



Risk assessment for services during the Coronavirus pandemic

Service Event	Possible Risk	Measures to counteract	Who is responsible
Arrival by car or on foot	Contact with others arriving at the same time	Be vigilant and ensure that you keep at a distance from anyone arriving at the same time. Attendees will try to let organisers of activity know they are coming so hall can be set up.	Leadership Team
Entering the building	Contact with others	Steward 1 (on duty) will open the outer double doors. Steward 1 will stand at entrance and ask if they have had symptoms. Steward 1 will administer hand sanitiser to all entering the church. All attendees required to wear a face covering whilst inside premises and names will be recorded on a register	Leadership Team
Inside the foyer	Congestion leading to close contact with others	Steward 2 will stand by the inner doors and ensure that no one remains in the foyer, but walks straight through to the main hall. Posters and signage will be placed to aid social distancing and hygiene.	Leadership Team
Seating	Close contact with others	Chairs will be set out at a distance of 1+ meters apart. Steward 2 will ensure that seats are filled working from the long wall towards the door (ie the furthest away from the door first). Social bubbles can sit together.	Leadership Team
Use of Bibles	Cross contamination	People must bring their own Bible if they wish to use one.	Leadership Team
Notice sheets	Cross contamination	Printed Notice sheets, if used, will be placed on chairs before people arrive.	Leadership Team
Actual service content	Close contact	Pastor, or other, will speak from the lectern, on the stage. Sound system will be used to aid amplification. Congregation will not sing, nor will instruments be played. No monetary offering will be taken. No act of Holy Communion will take place.	Leadership Team



Exit and departure	Close contact and congestion	Stewards will monitor the exit and departure, through the back room into the car park, or through the main entrance.	Leadership Team
Use of Toilet	Cross contamination	Only the Disabled Toilet will be used. Those using the toilet will be asked to wipe areas they have touched before vacating the toilet. Stewards will wipe door handles after use.	Leadership Team
Personal Belongings	Cross contamination	Everyone must keep their personal belongings – coats, bags etc – with them at all times.	Leadership Team

General Notes

- Cleaning the building
The areas used for the services must be cleaned after each use – ie surfaces and door handles wiped thoroughly.
- Cleaning the chairs
The chairs must be cleaned after each service – ie sprayed with a disinfectant antibacterial spray.
The chairs will be set apart for specific activities in a designated and signed area.
- Items for use by Stewards
Disposable gloves and masks should be worn by Stewards, and then put in the waste bin.
A new pair must be used for each cleaning of door handles etc. when checking cleanliness of toilet.
Steward on duty will have hand sanitiser and spare masks available for attendees.
- Signs and Instructions
Signage will be arranged giving clear directions etc.
Clear instructions must be given with regards to anyone showing symptoms of coronavirus – that they should go home/stay home and isolate.
Over 70's are advised not to attend (government advice) – this will be at the discretion of each individual concerned.
Chatting before and after the service is discouraged in the actual building.