the Working Group - electronically and posted on the Church website, and a hard copy in the foyer – by Thurs August 12th, 2021