

<b>Risk Assessment for Re-opening Revival Fires</b>	Assessor's name: Anna Baker-Barnes With guidance from Larry Ryder HSA	Date completed: 3 August 2020	Review date: 31 August 2020 or when new gov't advice available
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Area of Focus	Controls required	Additional information	Action by?	Complete – date
<b>Deciding whether to open to the public</b>	Update your website and any relevant social media.		RF Team	Ongoing
	A booking system is required, for up to 50 Church members and additional 20 spaces reserved for team	Using lknow registration system	RF Team	Ongoing
<b>Preparation of the Church</b>	Review of cleaning procedures and maintenance of foyer, bookshop, coffee area, toilets and main hall		Cleaner	Ongoing
	Designate one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit: through Church table at a time.	Enter through reception at 10:15-10:30am to collect face mask if not worn	RF Team	6/8/20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		Registration team	6/8/20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Double doors to reception will be open	RF Team	Ongoing
	Remove Bibles/literature/hymn books/leaflets	Told to bring own	Individual	Ongoing
	Remove or isolate children's resources and play areas	Kids Ministry remains closed for August	Kids Team	Review Sept
	Walk through and set up the church to plan for physical distancing in seats, aisles, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	2m round tables with up to 6 per table. Distance between tables	RF Team	6/8/20 final set up
	Clearly mark out seating areas including exclusion zones to maintain distancing.	By using tables	RF Team	Ongoing
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Flow explained via email and video	RF Team	Ongoing
<b>Preparation of the</b>				

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<b>Church</b>	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	No entry to staff offices or TC area	RF Team	Review Sept
	Determine placement of hand sanitisers available for visitors to use.	Automatic Hand sanitisers at 3 points.	RF Team	Ongoing
	Determine if temporary changes are needed to the building to facilitate social distancing	No entry to TC area	RF Team	Review Sept
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing	Signage & Online	RF Team	4/8/20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		Cleaner and during meeting	4/8/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	All in stock room - manage stock inventory	Cleaner	Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Cleaner	Ongoing
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Using Iknow registration system	RF Team - individual pre-booking	Ongoing
	Zoom meetings, telephone calls and staff email out have been used to communicate the measures to the church and a full briefing to core team and RF staff		RF Staff and Teams	Ongoing
	Reduced maximum capacity is 70 people	Review when possible	RF Team	4/8/20
Online Church - live streaming and pastoral teams online which is accessible to all those who cannot be present due to high risk of infection and vulnerability.	<a href="http://www.revivalfires.tv">www.revivalfires.tv</a> and Facebook live	RF Team	Ongoing	
<b>On arrival and during the meeting</b>	Health checks (questions) before and when people turn up - informed not to come if symptomatic, or high temperature	Signage, Online and on entry	RF Team	Ongoing
	Arrival Time window between 10.15am and 10.30am and find your table. We plan the meeting will be around 1 hour		RF Team	Ongoing

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<b>On arrival and during the meeting</b>	Social Distancing 2m or 1m+ face masks to be worn inside the building. We know this is a hard thing to request, but please note that there should be no touching, hugging or physical contact with anyone outside of your bubble.		RF Team	Ongoing
	Hand sanitisers to be used on entry and throughout the building		RF Team	Ongoing
	We will be sitting in the main hall around 2m tables. These are large and will be effective at creating our bubbles, Keeping social distancing and providing a good opportunity for safe fellowship. Strict bubbles adhered to so only that table need self-isolate should any member have covid symptoms.	Bubble for purpose of self-isolation or contact from Track and Trace team.	RF Team and Table hosts	Ongoing
	Bring Your Own Drinks and Snacks: feel free to bring your own drinks and snacks. Hot drink in a flask, cold drinks, water.		RF Team	Ongoing
	Communion will be in pre-sealed containers, so no contamination by handling.		RF Team	Ongoing
	We are unable to offer any children's ministry under these government guidelines, and suggest it is better for children not to attend on a Sunday. If parents do feel their children could make it, we ask them to be registered, to stay in their bubbles and to keep to social distancing.	Live streaming Sunday morning Family Facebook page	RF Team	Ongoing
	As we worship time, we ask you to keep your face masks on, turn towards the stage and worship at conversational level	Host reminds people	RF Team	Ongoing
	We can have times of ministry, prayer and encouragement around the tables, but ask you to respect the social distancing guidelines and not to lay hands or touch anyone.		RF Team	Ongoing
	Clear signposting on social distancing, government guidelines and the correct hand cleaning procedure.	Keep signage updated	RF Team	Ongoing
<b>On arrival and during the meeting</b>	Bookshop will be available for browsing and purchase from with a -72 hour quarantine for the books that are handled returned to designated table. Team member can wear face mask or clear visors. There will be additional Antibac spray, wipes, and sanitiser available and option to order or have posted.	Online sales - or contactless	RF Team	Ongoing

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	Toilets: there will be additional signage and reduced cubicles/ urinals to ensure social distancing. There will be wipes in cubicles if wanted to be used (and to be thrown in bin not flushed) and hand wash and disposable hand towels at the sinks			
<b>Access to church buildings for meeting in person and live-streaming</b>	One point of entry to the church building with signage: MAIN RECEPTION with double doors open.		RF Team	Ongoing
	A suitable lone working policy has been consulted if relevant.	Lone working policy	RF Team	3/8/20
	Check for animal waste and general cleanliness.	Monthly checks	RF Team	Ongoing
	Ensure water systems are flushed through before use: running water for 5 minutes in Coffee Shop (all other sinks/toilets been in use for Streaming, Food Bank and Staff usage)	See Government Guidance	Cleaner: Boiler to be drained in Coffee Shop prior to serving drinks	6/8/20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	All been in usage throughout lockdown	RF Team	Ongoing
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	All been in usage throughout lockdown	RF Team	Ongoing
<b>Cleaning the church</b>	Suitable rota and cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		Cleaner	Ongoing
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.		RF Team	Ongoing
	If possible close the church building for 72 hours with no access permitted. If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	As per contract	Cleaner	Ongoing