

RISK ASSESSMENT FOR POST-LOCKDOWN SUNDAY SERVICES

The risk is catching Covid-19 coronavirus. The measures below are to mitigate the risk.

PREPARATION OF THE CHURCH FOR SUNDAY SERVICES

Important things to note to keep people safe

	RESPONSIBLE
Point of entry to the church building clearly identified.	Dave
Alternative exit point Identified and signed	Dave
Emergency evacuation procedure already known and rehearsed	Welcomers
Signage In place to manage possible queues outside	Dave
Furniture moved to facilitate social distancing	Dave and Radcliff
Welcome Team briefed about social distance Issues	Dave, Carol, Robert
Band moved to chancel to maximise space and to distance solo singer from congregation	Dave and Richard

SAFETY OF STAFF AND VOLUNTEERS - Important things to note to keep people safe

Building to be thoroughly cleaned before first service, then spot cleaned between services	Radcliff
Staff and Volunteers to maintain social distance	Staff
Welcomers to have Visors and Gloves	Radcliff
Verger to have Visor/mask, gloves and plastic apron for cleaning	Radcliff
Communion Ministers to administer bread only, at arm's length, without any words, and without touching communicants <i>Additional information: Announced from front. Instructions on Hymn sheet</i>	Ministers
No sharing of microphones or Instruments. Mics to be sanitised before and after each service	Dave and Richard
Drummers to have own sticks. Drums sanitised between services	Dave and Richard

SAFETY OF WORSHIPPERS - Important things to note to keep people safe

All contact surfaces cleaned before, between and after services	Radcliff
Maximum 100 people allowed In church at any time <i>Congregation Informed and asked to divide between services</i>	Dave and Robert
Prominent signage re: social distancing	Dave
Seating arranged to allow for 1 metre+. Congregation sit in rows 1 metre apart and side by side minimum 1.5 metres apart. No face to face interaction	Welcomers
If a queue forms outside signage and Welcomer will ask that people maintain social distancing <i>Signage</i>	Welcomers
Direct all users to enter and leave the building carefully, avoiding bottlenecks. Café door open on exit to avoid pinch points as people leave <i>Announced from front. Instructions on Hymn sheet</i>	Welcomers
Hand sanitiser to be used by all who enter. <i>Signage</i>	Welcomers

Worshippers encouraged to use masks <i>Congregation Informed in advance</i>	Dave
Seating positions marked to ensure distancing	Dave
No food or drink in church <i>Signage</i>	Welcomer
Chairs and pews widely spaced	Dave and Radcliff
External and Internal doors wedged open	Dave and Radcliff
A good supply of liquid soap and disposable hand towels will be available in toilets	Radcliff
Children to be supervised by parents <i>Announced from front. Instructions on Hymn sheet</i>	Ministers
No shared books or papers - single use sheets for all services, placed on chairs before service	Welcomers
No congregational singing <i>Announced from front. Instructions on Hymn sheet</i>	Ministers
Solo singer 6 metres away from congregation, singing via sound system. No voice projection and no shouting	Dave and Richard
No wind Instruments In Band	Dave and Richard
Collection plate will not be passed round. Dedicated container on table	Welcomers
One-way system of distanced queuing for Communion <i>Announced from front. Instructions on Hymn sheet</i>	Welcomers
Communion Administrators to sanitise hands Immediately before administering	Ministers
Communion in one kind only	Celebrant
Worshippers receive Communion standing, with wafer dropped into hand. No words said by administrators or communicants <i>Announced from front. Instructions on Hymn sheet</i>	Ministers
No Personal prayer ministry.	Ministers
The Service leader should sanitise hands before touching birthday cards and hand out with an outstretched arm and ask recipient to hold arm out	Ministers
Those attending will be asked to fill in a Track and Trace card. This will be securely stored for 1 month and then shredded	Carol
People will be asked to leave church promptly at the end of the service, in a socially distanced way	Service Leader

REVIEW After first week of operation and monthly thereafter by Ministers and Team Leaders
David Richards 02.07.2020