

Covid-19 Risk Assessment

The Calon Lan Centre

| Issue Date | Version Number | Issued by Steven Willshire |
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| 18/11/2020 | 1 | The Calon Lan Centre |

Risk assessment

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| Calon Lan Centre / Mynyddbach chapel | Assessor's name: Steven Willshire | Date completed: 18/11/2020 | Review date: 09/12/2020 |
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| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
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| Access to Calon Lan Centre / Mynyddbach chapel buildings for clergy for all purposes including office work, meetings, courses, events, private prayer and/or live streaming | One point of entry to the Calon Lan Centre / Mynyddbach chapel building clearly identified and separate from public entry if possible | One-way system, in via main door, out via vestry door. | Steven Willshire | Steven Willshire 18/11/2020 |
| | A suitable lone working policy has been consulted if relevant. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Buildings have been aired before use. | Building aired for 3 hours prior to any meetings. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Check for animal waste and general cleanliness. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Ensure water systems are flushed through before use. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Switch on heating systems if needed. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| Deciding whether to open to the public | Discuss with nearby venues and businesses to ensure that the timing and practical | Completed | Steven Willshire | Steven Willshire |

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| | arrangements for using the Calon Lan Centre / Mynyddbach chapel are compatible. | | | 18/11/2020 |
| | Update your website, A Centre/Chapel Near You, and any relevant social media. | Website has links to current Covid-19 Health Guidance. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Consider if a booking system is needed, whether for general access or for specific events/services | Yes. Website has an online booking system. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Include details on requirements such as bringing a face covering in communications. | Online booking system states the requirement to wear face coverings. | Steven Willshire | Steven Willshire 18/11/2020 |
| Preparation of the Calon Lan Centre / Mynyddbach chapel for access by members of the public for any permitted purposes, including worship and tourism | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Review Public Health Guidance on cleaning Calon Lan Centre / Mynyddbach chapel buildings. Complete the 'cleaning' section of this risk assessment (below). | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Read the Public Health Guidance on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt. | Signage is clearly displayed throughout the venue at the entrance. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Choose one point of entry into the Calon Lan Centre / Mynyddbach chapel to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit. | One way system, entrance via main chapel door, exit via vestry door. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | Front of building area to be used as a safe waiting area if required. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Where possible, doors and windows should be opened temporarily to improve ventilation. | Doors and windows to remain open during | Steven Willshire | Steven Willshire |

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| | | meetings. | | 18/11/2020 |
| | Remove Bibles/literature/hymn books/leaflets | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Walk through the Calon Lan Centre / Mynyddbach chapel to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if necessary). | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Clearly mark out seating areas including exclusion zones to maintain distancing. | Tables and seating arranged to comply with 2m distancing. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Entrance and Exit points clearly displayed. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Limit access to places where the public does not need to go, maybe with a temporary cordon in needed. | Signage indicates no go areas. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Determine placement of hand sanitisers available for visitors to use. | Hand sanitiser placed at entrance and on tables. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Determine if temporary changes are needed to the building to facilitate social distancing | Clearly displayed. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Clearly displayed. | Steven Willshire | Steven Willshire 18/11/2020 |

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| | Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | All surfaces sanitised. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days | Yes. Visitors required to sign a guest book upon entry. | Steven Willshire | Steven Willshire 18/11/2020 |
| | Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| Cleaning the Calon Lan Centre / Mynyddbach chapel before and after general use (no known exposure to anyone with Coronavirus symptoms) | If the Calon Lan Centre / Mynyddbach chapel building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Set up a cleaning rota to cover your opening arrangements. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |

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| | All cleaners provided with gloves (ideally disposable). | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Confirm the person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Disposable hand towels removed after each meeting. | Steven Willshire | Steven Willshire 18/11/2020 |
| Cleaning the Calon Lan Centre / Mynyddbach chapel after known exposure to someone with Coronavirus symptoms | If possible close the Calon Lan Centre / Mynyddbach chapel building for 72 hours with no access permitted. | Bookings will normally be 72 hours apart. | Steven Willshire | Steven Willshire 18/11/2020 |
| | If 72-hour closure is not possible then follow Public Health guidance on cleaning in non-healthcare settings. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |
| | If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | Completed | Steven Willshire | Steven Willshire 18/11/2020 |