

## Risk Assessment for reopening St George's Church following Covid 19 lockdown



St George the Martyr

Area of focus	Controls required	Additional information	Action by whom?	Completed date and name
Preparation of the church for Sunday services	Determine sustainable pattern of services.	Duplicate service at 9.00am and 11.00am agreed.	Ministry Team Standing Committee	30/06/2020
	Separate points of entry and exit to keep one-way flow of people, keeping emergency exits available at all times. Ensure all access is appropriate for the disabled.	Entry via West door, through cloister. West door set to automatic. All internal doors kept open. Exit via North door, blocked open. Glazed sections of North Meeting Room opened.	BB/AB	01/07/2020
	Support worshippers to maintain 2 metre social distancing on arrival and departure and to avoid congregating.	Volunteer welcomers to welcome, encourage worshippers to enter church quickly, and instruct where to sit.	Training/guidance to be provided to welcomers before each service. Guidance sheet provided.	05/07/2020 AB
	2 metre distancing to be observed within church and where this can't be achieved (central aisle) at least 1 metre to be observed and people not to face one another.	Pews to be rearranged to facilitate 2 metre distancing. Maximum of 3 people/pew [1 couple + 1 single OR 2 single] 2 rows of 8 pews, plus seating for mobility challenged seating in front of North Meeting	Welcomers to guide people to seats to avoid bunching.	04/07/2020 AB/BB Stewards to be briefed 4/07

	Room, using chairs. Overflow seating using pews on north and south sides, plus chairs/pews in NMR.		
Social distancing to be encouraged in car park.	Worshippers advised to park in South car park and walk round. North car park kept for those with mobility issues. Marking on floor to indicate 2 metre queuing.	Information given in pre-opening communication. Letter sent to electoral roll 02/07	02/07/2020 AB/BB
Where possible, doors and windows should be opened to improve ventilation.	West and North doors to be left open during the services.	Welcomers	05/07/2020
Remove bibles/literature/hymn books/leaflets. Determine safe use of service sheets.	2 sets of service booklets, one for each service. To be placed on pews (2 per pew) and left in box as worshippers leave the service, then quarantined until following week.	Welcomers	05/07/2020
Remove cushions/kneelers	Actioned. Small number of cushions to be available for those in need – sprayed and quarantined after use.	BB/AB	04/07/2020
Walk through church to plan for physical distancing in seats/aisles, ensuring 1 plus metre distancing as minimum (2 metre where practical)	Actioned.	BB/AB	30/06/2020
Determine placement of hand sanitiser available for visitors to use.	To be placed prominently in glazed cloister with clear signage. Also near front of aisle for use before receiving communion and at exit.	BB/AB	05/07/2020

Communion	Worshippers to follow one-way system, guided by welcomers. Approach Priest via centre of aisle, return to seat via North door and outside. Mobility challenged to remain seated. Priest to administer wafer only after sterilising hands (before and after administering communion). Distribute wearing face mask. Children's Groups will enter for communion through access discrete to them and socially distanced following markings on the floor. Hands to be gelled on entry.		05/07/2020 BB
Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Clear signage to guide worshippers. Floor marked to show social distancing requirements.	BB/AB	04/07/2020
Put up notices to remind visitors about important safe practices, e.g. no physical contact, hand sanitiser, etc.	St George's logoed signs already created. Check appropriate for services and ensure in place.	AB	04/07/2020
If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each register for 21 days.	Churchwardens to tick attendees against parish database. List to be kept locked in office for 21 days, then shredded.	Churchwardens	05/07/2020

	Close toilet (except for emergency use).	To be unlocked using snib during services (screwdriver near pigeon holes. Sign returned and toilet checked for cleanliness/supplies on Tuesday am, then locked.	AB	05/07/2020
	Ensure all waste receptacles have disposable liners to reduce the risk of those responsible for removing them.	Remove all bins, except one for disposal of cleaning products. AB to empty bins on Tuesday am.	BB/AB	04/07/2020
	Live streaming	Ensure the safe use of equipment for live streaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard. Do not film people as they receive communion.	GC/BB	03/07/2020
	Musical accompaniment	CG/MG permitted access to organ loft. Antibacterial cleaner to be provided for CG to wipe any surfaces touched on way in/out of organ loft. Possible for solo singer to stand more than 3 metres apart from anyone else. No hymn singing.	AB	05/07/2020
	Collection of money	Possibility of using Goodbox system for contactless payments to be considered at Standing Committee. Cash to be collected and counted at tend of service, then left	Collection plate left near exit with Goodbox. Welcomer/churchwarden to count money and lock away for 72 hours.	

		securely for 72 hours before banking.		
	Involvement of laypeople	Readers and intercessors to use separate facilities – lectern for one user only.	AB	05/07/2020
	Sunday Club/CIA	Children’s activities to be held in LMR and vicarage garden if extra space required.	KW/TW to assess space based on appropriate social distancing.	04/07/2020
		Children to be delivered by parents to south side church door. To be met by volunteers.	Children will use hand sanitiser. Can wear masks if they wish. As will volunteers.	05/07/2020
		Limited use of craft materials.	Children encouraged to bring own pencil case and no toys.	05/07/2020
		No food or drink offered to children.		05/07/2020
		Parents collect children at end of service.	Parents will wait outside door/gate and children taken to them.	05/07/2020
Cleaning the church before and after Sunday services (no known exposure to anyone with Coronavirus symptoms).	If the church building has been closed for 72 hours between periods of being open then there is no need for cleaning.	Noted that after the 11am service cleaning is not required of areas not accessed for Tuesday private prayer.		
	If 72 hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		AB	05/07/2020
	Set up cleaning rota to cover both Sunday services		AB	03/07/2020

	All cleaners provided with disposable gloves and face masks.	Provided at cleaning station at back of church.	AB	05/07/2020
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Provided at cleaning station at back of church.	AB	05/07/2020
	Spray/wipe down all surfaces that can be touched after 9.00am service. Rope off pews after 11.00am service - no need to clean.	Cleaning rota created with guidance sheet for what is to be cleaned.	AB	05/07/2020
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible, close the church building for 72 hours with no access permitted.	Close church for 72 hours. Notices placed on both doors. This will include for private prayer on Tuesdays.	AB	
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning non-healthcare setting.			
	If the building has been quarantined for 72 hours, then carry out cleaning as per normal advice.			

\*NB – all volunteers to be from low risk groups, to already have safeguarding basic training, and to sign a Volunteer Agreement outlining expectations of the role especially with regards to personal safety.

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