



General Risk Assessment

Coronavirus (Covid – 19) Precautions

This document should be used in parallel with the relevant risk assessments relating to any activity being undertaken and does not negate the hazards and associated risks relating to those tasks at Roffey Place and Foundry Lane for the purposes of undertaking Kingdom Faith activities, written by Andy Dove.

It is a requirement under the Management of Health and Safety at Work Regulations 1999, Regulation 3, to carry out a “suitable and sufficient assessment of the risks of the health of his employees... and of other persons not in his employment arising out of or in connection with the conduct of him by his undertaking”.

Further risk assessments or appendices to this document may be added to cover the activities which are undertaken.

Management & Responsibilities

To comply with the following legislation and associated Approved Codes of Practice and Guidance Notes:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Government and Public Health England (PHE) Guidelines relating to Coronavirus (Covid-19)(as amended)

Methodology

To complete this risk assessment, so that it would be suitable and sufficient, the listed legislative documents have been taken into consideration as to maintain compliance as required by law.

Other Relevant Documentation

1.1a Addendum to Health and Safety Policy_1020_Covid – 19

1.2 Guidelines for Working at Roffey Place and Foundry Lane

1.3 Guidelines for Booking Foundry Lane for Small Group or Prayer Group

1.4 Guidelines for Watch Events

1.4a Guidelines for Watch Events Host team

1.5 Guidelines for Booking Roffey Place for Small Group or Prayer Group

Return to Work Induction – Covid - 19

Review Date

Original risk assessment written in May 2020.

This revision was written in October 2020.

Description of Areas relating to this Risk Assessment

This assessment relates to all working areas in Kingdom Faith at Roffey Place and Foundry Lane and refers to other specific documentation, including risk assessments as required, and is not repeated here and any significant findings are recorded in the Risk Register.

Persons at Risk

Employees specifically, but others e.g. students, volunteers, and visitors (including anyone attending a Watch Event).

Limitations of the Risk Assessment

This assessment addresses the additional hazards which only relate to the transmission of Coronavirus (Covid-19) in the workplace. Any other hazards which may be present are covered by the specific risk assessments for those areas / tasks.

1. Roffey Place.

As Roffey Place is a mixed-use building, to continue normal use of the premises would increase the possibility of transmitting Covid-19. If Covid-19 were introduced into the community of those resident by anyone who would usually come into work or attend meetings, the virus could potentially be transferred out into other households and an infection cluster could be created. The numbers of people who are now resident in the building (2 or 3) is much smaller in comparison to the numbers in March 2020 (10+).

Risk remains high.

The decision was taken over the Summer of 2020 that the College would be closed and not re-start either in its past form or in the immediate future. The building may be used for similar residential / training activities, but it is understood that there is no intention to initiate anything within the current environment. To reduce the possibility of transmission and infection, the residential and Kitchen parts of the building should be regarded as a household and treated as such, therefore it remains closed to anyone except for those who live there. Signage has been posted at the relevant doors to state that there is no access to these parts of the building is closed.

Risk has been reduced to medium to low.

To reduce the risk of transmission within this household, those who are resident within Roffey Place should follow the Government's guidelines to continue the practice of regularly washing their hands and observe social distancing guidelines (2m or 1m+ with a face covering); observing the rule of six where no more than six people from different households can meet together both indoors and outdoors. If someone should show any of the identified symptoms relating to Covid-19 they should follow the guidelines relating to self-isolation for 7 days, along with the household for 14 days, and come into any other part of Roffey Place. For the purposes of worship and prayer multiple groups of six can meet, e.g. Watch Meeting (where people can book to attend to watch the Sunday meeting being aired on-line but in a group setting). Refer to Section 8 of this assessment.

Risk is maintained at medium to low.

Control measures to be implemented to reduce the risk:

- a. The College building remains closed to any visitors, except those already pre-booked and staff who have obtained permission from the Executive Pastor. **Risk is maintained at medium to low.**
- b. Those resident at Roffey Place should follow the Government's guidelines relating to Covid-19. **Risk is maintained at medium to low.**
- c. Signage has been posted on the access doors for visitors stating that the building is closed, and for anyone who has been granted access into the building what is expected of them as per the relevant guidelines, dependent upon the reason for needing to access the building. **Risk is maintained at medium to low.**

Risk is maintained at medium to low.

2. Foundry Lane

Signage has also been posted at Foundry Lane to state that the building is closed until further notice for anyone who may be turning up unannounced, but the HUB can be booked in advance for Small Groups & Prayer Groups. The Main Auditorium is set up for filming Sunday morning meetings which are aired on-line. On the first and third Saturday's of the month the Horsham Contact Centre have group sessions and supervised mid-week sessions which are pre-booked. These sessions take place in either the Purple Room or one of the upstairs rooms. Anyone who is a keyholder can access the building and if they do so they should follow the guidelines when accessing the building, including only entering the areas of the building that they need to and so reduce the possibility of transmission of the virus. There is the possibility that the HUB may

be used to host Watch Events in the future. Each of the activities have guidelines which should be followed for that particular activity or for accessing the building as a Kingdom Faith employee. **Risk is medium.**

Control measures to be implemented to reduce the risk:

- a. Foundry Lane remains closed to any visitors. **Risk is reduced to medium to low.**
- b. Anyone entering the Foundry Lane must follow the guidelines set out for that particular activity, or as a Kingdom Faith employee. **Risk is maintained at medium to low.**
- c. When Watch Events are hosted in the building similar guidelines to those employed at Roffey Place and Small Groups will be applied in terms of cleaning, etc. **Risk is maintained at medium to low.**

3. Kingdom Faith Staff

Most staff / employees were furloughed but will be returning to work as of the 3rd of November 2020 (this assessment will be updated to reflect those arrangements when agreed). Several staff have not been furloughed and some have been un-furloughed and have returned to work. The following principles also apply to anyone from any of the charities connected to Kingdom Faith who would usually work at Roffey Place or Foundry Lane.

If possible, staff should work from home. If staff are not able to fulfil specific tasks from home and need to come to one of the buildings, then permission must be sought from the Executive Pastor outlining the reasons why they should be accessing the buildings. If the Executive Pastor (Simon Coles) grants permission the employee must read the guidelines and understand the requirements that are outlined in the Returning to Work document prior to going to either building, to both protect themselves and others. (It is the responsibility of those leading the connecting charities to ensure compliance with the guidelines and any additional measures communicated by the Executive Pastor.) **Risk is medium to high.**

To reduce transmission by contact with potentially infected surfaces, when arriving at the building everyone should wash their hands / use sanitiser as soon as entering the building. Any surfaces (door handles / taps, etc.) should be cleaned down with the cleaning products and disposable hand towels provided at the cleaning tables (available by the entry doors – back car park door and the side door at Foundry Lane). **Risk is reduced to medium to low.**

To reduce the possibility of coming into contact with anyone else within the building, and to limit the spread of infection (if someone should come into the building and is carrying Covid-19 but are asymptomatic) staff should limit access to their office and the photocopying room. At Roffey Place staff should only use the toilets by the back car park entrance, the toilets at the end of the Central Admin corridor, the bathroom by the upstairs offices / meeting room, or in the Gatehouse / Annex (whichever is closest). It is the responsibility of each employee to clean all the surfaces they have touched and return the cleaning spray back to the cleaning table when leaving the building. **Risk is reduced to medium to low.**

To reduce the possibility of transmitting Covid-19 to those living in Roffey Place, access to the follow areas is strictly out of bounds: residential areas, the Kitchen, Laundry, Student Lounge, Library, Second Year Lecture Room. These areas are only for the use of those who currently live at Roffey Place unless their job involves needing to access any of these areas for maintaining the building (Facilities). **Risk reduces to medium to low.**

To reduce the possibility of Covid-19 being transmitted via incoming post or deliveries, anyone handling any post / parcels should ensure they wash their hands afterwards. **Risk reduces to medium to low.**

Control measures to be implemented to reduce the risk:

- a. Any un-furloughed staff should work from home, where possible. **Risk reduces to medium to low.**
- b. If any staff need to come to either Roffey Place or Foundry Lane they should gain permission from the Executive Pastor and follow the guidelines when in the building. **Risk reduces to medium to low.**

4. Welfare Facilities.

In addition to the measures outlined to this point of the assessment, there is a restriction as to which Kitchen facilities are available for use, and in these areas there is an increased possibility of transmission of the virus through wet surfaces (e.g. taps and sinks, damp tea towels). **Risk is medium to high.**

Staff have been advised to bring their own refreshments / food to work. If staff need to use a Kitchen in the main building, only use the Kitchen by the upstairs offices / meeting room, or if working in the Gatehouse / Annex, the Annexe kitchenette can be used. To reduce the spread of infection, any rubbish should be put in a rubbish bin by the user or preferably take it home to dispose of it there as there is no housekeeping currently being undertaken. Clean down any surfaces, handles, taps, etc. that you touch and use disposable towels. **Risk reduces to medium to low.**

Similarly, the same principles apply to cleaning down any surfaces, hands, etc. including Kitchen areas at Foundry Lane. **Risk reduces to medium to low.**

Control measures to be implemented to reduce the risk:

- a. If any staff come to either Roffey Place or Foundry Lane they should follow the stated guidelines when in the building. **Risk reduces to medium to low.**
- b. As more staff return to work in the buildings the cleaning arrangements etc. need to be reviewed on a regular basis. **Risk is maintained at medium to low.**

5. Streetlight UK.

Streetlight UK use the office at the back of the Worship Hall at Roffey Place, and over the Summer of 2020 required additional workspace to undertake volunteer training. To provide sufficient space and welfare facilities it was decided to provide them with the Pool Flat. The flat is near their office and is self-contained with a kitchette and toilet. Streetlight must take responsibility for a deep clean of these areas before handing it back to Kingdom Faith. The Pool Flat is out of bounds to anyone else, whether residential or visiting the building until it has undergone a deep clean. **Risk reduces to medium to low.**

As more Kingdom Faith staff return to work the use of Pool Flat by Streetlight UK may need to be reviewed. **Risk is maintained at medium to low.**

It is the responsibility of Streetlight UK to enforce social distancing guidelines and to ensure attendees to the building follow the rules including the regular washing of hands to protect themselves and others. **Risk reduces to medium to low.**

Control measures to be implemented to reduce the risk:

- a. Only Streetlight UK persons can use the Pool Flat. **Risk reduces to medium to low.**
- b. Once Streetlight UK has finished using the Pool Flat, they must give the areas a deep clean before handing back to Kingdom Faith. **Risk reduces to medium to low.**
- c. The Pool Flat is out of bounds to anyone else, whether residential or visiting the building until it has undergone a deep clean. **Risk reduces to medium to low.**
- d. The Executive Pastor may need to review the use of the Pool Flat by Streetlight UK as more Kingdom Faith staff return to work in the building to enable free access around the building. **Risk is maintained at medium to low.**
- e. It is the responsibility of Streetlight UK to enforce social distancing guidelines and to ensure attendees to the building follow the rules including the regular washing of hands to protect themselves and others. **Risk reduces to medium to low.**

6. Emergency Procedures.

As there are no regular working hours and due to social distancing measures, at any given time it would be difficult to determine who is actually in the building if a building evacuation occurred e.g. fire alarm activation. **Risk is medium to high.**

To aid in determining who could be in the building and making sure everyone is accounted for, when anyone enters and leaves they should complete the Visitor signing in / out book, which has been left on the cleaning table by the back door. **Risk reduces to medium to low.**

Due to the very limit numbers of staff on site there is no guarantee that there will be any First Aid trained personnel on hand, if assistance was required. Historically, there have only ever been minor injuries which have occurred, and these have generally occurred in the Kitchen or outdoors. Currently the Kitchen is closed and there are only minimal tasks being undertaken outdoors. If someone required First Aid supplies to either treat themselves or another person a First Aid Kit has been left on the cleaning table. An alcohol wipe should be used to wipe down the box after use. **Risk reduces to medium to low.**

As more Kingdom Faith staff return to work, and prior to all the staff returning to work (3rd November 2020), the arrangements for First Aid cover and Fire Marshall responsibilities will need to be reviewed.

Risk is potentially maintained at medium to low.

Control measures to be implemented to reduce the risk:

- a. The Visitor signing in / out book should be left on the cleaning table along with a First Aid kit. **Risk reduces to medium to low.**
- b. When anyone enters / leaves any building they should sign in /out in the Visitors book. **Risk reduces to medium to low.**
- c. As more Kingdom Faith staff return to work, and prior to all the staff returning to work (3rd November 2020), the arrangements for First Aid cover and Fire Marshall responsibilities will need to be reviewed and subsequently communicated to staff if different to the previous arrangements. **Risk is potentially maintained at medium to low.**

7. Small Groups / Prayer Groups.

As more people are using the buildings (at Roffey Place and Foundry Lane) and there being a possible overlap of people using the same spaces and touching the same surfaces, there is an increase in the possibility of virus transmission. **Risk is medium to high.**

Access to the buildings is controlled either by staff having contacted the Executive Pastor to obtain access or a group leader having contacted the Church office to book a space in one of the buildings.

Risk reduces to medium to low.

Signage is posted in the building to remind anyone accessing the building of social distancing measures. There are additional guidelines for each activity that should be followed. These measures should continue to be adhered to until the Government guidelines relaxes this requirement. It is mandatory for everyone accessing either building for a group session to wear a face covering unless medically exempt, and those under the age of 11 years. **Risk is maintained at medium to low.**

Access to the toilets by the car park entrance at Roffey Place and the Toilet Corridor at Foundry Lane include needing to walk down a narrow corridor (not wide enough to social distance) and if two people were to come out of the Ladies and Gents at the same time there is the possibility, even though it is low, of only just being 2m apart. **Risk is medium to high.**

A one-in, one out, policy should be followed for accessing the toilets, no matter whether it was for the Ladies or Gents toilets in either Roffey Place or Foundry Lane. The wearing of face coverings mitigates the risk in for group activities and Watch Events.

Risk reduces to medium to low.

As no regular cleaning of the building is currently taking place, and with the number of available toilets and basins (especially in Foundry Lane) if there was not controlled use of the facilities then there would be a greater burden keeping them clean. Therefore, it has been advised that only one toilet and one basin in each of the two sets of toilets is available for use and the others are either locked off / taped off to prevent use. The alternative would be to only use the Disable Toilet at Foundry Lane. At Roffey Place, the number of toilets currently available is sufficient for the numbers of people using the building. A more robust cleaning strategy will need to be employed once staff return from furlough.

Risk is potentially maintained at medium to low.

Any group activity will require the use of chairs. Only the chairs in the HUB should be used at Foundry Lane as these are easy to clean, and not the cloth covered chairs in the Main Auditorium. The HUB can be used for groups up to twenty people and requires the chairs being kept 2m apart, but currently only a maximum of six people can meet together from different households. At Roffey Place, cleanable chairs have been brought into the Worship Hall for ease of cleaning down. For Prayer Groups it is advised that the Main Auditorium is used to give more space to walk around without encroaching on 2m social distancing. All chairs should be cleaned down both before and after use. Also, only one group would be allowed to use either building at any one time.

Risk is maintained at medium to low.

To reduce the possibility of transmitting Covid-19, access to the follow areas in Foundry Lane are strictly out of bounds: the HUB Servery, HUB Prep Room, the Kitchen, the Green Room, the Purple Room, upstairs rooms and areas behind the stage. These areas are only for the use of Kingdom Faith staff and the Horsham Contact Centre.

Risk is maintained at medium to low.

To reduce the possibility of transmitting Covid-19, access is restricted to the follow areas in Roffey Place: back door lobby, toilets by the back door, the Worship Hall and access routes to these areas. All other areas are strictly out of bounds.

Risk is maintained at medium to low.

There are no Kitchen facilities available for use. In these areas there is an increased possibility of transmission of the virus through wet surfaces (e.g. taps and sinks, damp tea towels).

Otherwise risk is medium to high.

Groups have been advised to bring their own drinks. To reduce the spread of infection, any rubbish should be put in a rubbish bin by the user, or preferably take it home to dispose of it there as there is no housekeeping currently being undertaken. Clean down any surfaces, handles, taps, etc. that are touched and use disposable towels.

Risk reduces to medium to low.

Control measures to be implemented to reduce the risk:

- a. Access for Small Groups / Prayer Groups to Roffey Place and Foundry Lane is by making a booking through the Church office (2 weeks' in advance). Only one group is booked into each building at any one time.
Risk reduces to medium to low.
- b. A one-in, one out, policy should be followed for accessing the toilets, no matter whether it was for the Ladies or Gents toilets.
Risk reduces to medium to low.
- c. Small Groups can either meet in the HUB or the Main Auditorium up to six in number from different households as long as social distancing is maintained. Prayer Groups could meet in the Main Auditorium.
Risk is medium to low.
- d. A more robust cleaning strategy will need to be employed once staff return from furlough.
Risk is potentially maintained at medium to low.

8. Watch Events

It would be very difficult to facilitate a “live” Sunday Meeting whilst maintaining the current Government guidelines. **Risk is medium to high.**

Therefore, it has been decided to facilitate some participation with others in the form of a Watch Event. The event provides an opportunity where people can watch the Sunday meeting in a group setting by watching what is being aired on-line on a large TV screen. Watch Events are subject to separate arrangements as outlined in the Guidelines for Watch Events, including pre-booking to attend. There is a maximum number of people who can attend which the venue can hold (initially the Worship Hall at Roffey Place, possibly the HUB at Foundry Lane). The booking system opens from midday on the Sunday prior to the next event and closes at midnight on the Thursday. The personal information from the booking system is retained for 21 days for Track and Trace purposes. Closing bookings on a Thursday enables the chairs to be set up in the correct configuration of seating for those booked in on the Friday. Each group of seats are labelled and on entry the people will be shown to their allocated seats. There are no children’s activities available, except those provided on-line. Therefore, the minimum age for attendance is 16 years old as it would be difficult for anyone younger to not want to wander around during the event, so making social distancing difficult.

Risk reduces to medium to low.

It is recognised that some people may just turn up at the door for the event. As part of the arrangements for the event there will be chairs set aside for those who do turn up and forms to complete for Track and Trace purposes.

Risk is maintained at medium to low.

At Roffey Place there are no disabled facilities and would need to wait until the HUB is used for Watch Events which do have disabled facilities. If someone who attends requires assistance for getting up the two steps to the back door assistance may be given by the Host Team by providing their arm for support but must look forward at all times (not face each other). As assistance would be less than 15 minutes in duration this should mean that there is only a low risk of virus transmission between them if present. **Risk is low.** On arrival each person’s temperature will be taken by using an infra-red thermometer and anyone whose temperature is higher than 37°C will not be allowed in. Everyone attending must wear a face covering, unless exempt. When booking people are asked if anyone is exempt from wearing a face covering so that the Host team are aware when they arrive.

Risk reduces to medium to low.

Anyone attending will be escorted to their allocated seats and can only leave their seats to use the toilet and must follow the one-way system in place which is shown with floor stickers. Similarly, at the end of the meeting the Host Team will guide people out of the building by the one-way system.

Risk reduces to medium to low.

Congregational singing is not permitted but following the songs by speaking the words of the songs and the clapping and raising of hands is permitted to enable participation, but no-one should move around the room, they must remain by their seats.

Risk reduces to medium to low.

At Roffey Place, cleanable chairs have been brought into the Worship Hall for ease of cleaning down. There is only sufficient seating for 25, so if additional chairs are required then cloth covered chairs will need to be used. To eliminate the risk of virus transmission (if present), following the event a label should be placed on any chairs that have been used to state that they should not be touched until a certain time / day (as applicable, e.g. Wednesday 1pm) to allow the recommended 72 hours for any virus to die before next being touched. This eliminates any cleaning of the material.

Risk reduces to medium to low.

The HUB at Foundry Lane could be used in the future as an additional Watch Event venue, but these people will not mix with those in the Main Auditorium producing the Sunday service.

Risk is maintained at medium to low.

The Host Team need to read the current guidelines and agree to follow them.

Risk is maintained at medium to low.

Control measures to be implemented to reduce the risk:

- a. The Host Team must read and understand the guidelines for operating Watch Events. **Risk is maintained at medium to low.**
- b. Any cloth covered chairs used for Watch Events are identified by being labelled and should not be touched until a certain time / day (as applicable, e.g. Wednesday 1pm) to allow the recommended 72 hours for any virus to die. **Risk is maintained at medium to low.**

9. Sunday Service Production

The number of people who can be singing as part of the Worship Team can be a maximum of six people. Usually the Worship Team would communicate between each other with eye contact or gestures. If those in the Worship Team were not social distancing this could lead to people being closer than 2m and facing towards each other, even though that may be only for a brief few moments, but if singing could project droplets which could be a source of transmission. **Risk is medium to high.**

The Worship Team have been set up to maintain 2m between them and should be positioned to enable eye contact easily. Where people are from the same household, they do not need to socially distance. The Main Auditorium has been set up and the stage has been extended to the front for filming production purposes and to enable social distancing. **Risk reduces to medium to low.**

The wearing of face coverings also applies to those producing / presenting Watch Events, at Foundry Lane, but it does not apply when someone is standing in front of a camera to speak or sing in the production of a Sunday morning service. **Risk is maintained at medium to low.**

To prevent transmission through the sharing of microphones, these should be sanitised after each meeting. Preferably, the microphones should be allocated so each person has one and no sharing is required. **Risk reduces to medium to low.**

Control measures to be implemented to reduce the risk:

- a. No more than six people can be in the Worship Team, they should be socially distancing during production, and wearing face masks when not in front of the camera. **Risk reduces to medium to low.**
- b. Microphones should be sanitised after each use (meeting / practice). **Risk reduces to medium to low.**

Summary

This is the summary of the actions that require addressing are as follows. Those marked High or Medium to High are included in the Risk Register, the remaining actions are advisories:

Ref. No.	Action	By Whom	Priority	Date Completed
1a.	The College building remains closed to any visitors, except those already pre-booked and staff who have obtained permission from the Executive Pastor.	All	High	On-going
1b.	Those resident at Roffey Place should follow the Government's guidelines relating to Covid-19.	All	High	On-going
1c.	Signage has been posted on the access doors for visitors stating that the building is closed, and for anyone who has been granted access into the building what is expected of them as per the relevant guidelines, dependent upon the reason for needing to access the building.	All	High	On-going
2a.	Foundry Lane remains closed to any visitors.	All	High	On-going
2b.	Anyone entering the Foundry Lane must follow the guidelines set out for that particular activity, or as a Kingdom Faith employee.	All	High	On-going

2c.	When Watch Events are hosted in the building similar guidelines to those employed at Roffey Place and Small Groups will be applied in terms of cleaning, etc.	All	High	On-going
3a.	Any un-furloughed staff should work from home, where possible.	All	High	On-going
3b.	If any staff need to come to either Roffey Place or Foundry Lane they should gain permission from the Executive Pastor and follow the guidelines when in the building.	All	High	On-going
4a.	If any staff come to either Roffey Place or Foundry Lane they should follow the stated guidelines when in the building.	All	High	On-going
4b & 7d	As more staff return to work in the buildings the cleaning arrangements etc. need to be reviewed on a regular basis.	Executive Pastor	High	As part of staff returning to the buildings.
5a.	Only Streetlight UK persons can use the Pool Flat.	All	High	On-going
5b.	Once Streetlight UK has finished using the Pool Flat, they must give the areas a deep clean before handing back to Kingdom Faith.	Streetlight UK	High	On-going
5c.	The Pool Flat is out of bounds to anyone else, whether residential or visiting the building until it has received that deep clean.	All	High	On-going
5d.	The Executive Pastor may need to review the use of the Pool Flat by Streetlight UK as more Kingdom Faith staff return to work in the building to enable free access around the building.	Executive Pastor	High	As part of staff returning to the buildings.
5e.	It is the responsibility of Streetlight UK to enforce social distancing guidelines and to ensure attendees to the building follow the rules including the regular washing of hands to protect themselves and others.	Streetlight UK	High	On-going
6a.	The Visitor sign in / out book should be left on the cleaning table along with a First Aid kit.	All	High	On-going
6b.	When anyone enters / leaves any building they should sign in /out in the Visitors book.	All	High	On-going
6c.	As more Kingdom Faith staff return to work, and prior to all the staff returning to work (3 rd November 2020), the arrangements for First Aid cover and Fire Marshall responsibilities will need to be reviewed and subsequently communicated to staff if different to the previous arrangements.	Executive Pastor	High	As part of staff returning to the buildings.
7a.	Access for Small Groups / Prayer Groups to Roffey Place and Foundry Lane is by making a booking through the Church office (2 weeks' in advance). Only one group is booked into each building at any one time.	All	High	On-going
7b.	A one-in, one out, policy should be followed for accessing the toilets, no matter whether it was for the Ladies or Gents toilets.	All	High	On-going
7c.	Small Groups can either meet in the HUB or the Main Auditorium up to six in number as long as social distancing is maintained. Prayer Groups could meet in the Main Auditorium.	All	High	On-going
8a.	The Host Team must read and understand the guidelines for operating Watch Events.	Host Team	High	On-going
8b.	Any cloth covered chairs used for Watch Events are identified by being labelled and should not be touched until a certain time / day (as applicable, e.g. Wednesday 1pm) to allow the recommended 72 hours for any virus to die.	All	High	On-going

9a.	No more than six people can be in the Worship Team, they should be socially distancing during production, and wearing face masks when not in front of the camera.	Worship & Production Team	High	On-going
9b.	Microphones should be sanitised after each use (meeting / practice).	Worship & Production Team	High	On-going

Once these actions have been completed then there would be no reasonably foreseeable risks, or the risks are insignificant and managed properly to comply with the law, and the risk assessment is complete. No further actions are required but the existing controls must be maintained and the assessment reviewed within the stipulated parameters, which should be an annual review or when either the circumstances or activities should change. The circumstances are likely to change on a frequent basis which could occur whenever the Government guidelines are reviewed and amended.