

Coronavirus risk assessment for churches as employers

Staff and volunteers returning to work in church buildings

Assessors names and church roles: MARK HARRIS – Volunteer / HANNAH HARRIS – Church Secretary / Hollie Noble – Volunteer / GINNY DALEY- Lead Administrator

Church name and location: City Life Church, Chapel Hill, Truro, TR1 3BD

Assessment date: 3/7/2020

Review date(s): 10/08/20; 13/08/20, 15/09/20, 11/01/21, 27/04/21

The Baptist Union of Great Britain has developed this risk assessment template to assist **churches who are employers** as they plan for re-opening their premises. Prior to completing this document, it is recommended that churches read the guidance for churches considering re-opening on the Baptist Union website and review the government guidance and regulations relating to churches re-opening

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>

This template is designed to allow Trustees of a Baptist Church to consider the specific risks relating to their responsibilities for their ministers, staff and volunteers in opening their premises. It should be considered as a supplement to a general risk assessment of the premises.

This risk assessment contains some generic staff related risks, and potential control measures but you may wish to add some risk or control measures of your own that are specific to your staff and volunteers' team, church building and church circumstances. Space has been left in the template for this, but feel free to add additional pages if you believe this to be necessary.

You may also find some of the risks and control measures to not be suitable for your circumstances. If that is the case, we would recommend you make notes as to why these are not suitable as this will allow you to explain your position if it is questioned in future.

It is also important to say that this document should be a living document subject to regular review. You should certainly review it after staff and volunteers have returned to working in your church building and after any change in government regulations or guidance to ensure that the assessment of risks remains appropriate and the control measures are appropriate and are functioning as intended.

Risk:	<p>Unsafe premises - prevention, cleaning and staff, volunteer, congregation and group member safety</p> <p>As the church re-opens after lockdown and, the church must ensure the safety of staff and volunteers returning to work, as well as members of the congregation and groups, by making premises “COVID” secure – unsafe workplace premises raise the risks of virus transmission.</p>
Nature of risk:	<p>There is a direct threat to the health and wellbeing of staff, volunteers and members of the congregation and groups from transmission of the COVID-19 coronavirus while at work. People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1 We will circulate “COVID secure” coronavirus policies and safety procedures to all staff and volunteers; setting out how staff and volunteers should behave and the precautions they must adopt during the pandemic to keep them safe.	Y	Administrator	
2 We will circulate a summary of the “COVID secure” policies and safety procedures to any members of the congregation entering the building	Y	Administrator	Emails to be sent prior to people attending groups with summary and laminated copies available in building.
3 We will require staff and volunteers to practice effective social distancing while in and around the workplace, while travelling to work and in all work activities.	Y	ALL	Visitors to the building will be required to confirm they have understood the measures and agree to comply with them
4 We will require members of the congregation to practice effective social distancing in and around the church building	Y	City Life team	Chairs and tables set out in conformity to this – distances will be increased in times of higher risk
5 We will ask congregation members attending the livestreamed service to arrive by 9:50 to be briefed prior to the service	Y	Group leader/stewards	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
6 We will request that everyone who enters the church building (or the office) signs in and out, and leaves a contact number or scan the track and trace QR code	Y	Administrator	Sign in sheets available at all entrances
7 We will record a seating plan when members of the congregation are using the building, which will be retained with the sign in sheets, in case of a positive test/ symptoms developing in any attendees	Y	Group leader/stewards	Test and Trace records will be retained securely for 21 days, then destroyed.
8 We will reinforce key Government public health messages to all staff, volunteers and members of the congregation or group attenders	Y	Administrator	Included in 1. and 2. Above. Public health signs to be displayed
9 We will consult with staff and volunteers and fully involve the staff and volunteer team at all stages of the pandemic.	Y	Church Secretary	Staff consultation was carried out 2/7/20
10 We will make any adjustments to the workspace /rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work.	Y	Church Secretary	In place
11 We will follow government health and travel advice for all essential staff and volunteers travel.	Y	ALL	Included in 1. Above
12 We will provide hand sanitiser at entry and exit points and in all staff and volunteer areas, including toilets, rest areas and file stores.	Y	Cleaning Volunteers	Sanitiser is available
13 We will provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection if required in individual risk assessments and method statements e.g. cleaning.	Y	Cleaning Volunteers	PPE is available as required. Volunteers will be instructed in its use if necessary.
14 We will increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff and volunteers have access to suitable detergents, disinfectants and PPE.	Y	Cleaning Volunteers	All group leaders to ensure cleaning carried out at end of activities

Control Measures	Control in place (Y/N)	Person Responsible	Comments
15 We will provide additional waste removal facilities and more frequent rubbish collection.	Y	convener of each on-site event	Thorough cleaning to be carried out after every visit. The convener of each on-site event is responsible for ensuring that cleaning is carried out after the event and all waste disposed of as directed.
16 We will display appropriate public health posters and notices around the workplace and on websites.	Y	Administrator	In place
17 We will state clearly that staff and volunteers are not required to wear face coverings while at work but may do so if they wish	Y	Administrator	Included in 1. above Volunteers choosing not to wear a mask must ensure that they maintain 2m social distancing at all times. Mask wearing will be strongly encouraged at times of higher risk.
18 We will ask all members of the congregation to bring and wear their own masks when in the building. Spare disposable masks will be available on entry, along with sanitiser and gloves, with clear instructions on how to put on and dispose of mask	Y	administrator	
19 Hand sanitiser will be available at multiple locations throughout the building	Y	administrator	
20 We will ensure that all touched surfaces are wiped down after a session in the building	Y	Group leaders/stewards	
21 We will require congregation members to remain in their seats, except to use the toilet, and not to sing or shout.	Y	Stewards	
22 We will ask congregation members to bring their own bibles for the Sunday service and any groups during the week	Y	Administrator	
23 Only a small set group of singers will be allowed to sing during worship, and must be at a safe distance from everyone else in the building	Y	Service leader	During times of higher risk, only a single musician will sing and lead worship

Control Measures	Control in place (Y/N)	Person Responsible	Comments
24 A plexi glass screen will be used to separate the singer(s) from other musicians, and each other, if from different households. This will be cleaned after any singing	Y	Sunday morning team	
25 We will ask parents to supervise their young children, and remind them to sanitise hands and maintain social distancing rules. Children under 11 do not have to wear face coverings. Public Health England advise that children under the age of 3 must not wear a face covering.	Y	Service leader/ stewards	To be included in any briefing prior to attendance
26 Any toys or resources provided for the use of children during services will not be shared and will be thoroughly cleaned or quarantined for 72 hours after use.	Y	Children's pastor	
27 Communion will be distributed by someone wearing a mask and with sanitised hands. Contact will be avoided between the distributor and those receiving. No one will speak over the consumables	Y	Service leader/stewards	Included in 1 above
28 We will encourage people to give any donations online, but when not possible, cash will be collected in the fixed collection box, and handled by one individual, wearing gloves. Ideally, cash will be securely quarantined for 72 hours before handling	Y	Treasurer	Collection box in lounge to be used for any cash donations. Treasurer not to open this until Weds at the earliest.

Risk:	Homeworking, hot-desking and equipment sharing Staff and volunteers working together in workplace premises inevitably raises the risk of virus transmission. Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further
Nature of risk	Working in the church building increases risk because of shared desks and equipment. Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
29 Homeworking should be the preferred method of work, wherever possible, and only staff and volunteers who need to be on-site should attend workplace premises.	Y	Trustees	Information circulated to members asking them not to visit the building during times of high risk
30 We will plan for the minimum number of people needed on site to operate safely and effectively, and we will review all staff and volunteers job roles in order to facilitate and encourage homeworking wherever appropriate.	Y	Trustees	Measures in place During times of higher risk essential activities, such as producing the Sunday livestream, will take place with the smallest possible fixed team of staff and volunteers.
31 We will review our homeworking policies to ensure that sufficient support is provided to homeworkers.	Y	Trustees	No formal homeworking policy. Team meet regularly via Zoom or Teams to provide support to one another.
32 We will monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security.	Y	Pastor / Trustees	As 31
33 We will provide extra IT support to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems.	Y	Volunteers / Trustees	Sufficient at present
34 We will help homeworkers to stay connected to the rest of the workforce as appropriate.	Y	Pastor / Trustees	Measures in place

Risk:	Ineffective social distancing Ineffective social distancing is a key element in the transmission of COVID-19
Nature of risk	The main route of virus transmission is through droplets exhaled or coughed by an infected person. Social distancing refers to people being required to maintain a distance from each other of 2 metres, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
35 We will review of all work premises to identify suitable adaptations which will support social distancing	Y	Administrator	Access instructions and measures included in 1. above
36 We will set up offices and workspaces to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc	Y	Administrator	Access instructions and measures included in 1. above
37 We will arrange our workstations and desks with a minimum separation between them – where necessary screens will be fitted	Y	Administrator	Access instructions and measures included in 1. above
38 We will establish maximum occupancy limits for offices and work areas and wherever possible we will reduce the need for staff and volunteers to move around within the workplace.	Y	Administrator	Access instructions and measures included in 1. above
39 We will replace face-to-face meetings wherever possible with video/ phone conferencing.	Y	ALL	Meetings are carried out by a wide range of staff and volunteers, making this difficult to monitor. Instructions and advice are included in 1. above.
40 We will hold essential meetings in well ventilated rooms with appropriate social distancing in place – limiting numbers to essential members only and use phone/video conferencing, etc. We will consider the possibility of outdoor meetings.	Y	ALL	Meetings are carried out by a wide range of staff and volunteers, making this difficult to monitor. Instructions and advice are included in 1. above.
41 We will carry out any essential training/ recruitment by using email/online e-learning wherever possible rather than bringing people together face to face.	Y	Administrator	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
42 We will display notices in all premises reminding staff, volunteers, congregation and group members of the key infection prevention requirements, including the need to maintain safe distancing.	Y	Administrator	In place
43 Where social distancing guidelines cannot be followed in full, in relation to a particular activity, we will carry out further risk assessments and consider whether that activity needs to continue.	Y	convener of the event	Support to be offered by Administrator or volunteers if required
44 Where such activities need to continue, we will put appropriate mitigation methods into place, such as increased hand washing, increased environmental cleaning, keeping the activity time involved as short as possible, reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others).	Y	Administrator	Instructions and advice are included in 1. above. Support to be offered by Administrator or volunteers if required
45 We will ensure that the maximum number of people permitted in the main building allows for effective social distancing between households. With larger numbers in the building, extra care will be taken to ensure adequate ventilation.	Y	Group conveners	People sharing sofas must be from the same household. Households must be seated at least 1m from others, with sufficient 2m aisles to allow for access and at least 2m from those leading the service.
46 We will place all chairs for the congregation and groups at least 1m apart, and instruct members of the congregation not to move the chairs closer than 1m together	Y	CLC team	Greater distancing will be used where possible and appropriate

Risk:	Higher risk areas of the workplace /church buildings Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets and staff rooms
Nature of risk	Heavily used areas of the workplace are more likely to present an infection transmission risk. Essential for staff and volunteers to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination. A number of staff and volunteers going to the toilet together may compromise their ability to comply with social distancing. Increased risk of people coughing and touching door handles, taps and toilet flush handles.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
47 We will ensure that higher-risk high traffic areas of the workplace are COVID secure by applying appropriate safety precautions, including stressing the need for staff and volunteers to follow good hygiene practice at all times while at work.	Y	Administrator ALL	Instructions and measures included in 1. Above Compliance is the responsibility of ALL
48 Team members and group leaders may use the kitchens, for the preparation of drinks and food, when permitted by government guidance. Strict occupancy limits, hand washing and additional cleaning procedures laid out in the main policy must be adhered to.	Y	Team Group leaders Cleaning volunteers	Included in 2. Above When preparing drinks for others, masks must be worn. If serving refreshments to a group (where permitted by government guidance), refreshments must be delivered to seated recipients at their tables to avoid congestion. Kitchens should not be used during times of highest risk.
49 Toilets supplied with disposal hand towels or dryers (not a reusable towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	ALL	Instructional signage in place Compliance is the responsibility of ALL
50 We will set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	ALL / convener of the event	Thorough cleaning to be carried out after every visit. The convener of each on-site event is responsible for ensuring that cleaning is carried out after the event.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
51 The toilets in the lounge area will be only for the use of congregation and group members and the single toilet to the rear of the building will be for the use of the livestream team, during the Sunday service	Y	Stewards/Group leaders/Livestream team	
52 Clear pathways to the toilets, and to/from entrances and exits must be maintained	Y	Group leaders/stewards	
53 We will introduce enhanced cleaning of toilet facilities, provision of more waste facilities and more frequent rubbish collections where necessary.	Y	Cleaning Volunteers	Group leaders are responsible for ensuring cleaning is carried out after each session.
54 We will ask members of the congregation to enter from the front door and the livestream team only to enter from the side door. This will also avoid people tripping over cables	Y	Stewards/Group leaders/Livestream team	
55 In the event of a fire, we will ask people in the lounge area to depart via the front doors, unless fire blocks this exit		Group leaders/stewards	
56 Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	ALL / Cleaning Volunteers	Instructional signage in place Compliance is the responsibility of ALL Enhanced cleaning regime in place
57 We will print handwashing instructions/posters and display them throughout workplace	Y	Administrator	Instructional signage in place Compliance is the responsibility of ALL
58 We will prioritise use of facilities by people with disabilities where necessary, eg disabled toilet use, use of lifts, etc	Y	ALL	Male and female toilets currently closed – everyone is to use disabled facilities

Risk:	Vulnerable and extremely vulnerable staff and volunteers (and congregation members) Some staff and volunteers may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection.
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Nature of risk	<p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories – please see notes at the back of this risk assessment for more detail on the moderate-risk and high-risk categories. People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements.</p> <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19.</p> <p>There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19.</p>
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Control Measures	Control in place (Y/N)	Person Responsible	Comments
59 We will identify and be aware of staff and volunteers who fall into vulnerable and extremely vulnerable categories so we can ensure that they are given adequate protection and support to enable them to comply with government health recommendations.	Y	Pastor	staff and volunteers who fall into vulnerable and extremely vulnerable categories encouraged not to attend the building unless absolutely necessary
60 We will offer furlough arrangements to extremely vulnerable “high-risk” staff and volunteers or, where it is possible or appropriate for them to safely work from home without risk, we will enable this to happen.	Y	Trustees	Furlough in place
61 We will consider staff and volunteers in the vulnerable “moderate risk” category on a case by case basis – wherever possible they will be supported to work from home.	Y	Trustees	
62 We will offer additional protection to staff and volunteers in the vulnerable “moderate risk” category who cannot work from home and wish to return to work so that they can achieve effective social distancing.	Y	Trustees	
63 We will not expect any member of staff or volunteer in the extremely vulnerable “high-risk” category to come	Y	Trustees	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
to work during the pandemic crisis or during recovery from the lockdown.			
64 We will stay in touch with vulnerable or extremely vulnerable staff and volunteers who are staying at home by phone to ensure they are well and to prevent them from feeling isolated. (As they cannot leave their home at all, the church will help to provide additional support for any extremely vulnerable high-risk staff and volunteers who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere).	Y	Pastor / Trustees	Contact regime in place
65 All reviews of staff and volunteers roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, (eg disabled staff and volunteers)	Y	Trustees	
66 We will make reasonable adjustments to avoid disabled workers being put at any disadvantage.	Y	Trustees	
67 We will put special provisions in place to protect those who are new or expectant mothers, following government guidance. Managers should refer to existing policies regarding new and expectant mothers, eg entitlement to furlough or suspension on full pay if suitable safe roles cannot be found.	Y	Trustees	
68 We will make arrangements for flexible or home working, if needed, to enable parents of young children to provide necessary care.	Y	Trustees	
69 We will make arrangements for flexible or home working, if needed, to enable staff to carry out their	Y	Trustees	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
caring responsibilities for elderly parents and other close relatives.			
70 Any congregation members who fall into the vulnerable or extremely vulnerable categories who want to attend a gathering will be advised to carefully consider and strongly advised against attending if there is a high risk	Y	Administrator/Stewards	This advice will be shared at point of booking and at point of arrival

Risk:	Staff and volunteers ill health and staffing levels Low staffing hazards due to high rates of staff and volunteer sickness or staff and volunteers having to self-isolate themselves at home or remain at home because they are shielding.
Nature of risk	Staff and volunteers, or those in their households, may get sick with coronavirus infection and pass the virus to others in the workplace. People who have symptoms must follow the government's self-isolation guidelines before returning to work. Those who are considered extremely vulnerable are advised to shield themselves at home.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
71 Staff and volunteers who are considered extremely vulnerable or high-risk will not be expected to attend for work in the workplace - where possible or appropriate they will be furloughed or supported to work from home.	Y	Trustees	
72 We will make sure that all staff and volunteers know that that no member of staff and volunteers should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell.	Y	Trustees	Included in 1. Above
73 We will give clear guidance to staff and volunteers who are sick or self-isolating that they should phone immediately and inform their supervisor – on no account should they attend for work.	Y	Trustees	Included in 1. Above
74 We have talked to staff and volunteers about the potential need to ask them to carry out different tasks or responsibilities whilst other staff and volunteers are still furloughed or where flexible furlough is used.	Y	Trustees	
75 We will consider the necessary staffing levels for each church activity and only operate those where we can provide enough staff and volunteers for activities to run safely.	Y	convener of the event	Support to be offered by Administrator or volunteers if required

Control Measures	Control in place (Y/N)	Person Responsible	Comments
76 We will make sure that our staffing and volunteer levels for all children's activities meet the ratio requirements set out in our safeguarding policy.	Y	Children's Pastor	

Risk:	Premises access and travel Travel to and from work may lead to greater risk of virus transmission
Persons at risk	Public transport may be restricted in order to achieve social distancing on trains, buses, etc. Access to buildings may create a virus transmission risk if staff and volunteers all seek entrance at once or are channelled through single points of entry. Risks may be increased for disabled staff and volunteers who may have reduced options for access.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
77 We will ensure that staff and volunteers and volunteers do not congregate at entrances and exits, and ensure that all access points have supplies of sanitiser available	Y	Administrator	Included in 1. above
78 We will review disabled access policies and arrangements to ensure safe entrance or exit for disabled staff and volunteers.	Y	convener of the event	Support to be offered by Administrator or volunteers if required
79 We will use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate.	Y	convener of the event	Support to be offered by Administrator or volunteers if required
80 We will enable flexible/staggered working arrangements so that staff and volunteers can avoid travelling at peak times or all arriving or leaving at the same time.	Y	Trustees	
81 We will provide hand sanitiser at entrances and exits	Y	Cleaning Staff / convener of the event	Currently in place. Convener of the event to ensure measures are in place prior to event taking place.
82 We will ask staff and volunteers not to share cars wherever possible and we will limit use of any church minibuses, etc	Y	Administrator	Included in 1. above Masks must be worn if members of different households share cars
83 We will support staff and volunteers to walk or cycle to work wherever possible, e.g. providing safe bike storage	Y	Administrator	Included in 1. above

Control Measures	Control in place (Y/N)	Person Responsible	Comments
84 We will ask staff and volunteers not to use public transport if at all possible – where they do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc. In all cases non-essential travel for work purposes should be minimised.	Y	Administrator	Included in 1. above

Risk:	Cases of possible infection on-site People becoming unwell while on-site or a symptomatic person using a site
Nature of risk	High risk of transmission.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
85 If a member of staff, volunteer or congregation or group member becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough, a high temperature or change in sense of taste or smell) we will send them home and advise them to follow government advice to self-isolate.	Y	Administrator / convener of the event	
86 All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets.	Y	Administrator / convener of the event	Cleaning supplies available
87 Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.	Y	Administrator / convener of the event	Cleaning supplies available
88 For cleaning areas contaminated by a symptomatic person, cleaning staff and volunteers should use disposable cloth or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine. Cleaning staff and volunteers must wear appropriate PPE.	Y	Convener of the event / Cleaning Volunteers	Cleaning supplies available
89 Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.	Y	Convener of the event / Cleaning Volunteers	Cleaning supplies available

Review/Revision Record

Date of Review	Confirmed by	Comments
10 August 2020	Hannah Harris	Hollie Noble has updated the policy to include new activities and to take account of updated guidance.
13 August 2020	Hannah Harris	Ginny Daley updated to ensure agreement with main Covid Secure policy, clarified procedures and removed the need to take photographs of congregation at events.
15 September 2020	Hannah Harris	Ginny Daley – removed control 21 (quarantine of chairs). Edited control 23 to reflect latest guidance on a ‘small, set group’ of singers. Edited control 47 to allow use of kitchens for the preparation of drinks. Removed comment on control 52 about leaving rubbish for 72 hours as this only applies in the event of a deep clean being required. Removed control 54, requiring users to wipe toilet seat after use. Updated controls 67&68 to allow for flexible or home working rather than furlough. Added change in sense of taste or smell to control 85 , in list of symptoms. Clarified control 88 to indicate these additional deep cleaning requirements are only for cleaning after a symptomatic person has been onsite. Edited control 82 to specify that masks must be worn when sharing lifts. Added control 26 to include cleaning or quarantining of toys and resources used by children in services. Updated control 45 to reflect increased capacity under revised layout.
11 January 2021	Helen Holmes	Ginny Daley – Updated to include provisions for times of higher risk, including during national lockdown. Changes made to controls 4 , 17 , 23 , 30 , 46 , 48 . Controls 19 & 20 updated to reflect changes in room layout for congregation.
14 th April 2021	Helen Holmes	Updated Control 48 to defer to government guidance as to when refreshments (including food) can be served. Updated Control 45 to allow for flexible capacity, depending on household groupings.

Identifying those staff and volunteers who are especially vulnerable in either high or moderate risk categories

Vulnerable (moderate risk) people include

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant

Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible – they can go to work if they cannot work from home

Extremely vulnerable (high risk) people include those who:

- solid organ transplant recipients
- people with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)

- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

Those in the “high risk” (extremely vulnerable) category are subject to special “shielding” arrangements – during times of high virus transmission they are advised to self-isolate and not leave home for any reason.

People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements.