

## Marlborough Road Methodist Church Covid-19 Re-opening Risk Assessment

<b>Name of Church</b>		<b>Assessment undertaken by</b>
Marlborough Road Methodist Church		MRMC Re-opening Group
<b>Address</b>	69 Marlborough Road, St Albans, Herts.,	<b>Area of the building assessed – areas used for <b>WORSHIP (including Communion and Junior Church) and FUNERALS:</b></b>  Vestibule          Worship Area Hall                  Vestry Corridor            Toilets Wood Room        Kitchen (only Holy Communion activities)  <b>ACCESS DENIED TO ALL OTHER AREAS without authorisation from the Senior Property Steward</b>  Choir Vestry      Kitchen (except for Holy Communion activities) Zone
<b>Postcode</b>	AL1 3XG	
<b>Initial Assessment</b>	Aug. 2020	Done by the MRMC Re-opening group over several meetings. See Change History at foot of document.
<b>Review</b>	Oct 2020	Risk Assessment for Funerals added.
<b>Review</b>	Nov 2020	Risk Assessment for Junior Church added.
<b>Review</b>	Dec 2020	Risk Assessment for the act of Holy Communion added.
<b>Review</b>	May 2021	Update following Government move to Step 3.

**Prior to the building being reopened the building was inspected and checked using the document ‘Re-Opening a Building Checklist’, number 3 below.**

The risk assessment and action plan are intended as working or ‘live’ documents which will be reviewed regularly and amended and updated as necessary. Further sections will be added for other services (e.g. funerals) as necessary.

The Action Plan resulting from this Risk Assessment has been issued as a separate document.

The Covid-19 Risk Assessment for Marlborough Road Methodist Church was drawn up using the following:

**Methodist Church Guidance**

1. [Coronavirus Guidance for Property](#)
2. [Guide to Managing Your Church Building during the Pandemic](#)
3. [Re-Opening of Building Checklist](#)
4. [Covid-19 Risk Assessment](#)
5. [Cleaning Churches during Covid-19](#)
6. [Guide to using Your Worship Space](#)
7. [Guide for Holy Communion](#)
8. [Guide for Baptism](#)
9. [Guide for Weddings](#)
10. [Guide for Funerals](#)
11. [Guide for Children's, Young Person's & Intergenerational Worship & Activities](#)
12. [Guide for Offerings](#)
13. [Guide for Live Streaming](#)
14. [Guide for Church Meetings, Small Gatherings & House Groups](#)
15. [Guide for Pastoral Visits](#)
16. [Guide for Face Coverings](#)
17. [Guide for Food and Drink in Worship and Non-Worship Settings](#)
18. [Guidance notes "Test and Trace", Data Protection and What you need to do](#)
19. [Guide for Church Council & Other Church Meetings](#)

**Government Guidance:**

20. [COVID-19: guidance for the safe use of places of worship during the pandemic](#)
21. [COVID-19 Response - Spring 2021 \(Roadmap\)](#)
22. [COVID-19: suggested principles of safer singing](#)
23. [Face coverings: when to wear one, exemptions, and how to make one](#)
24. [Celebrating religious festivals during coronavirus \(COVID-19\)](#)
25. [COVID-19: Guidance for small marriages and civil partnerships](#)
26. [COVID-19: guidance for arranging or attending a funeral \(PHE\)](#)
27. [Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)
28. [COVID-19: cleaning of non-healthcare settings outside the home \(PHE\)](#)
29. [Cleaning, hygiene and handwashing to make your workplace COVID-secure \(HSE\)](#)
30. [Maintaining records of staff, customers and visitors to support NHS Test and Trace](#)
31. [What to include in your COVID-19 risk assessment \(HSE\)](#)

**Other Guidance:**

32. [Air conditioning and ventilation during the coronavirus pandemic](#)
33. [Emerging from lockdown \(CIBSE\)](#) : "CIBSE COVID-19 Ventilation Guidance, V4"

# 1. WORSHIP RISK ASSESSMENT

## SOCIAL DISTANCING

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19.</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i> <p style="text-align: center;"><b><u>Section numbers refer to Action Plan in a separate document</u></b></p>
<b>Keeping to safe social distancing (2m apart or 1m + mitigating measures) to reduce infection by contact or aerosols</b>	<b>3</b>	<b>2/3</b>	<b>6/9</b>	<b>All people in the building</b>	<p><b><i>During the week</i></b>                      Before visiting the buildings permission is required from the Senior Property Steward, Ian Gilbert – Section 10</p> <p><b><i>When church building is open for worship</i></b>                      Prevent access to kitchen, hall, and choir vestry totally – Section 9                      Control access to Wood Room and Vestry - Section 9                      Introduce all measures necessary to enforce social distancing throughout the vestibule and worship area - Sections 5, 6, 7, 8                      Provide signage for one-way system &amp; social distancing - Section 13                      Introduce seating and access arrangements - Sections 5, 6                      Separate entrance and exit points - Section 5 and <i>Seating for Worship</i> diagram attached to Action Plan                      Arrange seating to keep people 2m apart - Section 6 and <i>Seating for Worship</i> diagram attached to Action Plan                      Use floor tape to help people keep 2m apart - Sections 5, 6, 7, 8                      Assign stewards or volunteers to key areas to assist distancing and flow - Section 4                      Leave doors open where possible (taking fire &amp; security issues into consideration) to improve flow of people through the building as well as to reduce touching of door furniture in all locations. - Section 5                      Prevent use of cloakroom area - Section 13                      Coats and bags and all other items to remain with visitors - Section 9, 15                      No sharing of any paper items brought in, all of which must be taken away afterwards, but prefer them not to be brought in. - Section 9                      Put in place restrictions to limit the number of people in the service, allowing enough space for everyone to follow safe social distancing guidelines. - Section 15, 10</p>

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**Risk Rating**

- 1-2 = low priority
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					Consider flexible seating to accommodate family groups / households who can sit closer, and provide adequate amount of single seating. – Section 6 Consider having more than one service. Not yet (05/08/2020) Control movement of people on entering and leaving, maintaining social distancing. Section 5. <u>If in the building alone, MPMC Lone Worker Policy must be observed</u>

**CLEANING**

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19.</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i> <p style="text-align: center;"><b><u>Section numbers refer to Action Plan in a separate document</u></b></p>
<b>Reopening of Church building during a long period of closure – contamination, Listeria, gas, electricity, heating</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>All Church Users</b>	Church has been inspected weekly since 23-03-20 with checks on water, electricity heating etc carried out in accordance with Methodist Church guidance ( <i>Re-Opening of Building Checklist</i> , reference 3 above).

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<b>Contamination of surfaces which are touched regularly</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>All Church Users</b>	Leave doors open where possible in common areas of the building (taking fire and security issues into consideration) to reduce touching of door handles and door plates through corridor. - Sections 5 & 6 No use of coat pegs – coats and bags to remain with visitors. - Section 9 Organise how the cleaning will be done - Section 12 <ul style="list-style-type: none"> <li>- Surfaces -any tables, handrails, etc</li> <li>- Doors</li> <li>- Switches</li> <li>- Microphones</li> <li>- Chairs in worship area</li> <li>- Keyboards</li> <li>- Toilets &amp; basins</li> <li>- Bins</li> </ul> Provide hand sanitiser for areas where hands cannot be washed after touching a surface with wall mounting for ease of use if found necessary. - Section 9. Ensure the correct cleaning materials and instructions are in place. - Section 12 Ensure cleaning materials are correctly stored Receiving post and deliveries. - Section 10.
<b>Risk of Contamination by Covid-19 positive person</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>All Church Users</b>	Remind people not to enter the building if they have any symptoms of Covid-19. - Section 15 Keep track and trace information in accordance with current guidelines. - Section 3, 10. Comply with the Government guidance on cleaning a public space if a Covid-19 positive person has been present. – Section 12

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**GOOD HYGIENE**

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>  <b>Section numbers refer to Action Plan in a separate document</b>
<b>Risk of infection from contaminated hands</b>	<b>3</b>	<b>2/3</b>	<b>6/9</b>	<b>All Church Users</b>	Ensure toilets have hand washing facilities providing running water, soap dispensers, paper towels and bins. Bins should be lined with a plastic liner & emptied regularly. - Section 9. Signage in toilets asking people to wipe down the toilets after use with the antiseptic wipes which are provided. – Section 13 Signage in foyer and toilets reminding people to wash hands regularly for 20 seconds. - Section 13 Signage in toilets asking people to turn off taps with a clean paper towel which is then binned - Section 13 Provide hand sanitiser at entrances and exits of building and consider wall mounting for convenience. - Section 9. <b>See also Social distancing &amp; cleaning measures</b>
<b>Risk from handling money at collections</b>	<b>3</b>	<b>2/3</b>	<b>6/9</b>	<b>Stewards</b>	Encourage giving to be done online. - Section 15. Monetary offerings to be placed in one receptacle which is quarantined in the safe for a minimum of 72 hours, then counted. - Section 9
<b>Aerosols and droplets from breathing, coughing, and sneezing</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>All Church Users</b>	Open windows and doors to ensure flow of fresh air before worship area is to be used and leave open during and after use, with due regards for safety and security of the building.
<b>Aerosols and droplets from breathing, coughing, sneezing, speaking and singing</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>Preachers Worship Leaders</b>	Preachers to use microphones so normal speaking voices can be used reducing aerosols. - Section 6 Any readers to use separate microphones, socially distanced Microphone equipment to be quarantined for 72 hours before and after use in their bags. Wipe surfaces where possible. - Section 6
				<b>All + Musicians</b>	No singing allowed except by a soloist or choir of up to 6 who are suitably socially distanced. - Section 9 No wind instruments to be played as they pose a risk from aerosols. Piano, organ, guitars, and strings are ok. Musicians to maintain safe social distancing. - Section 9.

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**COMMUNICATION, INFORMATION AND GUIDANCE**

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>  <b>Section numbers refer to Action Plan in a separate document</b>
<b>Information for persons using the building during the week</b>	2	2	4	<b>Persons carrying out maintenance, cleaning, collecting post, and any necessary tasks</b>	Do not encourage people to access the building during the week. - Section 10 Inform key holders that visits should be kept to a minimum and be for essential reasons only. Also that there is guidance in the foyer about safe access and cleaning. - Section 10
<b>Information for persons using the building for worship</b>	2	2/3	4/6	<b>All church users</b>	Communicate clearly how and when the church will be open. - Section 15. Communicate clearly ways in which the building has been adapted for safe use including social distancing measures and arrangements for cleaning and minimising contamination. - Section 15. Remind people of the measures in place when they arrive. - Section 15
<b>Reducing the risk for vulnerable groups</b>	3	3	9	<b>Persons over 70 or with underlying health conditions</b>	Advise people in these groups that attending the building for worship, participating in stewarding, or cleaning, poses an increased risk. - Section 15.
<b>Updating information and guidance</b>	2	2/3	4/6	<b>All church users</b>	Communicate regularly and clearly any updates on procedures and arrangements in place. - Section 15.
<b>Contact tracing in the event of someone developing Covid symptoms</b>	3	3	9	<b>All church users</b>	Signing in registers for church officials and worship event attendees. - Section 10 Agree who will act as the contact person for the church and who will inform the ‘Test and Trace’ service. - Section 3.

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**2. ADDITIONAL MEASURES FOR SERVICES OF HOLY COMMUNION**

**WORSHIP RISK ASSESSMENT, section 1, also applies.**

Children are welcome at Holy Communion, however, at the present time children attending Junior Church in the Hall will not be brought into the Church for the act of Holy Communion.

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<b>Contamination of Elements used for Communion (by touch or by aerosol)</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>Communion stewards, stewards, Celebrant, all others at a service</b>	<p><b>During preparation of elements</b></p> <p>Anyone handling any items (Steward or Celebrant) must wash their hands thoroughly or sanitised thoroughly or must wear gloves. They must also wear masks. - Section 29.</p> <p>Wafers must be used and should be spaced on a plate so that they can easily be individually handled during distribution by the celebrant. Only gluten free wafers should be used. The wafer used by the Celebrant should be kept separately and only used by the Celebrant. - Section 30.</p> <p>Communion wine / grape juice must be poured into individual glasses, placed in the wooden tray(s) and covered in the normal way. - Section 30.</p> <p>During dedication of the elements they must remain covered except for the celebrant’s elements. - Section 31.</p> <p><b>During distribution of elements</b></p> <p>Anyone handling any items (Communion steward or Celebrant) must wash their hands thoroughly prior to the service and then sanitise their hands (ideally, in full view of the congregation) or must wear gloves. This should take place immediately before distribution of the elements. - Section 31.</p> <p>All worshippers will have been asked to use hand gel before entering the Worship Area so that their hands are clean. - Section 13.</p> <p>Those distributing the wafers (normally the Celebrant) should drop the wafer into the hand of the communicant. (Beforehand the recipients must be asked to hold out their cupped hands.) - Section 31.</p> <p>Those distributing the wine should hold the glass at the top so the communicant can take it by holding it at the bottom. (Beforehand recipients must be asked to take by holding at the bottom). - Section 31.</p> <p>Those distributing the elements must wear gloves and a face shield. - Section 29.</p> <p>Distribution of the elements should be done without touching hands. - Section 31.</p>

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<b>Risk of passing on infection by touch</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>Communion stewards, stewards, Celebrant, all others at a service</b>	<b>Prior to Communion</b> Although it is not solely to do with Covid-19 risk reduction, risk will be reduced if people choose not to receive communion. The Celebrant will ask people who do not want to receive communion to stay seated in the gallery if they are there or to keep their head bowed if seated downstairs. - Section 29.  <b>During distribution of elements</b> Only elements prepared as described above should be used. - Section 31. Anyone handling any items (Communion steward or Celebrant) must wash their hands thoroughly or sanitise thoroughly or must wear gloves. - Section 31.  Do not touch hands. The Celebrant passing the wafer and the Steward handing out the glasses should each carry a hand sanitiser. If they accidentally touch hands with a recipient then both the Celebrant/Steward and the recipient should immediately sanitise their hands. - Section 31.

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<b>Risk of passing on infection by aerosols from one person to another</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>Communion stewards, stewards, Celebrant, all others at a service</b>	<b>During preparation of elements</b> Maintain social distancing while preparing the elements and wear masks. - Section 30. <b>During distribution of elements</b> Before the service people should be encouraged to sit downstairs. This includes when people ring up to say they are coming. - Section 29. The Great Prayer of Thanksgiving should be spoken over covered elements and standing a little away from them. - Section 31. Breaking of wafer and lifting the cup should be done in silence. Only the celebrant will touch these elements. - Section 31. Do not speak over the sacrament once the cover is removed. - Section 31. The elements will be brought to each chair downstairs. - Section 31. Guided by a marshal, people in the gallery wanting communion should move downstairs in groups of 5, taking care to remain socially distant and form a socially distanced line in the vestibule where they will be given the elements. They should use one set of stairs going down and the other set to return. - Section 31. No speaking e.g. ‘the body of Christ’ / ‘the blood of Christ’ when elements are given out. The Celebrant will already have said these words. - Section 31. Communion stewards, stewards and Celebrant must maintain social distancing while distributing the sacrament. - Section 31. Communion glasses should be placed directly onto a normal tray with a cloth on it to reduce the noise of the glass being put on the tray. The tray will be carried by a second communion steward. - Section 31.

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<b>Risk when cleaning / tidying up</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>Communion Stewards/ Stewards</b>	<p>Collect the communion service sheets (with gloves on) and store in a pile in the vestry where they will not be touched until needed again (the next month). - Section 32.</p> <p>Communion glasses and plates should be thoroughly washed using hot soapy water, thoroughly rinsed in hot water and dried. They will not be needed again for a month. - Section 32.</p> <p>Disposable PPE items and all cleaning materials should be bagged up and left for 72 hours before putting in general waste. Shields can be re-used in the normal way. - Section 32.</p> <p>The cloths used for covering the elements should be washed in the normal way before the next service. - Section 32.</p> <p>Wooden communion glass trays should be wiped with hand sanitiser. - Section 32.</p>

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### 3. FUNERALS RISK ASSESSMENT

WORSHIP RISK ASSESSMENT, section 1, also applies.

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<b>COVID-19 contamination of premises</b>	<b>2</b>	<b>2/3</b>	<b>4/6</b>	<b>Church Officials</b>	Seating plan to be prepared in accordance with the information provided by the organiser. – Section 20 Hands to be sanitised or gloves worn before moving chairs. The total number of mourners shall not exceed 65 (plus a further 5 in the Choir Stalls if required) and may be limited to less if the seating plan requires this. The Funeral Organiser must be informed accordingly
				<b>Church Officials on duty</b>	Before opening the building the Steward on duty shall sanitise their hands or wear disposable gloves – Section 21 If the funeral is within 48 hours of Sunday morning worship cleaning will be required such that neither those attending the funeral or Sunday worship are at risk. This will require cleaning either before the funeral or after the funeral and will require cleaning with antiseptic wipes/spray of: <ul style="list-style-type: none"> <li>a) Chairs.</li> <li>b) Door handles to the toilets and Ramp door plus any other doors or furniture which may have been touched (e.g. closed doors on cold days).</li> <li>c) Lectern.</li> <li>d) Organ, seat and handrails, if used.</li> <li>e) CD player, if used.</li> <li>f) Portable microphones, if used.</li> </ul> – Section 22
				<b>Funeral Directors</b>	The Funeral Directors shall have carried out their own risk assessment and shall provide Marlborough Road Methodist Church with a copy highlighting any conditions that Marlborough Road Methodist Church need to meet. – section 18
				<b>Funeral Organiser (usually a family member)</b>	To provide funeral attendees with a copy of the document <i>Guidelines for Attendees</i> . – Section 19 To compile a list of attendees, their contact details for the NHS Test and Trace service plus their family grouping for seating allocation. – Section 19

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**Severity**

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- 3 = High (fatality or number of persons seriously injured)

**Risk Rating**

- 1-2 = low priority
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- 6-9 = high priority

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>  <b>Section numbers refer to Action Plan in a separate document</b>
<b>COVID-19 contamination of premises (cont<sup>d</sup>)</b>	<b>2</b>	<b>2/3</b>	<b>4/6</b>	<b>Funeral attendees</b>	Attendees to be provided with the document <i>Guidelines for Attendees</i> which should provide guidance in respect of: <ul style="list-style-type: none"> <li>a) COVID-19 symptoms.</li> <li>b) Sanitising hands on entry to and exit from the building.</li> <li>c) Avoiding touching surfaces as much as possible.</li> <li>d) Not moving chairs</li> <li>e) Sitting and staying in allocated seats.</li> <li>f) Keeping possessions with them at all times, including coats.</li> <li>g) Cleaning toilets after use.</li> </ul> The above list is not definitive but forms the basis for the document <i>Guidelines for Attendees</i> . – Section 20
<b>COVID-19 transmission to others</b>	<b>2</b>	<b>2/3</b>	<b>4/6</b>	<b>Church officials</b>	To provide the Funeral Organiser with a copy of <i>Guidelines for Funeral Organisers</i> which should include, as a minimum: <ul style="list-style-type: none"> <li>a) Information required from the Funeral Organiser.</li> <li>b) The need for the Funeral Organiser to keep a list of the contact details of those attending the funeral.</li> <li>c) Information that the Funeral Organiser must provide the attendees <span style="float: right;">- Section 20</span></li> </ul>
				<b>Church officials on duty</b>	<ul style="list-style-type: none"> <li>a) The Steward on duty to keep a record of the MRMC personnel on duty, the Funeral Organiser and the Funeral Directors together with their contact details for the purpose of NHS Test and Trace. – Section 21</li> <li>b) Pre-service duties to be completed at least 30 minutes prior to the scheduled service start time. – Section 21</li> <li>c) Entry &amp; Exit – as detailed earlier in document</li> <li>d) Check seating arrangements. – Section 21</li> <li>e) Toilets – as detailed earlier in document</li> <li>f) Social Distancing – as detailed earlier in document</li> <li>g) Materials                             <ul style="list-style-type: none"> <li>i) Coffin – only to be handled by Funeral Directors</li> <li>ii) Orders of service – gloves to be worn when distributing – Section 21</li> <li>iii) Floral tributes – to be sent directly to the Funeral Directors to deal with.</li> <li>iv) Photographs and memorabilia – to be sent directly to the Funeral Directors to deal with.</li> </ul> </li> </ul>

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<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i> <p style="text-align: center;"><b>Section numbers refer to Action Plan in a separate document</b></p>
<b>COVID-19 transmission to others (cont<sup>d</sup>.)</b>	<b>2</b>	<b>2/3</b>	<b>4/6</b>	<b>Funeral Directors</b>	As directed by their risk assessment.
				<b>Funeral Organiser (usually a family member)</b>	To provide funeral attendees with a copy of the document <i>Guidelines for Attendees</i> . – Section 19 The organiser must provide MRMC with a list of names of expected mourners and their household make up for the purpose of arranging seating, ideally 1 week before the funeral. – Section 19 The organiser should keep a record of the mourners actually attending for the purpose of the NHS Test and Trace service. This record must be kept for 21 days. – Section 19
				<b>Funeral attendees</b>	a) Appropriate social distancing to apply at all times. b) Attendees to be provided with the document <i>Guidelines for Attendees</i> – Section 19.

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#### 4. JUNIOR CHURCH RISK ASSESSMENT

WORSHIP RISK ASSESSMENT, section 1, also applies.

This assessment assumes that Junior Church will take place in the Hall and that parents/guardians may remain with their children if they so wish.

##### SOCIAL DISTANCING

Hazards/Risks <i>Think about the areas where contact takes place</i>	Likelihood	Severity	Risk Rating	Persons Affected <i>Think of anyone who might have contact</i>	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>  <b><u>Section numbers refer to Action Plan in a separate document</u></b>
Keeping to safe social distancing (2m apart or 1m + mitigating measures) to reduce infection by contact or aerosols	3	2/3	6/9	Junior Church staff, children and parents.	Introduce seating and access arrangements - Sections 24 & 25 Arrange seating to keep people 2m apart - Section 25 Use floor tape to help people keep 2m apart - Sections 24 & 25 Assign junior church staff to key areas to assist entry, distancing and exit - Section 24 Leave doors open where possible (taking fire & security issues into consideration) to reduce touching of door furniture in all locations and provide ventilation. - Section 25 Prevent use of cloakroom pegs in Hall - Section 25 Coats and bags and all other items to remain with children, young people and staff - Section 25 & 28 Consider flexible seating to accommodate family groups / households who can sit closer. – Section 25 Control movement of people on entering and leaving, maintaining social distancing. Section 24.
Keeping children and young people safe and socially distanced during Junior Church				All people in the building	No child to leave the Church Hall during Junior Church except with specific permission from Junior Church staff and accompanied by an appropriate adult. – Sections 25 & 27
Use of toilets by young children				JC staff, children and parents.	Parents/guardians of young children to take them to the toilet and clean afterwards. Parents/guardians seating in church will facilitate this. – Section 27

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**CLEANING**

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>  <b><u>Section numbers refer to Action Plan in a separate document</u></b>
<b>Contamination of surfaces which are touched regularly</b>	3	3	9	<b>Junior Church staff, children and parents.</b>	Individual resources boxes for each child (pens, pencils etc) to be placed in quarantine in the Junior Church cupboard after Junior Church session. – Section 26 Ensure that no sharing of craft materials, paper activities or Bibles. – Section 26 All paper used should be taken home or disposed of in a bin bag. – Section 26 Provide hand sanitiser for areas where hands cannot be washed after touching a surface, with wall mounting for ease of use if found necessary. – Section 25 Ensure the correct cleaning materials and instructions are in place. - Section 25

**GOOD HYGIENE**

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>  <b><u>Section numbers refer to Action Plan in a separate document</u></b>
<b>Aerosols and droplets from breathing, coughing, and sneezing</b>	3	3	9	<b>Junior Church staff, children and parents.</b>	Open windows to ensure flow of fresh air before Hall is used and leave open during and after use, with due regards for safety and security of the building. – Section 25 Provide tissues and a bin for disposal. - Section 25. All Junior Church staff to at least wear face shields. – Section 25 No singing allowed. – Section 28

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## Change History

Date	Version	Changes	Author(s)
	1.0	Initial version	Andrew Johnstone, typed by Helen Paustian
06/08/20	3.0	Mapped onto Action Plan V3 following Re-opening Group meeting 05/08/2020. Note communion excluded.	James Rowley
10/08/20	3.1	Amendments arising from Mike Scorer review after James Rowley's cross-referencing exercise. Also emptied the Action Plan column.	James Rowley
11/08/20	3.2	Minor changes to reflect comments from Safeguarding Officer, Judith Head.	James Rowley
18/08/20	3.3	As agreed at Church Council	James Rowley
19/08/20	3.4	Add line about wiping toilets with antiseptic wipes before putting on website	James Rowley
13/10/20	4.0	Funerals included, keep left system in corridor introduced and Risk Rating = Likelihood x Severity used. All users of premises require permission from the Senior Property Steward. List of reference documents updated and superfluous columns removed. Formatting changes introduced to improve clarity and to aid document maintenance.	Mike Scorer
3/11/20	4.1	Area of the building assessed clarified. Minor layout changes for clarity including section numbering. <i>Seating for Worship</i> diagram referenced. Need for opening doors in addition to windows included. Funerals Risk Assessment has reference to sections in Action Plan included. Document 'Funeral Details for Attendees' changed to <i>Guidelines for Attendees</i> . <i>Guidelines for Funeral Organisers</i> required.	Mike Scorer
29/11/20	5.0	Junior Church Risk Assessment included	Mike Scorer
3/12/20	6.0	Holy Communion Risk Assessment included	Mike Scorer
10/1/21	6.1	Minor tweaks to Holy Communion section following the first Communion Service.	Mike Scorer
28/5/21	7.0	Update following Government move to Step 3 and minor tweaks to reflect actual practice.	Mike Scorer

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