

Norman Road Gospel Hall - Covid-19 Risk Assessment				
Address: 9 Norman Road, Hightown, Wrexham. LL13 7BG				
Date: 22/7/2020 Rev: A				
Assessment undertaken by: Mr P Walker				
Hazard/risk	Persons affected	Risk rating	Control measures	Action by whom
Contacting Covid-19 when entering the hall	All	Low	Phased entry managed to avoid build-up of people clusters. Front door to be marked "entry only" with markings to indicate one way system through building. Doors to be kept open (weather permitting) to limit contact and aid ventilation. Hand sanitiser, masks and wipes will be available on entry. Only one family/group to be in the lobby area at one time.	All to observe
Contacting Covid-19 when leaving the hall	All	Low	Phased exit managed to avoid congestion and people clusters. Exit via front emergency exit marked "exit only" with open doors to limit contact. Direction signs within hall to indicate route. No socialising within hall and limited social contact outside with social distancing.	All to observe
Contacting Covid-19 during meetings in the hall	All	Low	Family groups to be kept socially distancing by 2m. Masks available but remain optional. When coughing, sneezing, attendees to cover mouth with a tissue and dispose of or cough/sneeze into crook of the elbow not into hands. Doors and windows to be open as much as possible to aid ventilation. All attendees will have designated seats. Any visitors will be accommodated if at all possible. Parents to prevent children from wandering about and mixing with others. Kitchen and back room will not be used except in an emergency.	All to observe A record will be kept of each meeting as to who attended
Contacting Covid-19 through hymn singing	All	High	Hymn singing will not be employed and hymn books will not be utilised	All to observe
Contacting Covid-19 through public prayers and sermons	All	High	Prayers to be made with unraised voice. Sermons/ministry to be made from the dais using the PA system by one person per meeting. Seating will ensure social distancing.	Participants to observe
Contacting Covid-19 when taking bread and wine during the Lord's Supper	All	High	Emblems to be distributed in a no-touch manner by pre – arranged elder who, after using hand sanitiser, mask and gloves, will take the loaf and break off a small portion, dropping it into the hands of each person. A different elder, after hand sanitising, etc. will take the cup to each person in turn and pour a small amount into their own individual drinking glass. Items to be sanitised ready for use the following week.	An Elder to dispense to each member

Contacting Covid-19 through giving or counting collection	All	High	Collection money can be dropped into box on wall but with the lid taped open to avoid contact. Money to be counted after the meeting by two men wearing gloves and masks. Money to be bagged and kept safe until it can be banked. Alternative arrangements can be made using bank transfer though this should be optional to respect privacy.	Two men to handle money
Contacting Covid-19 through touch	All	Medium	Attendees to sanitise hands on entry and exit, and when using the toilet facilities. No handshakes or embracing at any stage. Tissues, wipes and hand sanitiser provided to “catch, bin and clear” as required.	All to observe
Contacting Covid-19 from hall surfaces, handles, etc.	All	Medium	Hall to be thoroughly cleaned prior to first use and after each subsequent meeting. Taps, toilets, door handles, light switches, emblem table, offering counting surface, etc. to be sanitised with bleach spray and anti-viral wipes. All bins to be emptied after each meeting and contents bagged and placed in main bin outside.	Cleaning rota and records kept
Contacting Covid-19 through use of toilet facilities	All	Medium	Toilets to be used by one person at a time. Doors to be locked to avoid intrusion. Hand washing and sanitising as recommended. Close lid to flush. Wipe touched surfaces. Disposable paper towels to be used and binned. Parents to supervise children.	All to observe
Contacting Covid-19 through lack of information about Hall’s virus guidelines and policies.	All	High	Information sheet posted at entry point requesting any with Covid-19 symptoms not to enter. Signs to indicate use of hand sanitiser on entry and 2m social distancing within the Hall. Risk assessment to be sent to all members and placed on the Hall’s website. Elders to announce instructions in meetings and to ensure these are observed.	Elders to reinforce, update and adapt guidelines as necessary
An attendee falls ill during a meeting	All	Medium	An attendee showing signs of Covid-19 symptoms (new persistent cough, sneezing, temperature, etc.) should leave immediately, return home and start following government guidelines on self-isolation. If the unwell person is unable to return home without help, a family member, if possible, should take them home. In a worst-case scenario, an ambulance should be called. The meeting will be brought to an orderly close for the safety of other attendees.	Ill person to remove themselves. Elders to bring meeting to a close

Norman Road Gospel Hall - Covid-19 Risk Assessment (Addendum for any Baptism) - To be used in conjunction with main risk assessment				
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Lifting baptistery lid	Participants	High	Ensure area clear of obstacles. Controlled lift with sufficient people using safe lifting techniques. Lid to be placed out of harms way.	Participants
Filling baptistery	Participants	Medium	Ensure area enclosed to prevent accidental fall into tank. Employ hazard warning signs.	Participants
Heating water	Participants	High	Check electrical safety of heaters. Ensure area enclosed to prevent accidental fall into tank. Employ hazard warning signs.	Participants
Observing congregation	All	Low	No more than 30 members or if social distancing allows. All members to adhere to guidelines outlined in the Hall's main Covid-19 risk assessment. Elder to ensure guidelines adhered to	All
Baptism procedure	Participants	High	Baptism by immersion to be performed by a close family member	Participants
Post baptism procedure	Participants	High	Those baptised and baptising to go immediately to changing areas to wash and change. Selected team, preferably from close family members, to wipe down and sanitise any items slashed by water.	Participants
Emptying baptistery	Participants	Medium	Water to be pumped out direct to outside drain.	Participants
Refitting baptistery lid	Participants	High	Controlled lift with sufficient people using safe lifting techniques.	Participants
Cleaning hall	Participants	Low	Selected team to ensure hall is cleaned to standard set out in the main risk assessment	Participants

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