

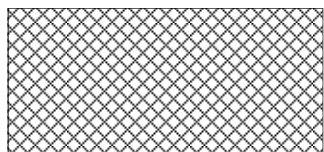
<b>Church:</b> Pound Lane Free Church	<b>Assessor's name:</b> Dave Hall	<b>Version 1.0</b> <b>Date completed:</b> 15/07/20	<b>Review date:</b> 15/10/20
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<b>Area of Focus</b>	<b>Controls required</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<b>Deciding whether to open to the public</b>	Update website and any relevant social media	Matthew	05/07/20 Matthew Hall
	Give due notice of the resumption of use of the building to congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Pastor	13/07/20 Dave Hall
<b>Preparation of the Church for access by members of the public for any permitted purpose</b>	Clean through building in preparation for opening – see “Cleaning plfc” document	Sue / Pastor / Suzanne	14/07/20 Dave, Sue & Suzanne Hall
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Pastor	07/07/20 Dave Hall
	Where possible, doors and windows should be made capable of being opened temporarily to improve ventilation.	Pastor	14/07/20 Dave Hall
	Remove Bibles/literature/hymn books/leaflets	Suzanne & Sue	14/07/20 Sue & Suzanne Hall
	Remove cushions from use gallery and chapel	Pastor	10/07/20 Dave Hall
	Remove or isolate children’s resources and play areas	Sue	14/07/20 Sue Hall
	Walk through the church to plan for physical distancing in seats, aisles, including safe flow of visitors. Remember 2m in all directions from each person.	Matthew & Pastor	14/07/20 Matthew & Dave Hall
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Pastor, Sue & Suzanne	13/07/20 Dave, Sue & Suzanne Hall
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Matthew & Pastor	14/07/20 Matthew & Dave Hall

Area of Focus	Controls required	Action by whom?	Completed – date and name
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed. This will include Kitchen, extension Hall, and any area upstairs in the Extension.	Pastor	11/07/20 Dave Hall
	Determine placement of hand sanitisers available for visitors to use.	Pastor	14/07/20 Dave Hall
	Determine if temporary changes are needed to the building to facilitate social distancing	Pastor	08/07/20 Dave Hall
	Put up notices to remind the public about important safe practices e.g. no physical contact, practice hand washing etc.	Pastor	14/07/20 Dave Hall
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Sue	14/07/20 Sue Hall
	Check that handwashing facilities (kitchen) have adequate hand wash provision and paper towels, and a bin for the paper towels.	Sue	14/07/20 Sue Hall
	Where there are toilet facilities, ensure an adequate supply of hand wash and disposable hand towels, and a bin for towels.	Sue	14/07/20 Sue Hall
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Sue	14/07/20 Sue Hall
	Make provision to record name and telephone number or address for everyone attending any meeting retain each day's record for 21 days	Pastor	10/07/20 Dave Hall
	Determine method of preparing food and drink and serving it both for Communion and Coffee Morning. Document as "plfc Food and Drink"	Sue, Suzanne & Pastor	16/07/20 Sue, Suzanne & Dave Hall
	Ensure all that are involved in preparing food and/or drink have read and understood what is required of them	Pastor	17/07/20 Dave Hall
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	Put into action cleaning plan as follows (see "plfc Cleaning" document): If the church 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. If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Pastor	16/07/20 Dave Hall

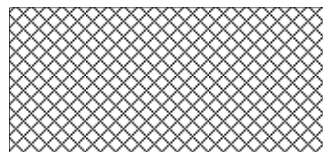
Area of Focus	Controls required	Action by whom?	Completed – date and name
	Set up a cleaning rota to cover your opening arrangements.	Pastor	10/07/20 Dave Hall
	All cleaners to be provided with gloves (ideally disposable).	Pastor	16/07/20 Dave Hall
	Suitable cleaning materials provided, depending on materials to be cleaned.	Sue	14/07/20 Sue Hall
	Confirm person responsible for removing potentially contaminated waste (e.g. face masks and tea towels) from the site.	Pastor	14/07/20 Dave Hall
	Confirm the frequency for removing potentially contaminated waste from the site – suggested daily removal.	Pastor	14/07/20 Dave Hall
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	Put plan into action (see “plfc Cleaning” document) which states: Close the church buildings for 72 hours with no access permitted. Once the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Pastor	16/07/20 Dave Hall

Signed as checked and completed as recorded:



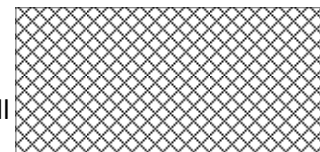
Dave Hall

17<sup>th</sup> July 2020



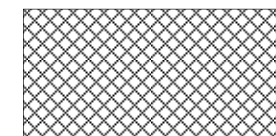
Sue Hall

17<sup>th</sup> July 2020



Matthew Hall

17<sup>th</sup> July 2020



Suzanne Hall

17<sup>th</sup> July 2020

(Original bears signatories' signatures)

## Review/Revision Record

Date of Review	Confirmed by	Comments
15 Oct 2020		