***RA FEC: COVID19 – closure period***

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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. As the church building is currently closed, this RA particularly addresses risk with regard to the church workforce – the minister, its officers and volunteers, as well as to Contractors working on site. These are called the Keyholders in this document.  The church building will remain closed for all other purposes, apart from a scheduled wedding on July 30th (see separate RA), until such time as the Welsh Government issues guidance and the Church leaders put all necessary controls in place. Even then, they might choose to close the building or curtail its business for a time. | | | | | |
| **Date of RA:** July 11th, 2020. **Review Date:** Aug 11th 2020 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 | The general congregation as they attend services and events, especially those who are vulnerable because:   * They are over 70; * They have an underlying medical condition; * They have a learning disability; * They are shielding   The workforce, especially the minister and church officers.  Those supporting the church with administrative duties,  cleaning, general maintenance, and gardening  Event Leaders and their groups  Contractors | 5x5=25 | * The building is closed so there is currently no risk to the congregation; * At almost all times, the only person accessing the building is the minister; * Only the 6 keyholders - the minister, the other 4 church officers and a senior member – 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 and social distancing is maintained; * The minister accesses his own toilet near his office; * The minister accesses the kitchen downstairs, which is only occasionally used by other keyholders; * A washroom hygiene station is available for the keyholders, to support hygiene in the downstairs toilets; * Keys are used by the keyholders only, except in the case when they are handed to a contractor; * A named Venue Manager or the Project Manager for any works ensures contractors see the relevant RAs; * A hand hygiene station is available in the foyer for all those accessing/working in the church; * Every toilet has antibac; * There is a box of disposable masks available to all those accessing/working in the church as well as a designated bin for these; * Face shields and visors are available for use when a 2 m distance cannot be maintained | * Signage on the upstairs toilet door to make clear it is only for the use of the minister; * Signage in the downstairs toilets and in the minister’s toilet upstairs to make clear that the user must antibac all touched/handled surfaces; * Signage in the kitchen to make clear that the user must wash up, clear away and antibac all handled/ touched surfaces; * Signage in the foyer to make clear that keyholders must antibac all touched/handled surfaces. * Signage on the stair gate to make clear that the upstairs rooms are out of bounds to all but the minster, contractors and other keyholders; * All paraphernalia such as hymn books, leaflets etc removed from the foyer; * Acetate covering or Do Not Touch signs on the notice boards; * Social distancing signage in the foyer and main room; * A reception desk for the purposes of registering – contact details, date and time of arrival and departure; * A plexiscreen for the reception desk (once this is manned for church opening) * Signage to indicate only one toilet user at a time in the downstairs toilets; * The Contractor RA revised for COVID19; * Separate Covid19 RAs for Event Leaders and their groups when the building reopens. * Named Venue Manager to ensure compliance with RA; * Infection Control training rollout for members of the workforce. | 3x3=9 |

This RA to be published to all keyholders - electronically and a hard copy on Reception - by Wednesday July 15th

Please note that this RA is in draft form and is based on Welsh Government guidelines re Covid19. The church is currently closed. When it is due to reopen, the Working Party (under the leadership of the church officers) will meet to amend this and other RAs accordingly.