



**GWERSYLLT CONGREGATIONAL CHURCH
COVID-19 RISK ASSESSMENT FOR RE-OPENING FOR COMMUNAL WORSHIP**

Purpose of risk assessment: To evaluate and reduce the risk of Covid-19 infection for those attending corporate worship and adhere to Welsh Government guidelines for re-opening for communal worship

Date of next review: Elders to review weekly after each service to identify what can be improved. Updated Risk Assessments to be forwarded to Paul Walker, EFCC Office Manager.

Name of Church: Gwersyllt Congregational Church		Address: Dodds Lane, Gwersyllt, Wrexham LL11 4NT		Date: 22/07/2020	
Area of Focus	Control Measure	What action needs to be taken?	Who needs to carry out the action?	When is the action needed by?	Done?
PREPARATIONS FOR RE-OPENING	Proposed opening times and services	Weekly services 10:30-11:30am each Sunday morning beginning on 16 th August. Services will be held upstairs in the main worship area.	Elders	16/08/2020	
		No other meetings running concurrently with services such as creche and other children's groups	Elders	Weekly	
		No provision of drinks or food or time for informal fellowship within the building afterwards	Elders	Weekly	

		<p>No meetings in the building at other times apart from Foodbank on Wednesday mornings which will take place downstairs.</p> <p>Communication with the congregation will take place prior to the first meeting to explain what to expect on arrival, what is expected of them and in order to ascertain those who are planning to attend. Those showing symptoms or required to self-isolate will be asked not to attend. Those who are vulnerable will be advised according to the latest guidance from the Senedd.</p> <p>Those attending will be advised of the latest guidance on the use of public transport and contact between households.</p> <p>Those attending will be advised to go to the toilet before attending and as far as possible not use the toilet whilst at church</p> <p>Seats will be allocated to those planning to attend based on being in the same bubble. Distances will have been measured to ensure households are seated >2 metres apart. Seats will be reserved for anyone attending who is not part of the regular congregation.</p>	<p>Elders</p> <p>Elders</p> <p>Booking coordinator</p>	<p>Weekly</p> <p>Prior to first service and updates as advice changes</p> <p>Prior to each service</p>	
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	Staffing arrangements	<p>Putting a team of volunteers together to prepare the building for re-opening</p> <p>No volunteers from the extremely vulnerable or self-isolating groups</p> <p>Provision of PPE such as masks (3 -layer but not medical grade), aprons, gloves and sanitiser to be available for preparation team</p> <p>Volunteers to be made aware that they are not to enter the building if they are displaying any symptoms</p> <p>The training of the preparation team in the risk assessment requirements</p>	<p>Elders</p> <p>Cleaning lead</p> <p>Elders</p> <p>Elders</p>	<p>Prior to preparation of building</p> <p>Prior to preparation of building</p> <p>Prior to preparation of building</p> <p>Prior to preparation of building</p>	
	Airing and cleaning	<p>Open windows and non-fire doors to allow the building to be well aired</p> <p>Chapel to be deep cleaned as per cleaning guidelines from Welsh Government</p>	<p>Preparation team</p> <p>Cleaning team</p>	<p>16/08/2020</p> <p>16/08/2020</p>	
	General maintenance and safety issues	<p>Check water and run taps well (to avoid risk of legionella). Check heating and electrics.</p> <p>Check inside the building and the grounds for safety issues</p>	<p>Deacons</p> <p>Deacons</p>	<p>16/08/2020</p> <p>16/08/2020</p>	

		Check lift working and access for disabled persons	Deacons	16/08/2020	
		Disable heating fan switches near upstairs doors so they are not used	Deacons	16/08/2020	
		Check amplification system, computer and projector working. Check hearing loop working	Deacons	16/08/2020	
	Fire risk assessment	Fire extinguishers should be present and up to date	Deacons	16/08/2020	
	Preparation of worship area and queuing area prior to initial opening	Any prayer bulletins, magazines, play equipment that multiple people might normally touch should be put away	Preparation team	16/08/2020	
		All Bibles, hymn books and church worship supplement books to be put away	Preparation team	16/08/2020	
		Arrangement of seating for 2m distancing with part of the worship area designated for households greater than 2 people. Clearly mark available seating with tape and labels on pews. Safe seating for 39 persons. See accompanying diagram	Preparation team	16/08/2020	
	Taped/barriered routes	Non-available pews to be taped off	Preparation team	16/08/2020	
	Seating arrangements	Seating to be arranged according to accompanying diagram	Preparation team	16/08/2020	
	Restricted areas	Downstairs to be closed off apart from lift area and disabled toilet. Vestry/pink room,	Preparation team	16/08/2020	

		Young people's room and stairs to be closed off. "No entry" signs to be placed on doors to closed-off areas.			
PHYSICAL DISTANCING	Staffing arrangements including PPE	Appointment and training of the following stewards in the procedures and risk assessment: <ul style="list-style-type: none"> • Entry/Exit Steward • Hand sanitiser and seating steward Provision of hand sanitiser, masks (3-layer but not medical grade) and gloves available for stewards	Elders Cleaning Lead	16/08/2020 16/08/2020	
	Signage	Signs before entrance reminding people not to enter the church building if they are showing symptoms or have someone in their household with symptoms. Signs in the main worship area reminding people to observe 2m distancing Signs in toilets instructing to sanitise on entry and exit to toilets Check signage before a service	Preparation team Stewards	16/08/2020 Each service	
	Entry and Exits	Steward on entry/exit door to welcome and monitor orderly entry. See diagram enclosed with this risk assessment. 1 household allowed through the vestibule area at a time.	Entry/Exit door steward Entry/Exit door steward	Each service Each service	

		<p>People to be directed to the hand sanitising table on entry and before exit</p> <p>After hand sanitising, people to be directed to their allocated seats.</p> <p>At the conclusion of the service, the congregation will be encouraged to leave promptly and observing 2m distancing</p> <p>People to be reminded to sanitise hands immediately before exit</p>	<p>Hand sanitiser steward</p> <p>Seating steward</p> <p>Service Leader</p> <p>Hand sanitising steward</p>	<p>Each service</p> <p>Each service</p> <p>Each service</p> <p>Each service</p>	
HYGIENE	Hand washing & sanitising	<p>Provision of adequate hand sanitiser for the congregation, stewards and toilets at each service</p> <p>All people entering and exiting the building to use hand sanitisers</p> <p>People to avoid greeting one other with physical contact</p>	<p>Cleaning Lead</p> <p>Everyone</p> <p>Everyone</p>	<p>Each service</p> <p>Each service</p> <p>Each service</p>	
	Participation in worship	<p>No hymn books, Bibles or service sheets given out, computer projection of information only</p> <p>Reminding congregation not to sing or raise voices</p> <p>Amplification to be used by service leader</p> <p>No wind or brass instruments</p> <p>Music to be kept to low enough volume so voices are not raised</p>	<p>Service leader</p>	<p>Each service</p>	

		Monitoring that physical distancing and hygiene guidelines are followed during the service	Hand sanitiser steward & seating steward	Each service	
	Shared objects	Cash giving discouraged. If cash is handled it should be with gloves Monitoring that consumables are not passed around the congregation	Service leader Treasurer Hand sanitiser steward & seating steward	Each service Each service Each service	
CLEANING	Cleaning team	Put together a team of cleaning volunteers and a Cleaning Lead person Cleaners should not be from vulnerable group or self-isolating Cleaners to be trained in procedures and risk assessment	Elders	16/08/2020	
	PPE	Masks, aprons, gloves and sanitiser to be available for cleaners	Cleaning Lead	Prior to each clean	
	Cleaning regime	After each service cleaning team to clean according to Welsh Government guidelines Hand sanitising station to be placed at back near entry/exit In toilets <ul style="list-style-type: none"> • Hand sanitiser to be available • Paper towels to be available. Paper towels not to be open but in a dispenser. 	Cleaners Cleaners Cleaners	Each clean Each clean Each clean	

		<ul style="list-style-type: none"> • Bin should be available and empty • Check signs reminding users to sanitise on entry and exit and clean toilet including door handles and taps after use. <p>If a confirmed covid-19 case has visited the church it should be closed for 72 hours after which the building should be thoroughly cleaned</p>	Cleaners	Before next clean	
SPECIFIC ACTIVITIES	Preaching	<p>The service will be conducted in the shortest reasonable time</p> <p>The preacher will stand towards the back of the stage area which will be more than 3 metres away from the nearest worshipper.</p> <p>Electronic amplification will be used to minimise the need for voice projection</p>	Elders	Each service	
	Communion	<p>Bread divided beforehand and small individual cups filled by person using apron, gloves, mask and hair cap</p> <p>Communion elements to be left covered until time to distribute. Any introduction to communion and prayer at the communion table will take place before uncovering elements to avoid speaking over them</p>	<p>Communion Prepper</p> <p>Service Leader</p>	<p>Before service involving communion</p> <p>During each communion</p>	

		<p>Elements to be distributed by single steward. Communion steward to sanitise hands immediately before distribution of elements. Mask and gloves to be worn for distribution. Bread to be dropped into the hands of communicants. Each communicant to take their own cup</p> <p>If contact takes place between communicant and communion steward, both are to immediately sanitise their hands</p>	<p>Communion Steward</p> <p>Communicant and Communion Steward</p>	<p>During each communion</p> <p>During each communion</p>	
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Main Worship Area Arranged According to Risk Assessment

