

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



St John the Evangelist

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.	Service at 9.30am agreed, (working in conjunction with St George's opening)	Ministry Team Standing Committee	30/06/2020 GSC
	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 main South Door. All internal doors kept open. Exit via South door. Vestry door provides disabled access.	Stewards on Duty/ Presiding Minister.	01/07/2020 GSC
	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. Seats identified by spaced service booklets.	Training/guidance to be provided to welcomers before each service. Guidance sheet provided.	05/07/2020 GSC
	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 near Children's area.	Welcomers to guide people to seats to avoid bunching. Stewards to be briefed	04/07/2020 GC

Social distancing to be encouraged in car park.	Worshippers encouraged to walk if possible.	Information given in pre-opening communication. Letter sent to electoral roll 02/07	02/07/2020 GSC
Where possible, doors and windows should be opened to improve ventilation.	Vestry and Main Entrance doors to be left open during the services. Lady Chapel door unlocked for fire exit.	Welcomers	05/07/2020 GSC
Remove bibles/literature/hymn books/leaflets. Determine safe use of service sheets.	Service booklets to be placed on pews (2 per pew) and left in box as worshippers leave the service, then quarantined/untouched until following week.	Welcomers	05/07/2020 GSC
Remove cushions/kneelers	Actioned.	GSC/DO	04/07/2020
Walk through church to plan for physical distancing in seats/aisles, ensuring 2 metre distancing as minimum.	Actioned.	GSC/DO	30/06/2020
Determine placement of hand sanitiser available for visitors to use.	To be placed prominently in nave at baptistry/entrance. Also near front of aisle for use before receiving communion and at exit.	GSC/DO	05/07/2020
Communion	Worshippers to follow one-way system, guided by welcomers. Approach Priest via centre of aisle, return to seat via side ambulatory aisles. Mobility	GSC	05/07/2020 GSC

	challenged to remain seated. Priest to administer wafer only after sterilising hands (before and after administering communion). Distribute wearing face mask.		
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.	GSC/DO	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.	GSC/DO	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.	GSC/ Churchwardens	05/07/2020
Close toilet (except for emergency use).	Not 'advertised', but Parish Room loos (accessible) To be available during services	GSC/DO	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.	GSC/DO	04/07/2020
Live streaming (not yet in place at St John's)	Ensure the safe use of equipment for live streaming: avoid exceeding safe load on sockets, cables/tripod causing	GC/BB	03/07/2020

		trip hazard. Do not film people as they receive communion.		
	Musical accompaniment	CS permitted access to organ loft. Antibacterial cleaner to be provided for CS 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.	GSC/DO	05/07/2020
	Collection of money	Cash to be collected at end of service, then left securely (vestry) for 72 hours before counting and banking.	GSC/DO	05/07/2020
	Involvement of laypeople	Readers and intercessors to use separate facilities – lectern for one user only.	GSC/ Churchwardens	05/07/2020
	Children	Children's activities to be held at back of church. At present we don't have children in church, so this is not an issue.	GSC	04/07/2020
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 9.30am service cleaning is not required of areas not accessed for Wednesday private prayer.	GSC/ Churchwardens	05/07/2020
	If 72 hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		GSC/ Churchwardens	05/07/2020

	All cleaners provided with disposable gloves and face masks.	Provided at cleaning station at back of church.	GSC/ Churchwardens	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.	GSC/ Churchwardens	05/07/2020
	Spray/wipe down all surfaces that can be touched after 9.30am service. Set up for Wednesday on Tuesday		DO	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.	GSC/ Churchwardens	
	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.

Issued – 03/07/2020

Revised – 08/07/2020