

ADDENDUM TO GENERAL HEALTH AND SAFETY POLICY AND ARRANGEMENTS

Relating to Working Under Coronavirus (Covid-19) Precautions

Public Health England (PHE) and Government Guidelines.

This is a revision to the addendum to the General Health and Safety Policy and Arrangements (1.1) and has been produced outlining the additional precautions that must be considered specifically to protect employees, volunteers and members of the public at Roffey Place and Foundry Lane, from contracting Coronavirus (Covid-19) and to minimise the spread of infection whilst undertaking work activities.

Kingdom Faith, and those with overall legal responsibility for the health, safety and welfare of its employees will consider the guidelines which have been set out by the Government and the Public Health England (PHE) guidance to ensure compliance. Since implementing a lockdown in the country, the Government issued a business sector guidance on social distancing in the workplace which was amended and under review on a regular basis. Since lifting the lockdown the Government has also issued, amongst many documents, the following: -

- Guidance for the safe use of multi-purpose community facilities.
- Guidance for the safe use of places of worship during the pandemic.
- Guidance for special religious services and gatherings COVID-19 checklist.

All the guidance documents have been reviewed and subsequently amended and this document has been amended in line with those reviews. See the notes section of this document for a full listing of these revisions.

This policy addendum and any other health and safety documentation (i.e. risk assessments) will be reviewed and amended, as necessary, in line with any changes to the PHE guidelines and should be considered when planning and implementing potential work activities. No work activities will be undertaken if the health and safety of its employees, or anyone else who may be affected, could be compromised as Kingdom Faith recognises the importance of protecting its employees and any visitors. Therefore, none of these additional measures negate any standing responsibilities either by the responsible person in the company or any employee.

A previous addendum was issued as a notification to the wider Church and the following text from that document is pertinent here and has been included as follows: -

“... we want to let you know that in response to the current UK Government advice around social distancing and to do all that we can practically to prevent the spread of this virus we have taken the decision to suspend all Kingdom Faith Church activities including Sunday services, Small Groups, Freedom Groups, prayer meetings and community events for all age groups until further notice.

As we will not be meeting on Sunday at any of our venues in Horsham, Burgess Hill, Crawley or Worthing we'll be gathering instead as households right across the region to worship and watch a message together online at 10am on our website: www.kf.church/online. We'll also be posting some children's and youth resources online for you to use as a family as well as making the video message available for you to watch on demand.”

This addendum was revised to enable meetings of Prayer Groups and Small Groups at the restrictions were relaxed, which was further aided by the mandatory wearing of face coverings in places of worship.

Following a review of the guidance by the Government it is now only possible for up to six people to meet indoors and up to six people from multiple households to meet outdoors. Where there is a multi-purpose facility / place of worship, an indoor gathering of more people can be arranged but only if the premises are made Covid-19 secure which includes identifying “points of high risk in the building and the mitigating actions”. These include social distancing changes of, “2m or 1m with actions taken to reduce the risk of transmission (where 2m is not viable) between households are acceptable. For example, the use of face coverings”. As it has become possible for multiple groups of six people to meet for worship and prayer arrangements are being made to provide the facility for people to join in a location to watch the on-line Sunday meeting together with others. These are referred to as “Watch Events”. The intention is for these to begin at Roffey Place in mid-October and expand these using other spaces, including the HUB at Foundry Lane.

Larger gatherings can include weddings with a maximum of 15 people, funerals can have 30 people. None of these indoor gatherings can include performances or music in front of live audiences. “Where essential to an act of worship, one individual only should be permitted to sing..., and the use of plexi-glass screens should be considered to protect worshippers from them, as this will further prevent transmission”. This has been relaxed to allow up to six people to be on stage as a worship team,

Our Church office building at Roffey Place is open to receive calls (as of Monday 13/07/2020) on Mondays, Tuesdays, Thursdays, and Fridays from 9am-1pm by calling 01293 851543, when previous to that it had been closed. People can still contact us by emailing info@kingdomfaith.com. If you are unwell, please contact your Small Group leader to let them know or the Church office using the details above. While we may not be able to visit you at this time, we will do our best to get in touch and pray with you over the phone”.

Roffey Place, Old Crawley Road, Faygate, Horsham is a mixed-use site, including residential, catering and workspace areas (including offices for other connected charities, e.g. Streetlight UK). The health, safety and welfare of those who are resident on site take priority over any other activity and the main College building must be regarded as a standalone household and the following measures have been implemented to protect anyone living on site from Covid-19 infection. Streetlight have been using their office and the Pool Flat as a training room. Roffey Place will host a ‘Watch Event’ on a Sunday morning, attendance is only through the booking system and access is restricted within the building. The intention is for staff to return to work as of the 3rd of November 2020, dependent upon any reviews in Government guidance in the meantime.

The Church building at Foundry Lane is being used to produce on-line Sunday services, the Horsham Contact Centre sessions (both Saturday and weekly sessions), and Prayer / Small Groups, which includes booking a time in advance through the Church Office.

Every employee has a legal and moral duty to co-operate in the fulfillment of these policy commitments, in line with fulfilling their general duties under the Health and Safety at Work Act, by:

- Complying with staying at home and away from contact with others (social distancing) if they have a high temperature or a new persistent cough or is within 14 days of the day when the first member of their

household showed symptoms of Coronavirus (Covid-19). They should not come to work but must follow the guidance on self-isolation and should inform the Executive Pastor (Simon Coles).

- If they have been furloughed, then there is no requirement for them to undertake work activities and therefore should not need to visit either Roffey Place or Foundry Lane.
- For those employees who can work from home they should do so.
- If an employee must come to either building for work related activities, and are fit enough to come to work, they must follow the principles of social distancing whilst in the building. Prior to coming to either building, every employee should obtain permission to access the building from the Executive Pastor by outlining the reasoning behind needing to come in. If access is granted the appended guidelines must be followed.
- Any employee who is at increased risk of severe illness from Coronavirus (Covid-19) should be particularly stringent about following social distancing measures and an additional assessment should be made to determine whether they should be at work which must be undertaken prior to coming to work so as to protect them as far as is practicable.
- Any employee living with anyone who is at increased risk of severe illness, or is an extremely vulnerable person and is shielding from Covid-19 should consider whether attendance at work could put that person at greater risk rather than staying at home.
- If whilst at work, or travelling to or from work, an employee develops a high temperature, or a persistent cough, that employee should contact Simon Coles, return home immediately, avoid touching anything and they must follow the guidance on self-isolation.

Problems in the implementation of this addendum and any associated changes in procedures should be directed to the Executive Pastor.

Signed.....

Position within the Company..... Date.....

Appendixes:

Guidelines for Working at Roffey Place and Foundry Lane.

Guidelines for Booking Foundry Lane for a Small Group or Prayer Group.

Guidelines for Watch Events.

Notes:

Revisions to guidance produced by the Ministry of Housing, Communities & Local Government, including:

- Guidance for the safe use of multi-purpose community facilities 30/06/2020. [rev1_0720 & rev2_08_20]
- Guidance for the safe use of places of worship during the pandemic (Published 4 July 2020); further amendments made on 17/09/2020 and 06/10/2020. [this revision]