

Marlborough Road Methodist Church Re-opening Risk Assessment Action Plan

Action – List of what needs to completed	Ownership – List of who to complete tasks	Date to be Completed by	Date of Completion
1. Sort out Church Council nuts and bolts esp. relating to Zoom. Need to take into account the ability of the members. 17 th August 2020.	Rona / Rosemary	17/8/20	
2. Carry out Re-Opening the Church Building Checklist	Ian G / James R	Friday 21/8/20 assuming 23/8/20 opening	
3. Appoint Contacts for information and if anyone is ill – <ul style="list-style-type: none"> • Janis to hold the list of attendees (track and trace) so that she can tell the necessary authorities as required. Hold for 21 days and then destroy. 	Janis G.		29/7/20
4. Agree arrangements with marshal <ul style="list-style-type: none"> • Welcome person, Trace Register person, flow control person plus one extra (optional) • Create guidance including checklist for marshals and train them. 	James R to be lead marshal James		
5. To maintain 2m social distancing at entrances and exits <ul style="list-style-type: none"> • Encourage people to arrive over the period 10:10 to 10:25 and not to aim at 10:30 in order to avoid congestion • Grey chairs to be used by service participants – pre-allocated. • Encourage people to leave slowly beginning with grey chairs via the one way system on the plan. • Put distance markers on the ramp. • Put a notice at the bottom of the steps asking people to maintain social distance of 2m. • Leave lobby door open (summer only). • Welcomer and signs to encourage people to move through the lobby and vestibule without lingering (all seasons) both on entry and exit. • Leave both sets of front door open (summer only). Close inner doors in colder weather. 	In advance comms: RJF In marshal guidance: JRR In marshal guidance: JRR Ian In marshal guidance: JRR In marshal guidance: JRR		

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<ul style="list-style-type: none"> We assume that both entrances are used to enter the building before the service and exit the building at the end of the service, i.e. one way flow. If someone needs to go against the flow then we assume common sense will be applied, e.g. they will wait until the coast is clear. Remove seats in vestibule and hide behind screen by sink. These can be used by marshals in the vestibule during the service, if necessary, but must be returned to the kitchenette immediately afterwards. Any further 2m markers on floor as required. Minister and one steward to use the lobby to the New Kent Rd door rather than the vestry. Tell people to bring their own water. 	<p>In marshal guidance: JRR</p> <p>In marshal guidance: JRR</p> <p>In marshal guidance: JRR</p> <p>Ian Communications - RJF</p>		
<p>6. To maintain 2m social distancing in the church</p> <ul style="list-style-type: none"> Chairs spaced 2m apart as per Mike’s diagram. Note his guidance about the order of seating. Different household pairs to use different pairs of chairs. Move excess chairs to choir vestry CD operator to take their seat last. CD electronic units not to be touched before a certain date (72 hours afterwards). CD operator to sanitise hands before use. Lectern only to be used by preacher. Standing microphone to be used by a single reader 2m + away. Steward has radio mike. 	<p>Ian.</p> <p>In marshal guidance: JRR</p> <p>Ian</p> <p>Ian. In marshal guidance: JRR</p> <p>In marshal guidance: JRR</p>		
<p>7. To mitigate 1m to 2m distances where these are unavoidable</p> <ul style="list-style-type: none"> Persons not facing each other wherever possible. Masks worn by all unless they are exempt (government guidelines) Doors fixed open (warm weather only). 	<p>In marshal guidance: JRR</p>		
<p>8. To maintain spacing in the corridor</p> <ul style="list-style-type: none"> It is not possible to maintain 2m spacing in the corridor when people pass by so it is essential that they wear masks. Corridor only to be used to visit the toilet. People can park their bikes in the corridor and common sense is expected of people passing by. Signs telling people to keep their distance from one another. 	<p>Signage: Ian</p> <p>Signage: Ian</p> <p>Ian</p>		

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<ul style="list-style-type: none"> • Put distance spacing down the corridor because we want people to queue in the corridor for the toilet – if they need to - rather than in the ramp lobby. It will be best if they queue at the toilet end of the corridor away from the lobby • Common sense to be applied in corridor, i.e. people will be expected to social distance as best they can. 			
<p>9. Set up church for hygiene</p> <ul style="list-style-type: none"> • Set up and provision hand sanitising stations at entrances for use when people enter and exit, outside the toilets. • Move leaflets and books from all accessible areas to choir vestry, vestry or Wood room. Turn round the bookcases where we can. • Close some toilets– the two round the corridor - by putting tape across the doors with a signs on the doors too • Hymn books to be placed on the seats. Afterwards, these will be left until the next service (if more than 72 hours away). • Disposable gloves (will be available) to be worn while preparing the premises for the service and while handling and clearing away afterwards. • Face coverings (will be available) for marshals and those who forget to bring a mask. Those leading worship are allowed to remove their masks when delivering a sermon, prayer or reading – see Government website updated 07/08/2020 . • Visors (will be available) are advised for welcoming and ushering (face-to-face situations) • Care should be taken to keep a distance while guiding others. • No “last minute” notices accepted – all emailed or posted to senior steward in advance. • Children’s toys to be removed to Wood room • If printed sheets are needed (but this is discouraged) these must be single use only. The user must take them home to dispose of them to be advised by displayed notices & welcomers. • Create an attractive display using artificial flowers rather than real ones. 	<p>Ian</p> <p>Ian</p> <p>Ian</p> <p>In marshal guidance: JRR</p> <p>Ian to provision</p> <p>Ian to provision</p> <p>Ian to provision</p> <p>In marshal guidance: JRR</p> <p>In marshal guidance: JRR</p> <p>Ian</p> <p>In marshal guidance: JRR</p>		

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<ul style="list-style-type: none"> • To avoid handling money encourage giving to be done online. • Monetary offerings to be place in one dish, its contents put in a bag and put in the safe by a gloved marshal in the presence of another marshal. Then counted at least 72 hours later. Dish positioned in the vestibule in front of the kitchenette. For upstairs there would be a separate dish. Location tba. Gifts would be given when exiting. • Prevent use of the coat rack using tape and signage • No organ practice between Sunday afternoon and Wednesday lunchtime to ensure organ is clean. Only the following Sunday’s organist can practice before their service. • Message that people must keep all their possessions with them and take everything home. • Ensure no-one can go to others spaces, namely, kitchen, hall, choir vestry, zone, tower room where they might touch things or not be able to socially distance. Use signage and tape. • Wood room and vestry to be authorised use only. Use signage and tape. • Make sure toilets are properly provisioned by cleaner. • Anti-septic wipes to be available to wipe down toilets after use. • No singing allowed. • No Coffees or refreshments offered. • No junior church 	<p>Optional tbd later, one day. Communications RJF</p> <p>In marshal guidance: JRR ldy</p> <p>Ian</p> <p>Communications RJF</p> <p>Communications RJF</p> <p>Ian</p> <p>Ian</p> <p>Communications RJF</p> <p>Communications RJF</p>		
<p>10. Registers:</p> <ul style="list-style-type: none"> • Permission needed for other key holders and record to be kept of who has visited. – Ian will be the contact. Need to tell people to bring antiseptic wipes. Mike to write to all key holders – done 03/08/20. • Church visitor register – Ian to create and ensure is available / obvious to anyone entering the building by the ramp door. The shelf on the left is not obvious – so put a sign in the rear of the lobby door – “Have you signed the visitor book behind you (for Covid-19 purposes)?” Also need to remind them to wipe surfaces they touched. 	<p>See left</p> <p>Ian</p> <p>James</p>		

V3.4 – 19/08/2020 . See change history

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<ul style="list-style-type: none"> Track and trace sheet to be filled in by a marshal using a clipboard. Newcomers to complete a Welcome card / form. James to prepare forms. Use the wooden donation box. Need to have the advanced booking sheet from Helen – sent on Saturday evening after 6pm. 	Helen		
11. Check list / rules list for marshals to include: social distancing, hand gel, one way system, contact us if you feel ill, etc.	In marshal guidance: JRR		
12. Cleaning protocols (in consultation with cleaner) <ul style="list-style-type: none"> before opening church – nothing to be done as our policy (for now) is to leave everything for 72 hrs. cleaning as required (no “deep” cleaning needed) cleaning rotas, so no cleaning is missed, by church officials or appointed cleaner encouraging everyone not to touch things unnecessarily and hand sanitise on entry and exit of church and on entry and exit of toilets. Prevent use of chairs for 72 hours – by controlling use of the church through bookings. This happens by default at the moment because we are only considering opening for worship. The person opening the church should sanitise their hands afterwards or be wearing gloves when they do it. When they ring up to ask permission, visitors (not going to church) should be instructed that they must take antiseptic wipes with them. 	In marshal guidance: JRR Ian to arrange with cleaner Ian to arrange with cleaner In marshal guidance: JRR Mike / James Ian		
13. Signage agreed as necessary: <ul style="list-style-type: none"> one-way system – this way – no entry etc Keep 2m apart symptoms of Covid-19 – vestibule + contact number for church if you fall ill ‘Catch it Bin it Kill it’ sign. (Sneezing into elbow, throwing away tissues safely.) ‘hand sanitize, please’ – vestibule at top of steps, ramp lobby, outside toilets. Good handwashing signs in the toilets – 20 seconds 	Ian		

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<ul style="list-style-type: none"> • Use a clean paper towel to turn off taps • track and trace • wearing of masks is mandatory for all. • Signage in toilets asking people to wipe down the toilets after use with the antiseptic wipes which are provided 			
<p>14. Order resources and materials:</p> <ul style="list-style-type: none"> • black and yellow tape • nitrile gloves • masks – in case people forget to bring their own. • alcohol gel • hand sanitiser dispensers • antimicrobial cleaning fluid + spray bottles • disposable cloths, paper towels or blue paper roll • Check supplies of bin bag liners, paper towels, liquid soap • Anti-septic wipes for toilets 	Ian		
<p>15. Communication with church users</p> <ul style="list-style-type: none"> • Plan of layout, details of safety measures [NB masks compulsory – as announced 31/7/20 by PM] & social distancing on arrival • Information on opening times • Send electronic and hard copy versions to members and adherents - RJF • Put info on website – James / Tony O • Please tell us if you are coming. Email or telephone Helen before Sat. 6pm. Helen to then send a list to Marshal (James). This needs to be prominent in all communications. • Remind those with COVID-19 symptoms to stay at home. • Remind those particularly vulnerable that they should stay at home. • Remind everyone attending the building for worship that participating in stewarding, or cleaning, poses an increased risk 	Rosemary Helen		

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<ul style="list-style-type: none"> Other worship alternatives are being provided to keep them safe. Remind people of gift provision, i.e. please give by Standing Order, on-line. Plate will be available. Notices at start and end of service are important, e.g. to remind people about no singing and exit routes and giving process. 			
16. Inclusion <ul style="list-style-type: none"> PDF version of Circuit service distributed as at present (email and by hand / post) Some other churches are investigating live streaming but it is too early for us to consider that. Others are continuing on-line provision. 	As at present		
17. Consult about reopening for worship <ul style="list-style-type: none"> Arrange Church Council Zoom meeting for 17/08/20 with all docs. 	Rona	All docs by 10/8/20 if possible.	

Change History			
Date	Version	Changes	Author(s)
	1.0	Initial version	Andrew Johnstone, typed by Helen Paustian
	2.0	Additions by James Rowley in preparation for meeting 05/08/20	James Rowley
05/08/20	3.0	Mapped onto Action Plan V3 following Re-opening Group meeting 05/08/2020. Note communion excluded.	Updates by group typed by James Rowley
10/08/20	3.1	Minor tweaks following comment by Mike Scorer. Also added words about those delivering a sermon, prayer or reading being allowed to remove their mask. This version sent to be sent to Safeguarding Officer.	James Rowley
11/08/20	3.2	Minor tweak about bicycles following review by Safeguarding Officer, Judith Head	James Rowley
18/08/20	3.3	Minor tweaks following Church Council and re-opening meeting on 18/08/2020	James Rowley
19/08/20	3.4	Include anti-septic wipes in toilets.	James Rowley