**Risk assessment – TEAM SERVICE – Scheduled 26/07/2020 – Sunday 10am**

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| **Church:**  **St John the Evangelist** | **Assessor’s name:**  **Revd. Stephen Nolan** | **Date completed:**  **07/07/2020** | **Review date:**  **13/08/2020** |

**REHEARSAL DATE** – Thursday 23rd July – 6:30pm – at St Johns

**DATE OF FOLLOW UP PCC** – Thursday 30th July via Zoom – 6:30pm

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **Access to church buildings for clergy for purposes of private prayer and/or livestreaming** | One point of entry to the church building clearly identified and separate from public entry if possible | An Entrance and a separate exit is clearly marked, along with a safe route. | Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Buildings have been aired before use. | none | Revd Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Check for animal waste and general cleanliness. | none | Revd. Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Ensure water systems are flushed through before use. | No food or drink to be supplied at this time. | n/a | n/a |
| Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | No heating at this time. | n/a | n/a |
| Holy water stoups and the font are empty. | Baptism font emptied immediately after use. | Clergy | As required. |
| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | n/a |  |  |
| Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible. | n/a |  |  |
| **Deciding whether to open to the public** | Update your website, A Church Near You, and any relevant social media. | On an ongoing basis | Revd Kim and Revd Malcolm. | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Consider if a booking system is needed, whether for general access or for specific events/services | To be discussed following Team service period. | n/a | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. | none | Revd. Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). | After each Sunday service a sign will be placed across the inner door stating no access for 72 hours. Dated and signed. | Revd. Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| **Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism** | Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit. | Church audited by Clergy and Wardens. Routes and seating have been planned.  Seating areas and routes have been identified with tape.  St Johns’ has been designated as having capacity for 40 individuals, households or bubbles.  As it is not possible to predict which of the above will arrive and in what quantity, a dynamic Risk assessment will take place at the point of entry as needed. | Revd. Stephen  Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | One volunteer will be on hand at the door permanently. Several volunteers will escort individuals, households and/or bubbles to appropriate seating. | Clergy  Wardens  Volunteers | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Where possible, doors and windows should be opened temporarily to improve ventilation. | All doors will be open at all times. | Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Remove Bibles/literature/hymn books/leaflets | The only service sheet available will be disposable. People will be encouraged to take them home and destroy them. | Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | Volunteers will be on hand to direct as necessary. | Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Consider if pew cushions/kneelers need to be removed as per government guidance | Not necessary as we will not be deep cleaning and the Church will be out of use for 72hours after the service. | n/a | n/a |
| Remove or isolate children’s resources and play areas | Taped off. | Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary). | Church audited by Clergy and Wardens. Routes and seating have been planned.  Seating areas and routes have been identified with tape. | Audit Team | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | As above | Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | As above | Clergy  Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed. | As above | Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Determine placement of hand sanitisers available for visitors to use. | A rehearsal with Clergy, wardens and Volunteers will take place prior to the service where this will be actioned. | Clergy  Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | none | Clergy  Wardens | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | n/a | n/a | n/a |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | none | Revd. Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | none | Revd. Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | none | Revd. Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days | Volunteers who seat congregation members will take their names and contact details as they are seated. Register and donations will be left in Church for 72 hours before administering too.  Record kept for 21days ONLY. | Volunteers | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come. | Through Facebook, websites and signs. | Comms Team | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Set up a cleaning rota to cover your opening arrangements. | One cleaner for Toilet per Church.  All cleaners provided with gloves (ideally disposable).  Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Revd.. Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | none | Revd. Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | none | Revd. Stephen | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| **Holy Communion** | Liturgy, Readings and Intercessory Prayers | A team of 2 or 3 Clergy will preside from the East end of Church.  All readings, prayers and Liturgy will be performed by this team using appropriate PPE. | Clergy Team | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Eucharistic Prayer | Elements will be covered during the Eucharistic prayer. Wine will be consumed by the Clergy presiding over the Eucharistic prayer only.  Alcohol gel will be used. | Clergy Team | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Distribution of Holy Communion | The common sup will be reserved.  Clergy will adorn facemasks and deliver the wafer directly to people’s seats.  This will be organised at Rehearsal. | Clergy Team | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
| Music | Incidental music played before service and during the distribution.  No singing at all.  Care must be given to ensure the music cannot be sung. | Clergy Team | Prior to 24/07/2020 Rehearsal.  Sign off at Rehearsal. |
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