

## Covid-19 Risk Assessment

<b>Name &amp; Address of Church</b>	Greens Lane Methodist Church, Greens Lane, Hartburn, Stockton on Tees TS18 5HP	<b>Assessment undertaken by Senior Steward (Caroline Noble) and Lay Chair Finance and Property Committee (John Noble) on behalf of Church Council/Trustees</b>
<b>Area of Building Assessed</b>	Entrance Vestibule, Worship Area	<b>Date of Initial Assessment 21 August 2020      Our Ref: GL/CVD02/2020</b> <b>Date to be Reviewed 21 September 2020</b>

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b> 1 = Seldom 2 = Frequently 3 = Certain or near certain	<b>Severity</b> 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	<b>Risk Rating</b> 1-2 = low 3-4 = medium 6-9 = high priority	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy that could be used 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>Action Plan</b> <i>What needs to be done and by whom?</i>

1) Informing people of the Church being open	Regular Attendees	1	1	1	Contact by phone and Email and a letter to each member outlining COVID19 precautions hand delivered or by Royal Mail.	Letter prepared by Senior Steward and delivered by stewards, Pastoral Visitors
2)	Members of the public	1	1	2	There is no certainty that people will go on line or make contact before attending church.  Notice outside of church to advise of re-opening for worship and list of precautions will be displayed near entrance door	Information to be made clear in the letter and people informed on the way into church by the duty steward
3) Reminding worshipers over 70 of the advice given	Those over 70 yrs. Old and with certain health conditions	2	3	6	Communication of government advice to include vulnerable groups who should stay away from public worship covered by actions 1 and 2 above	Stewards
4) Getting to church	Walking	1	3	3	Walking to church whilst carrying a risk of airborne virus, this risk is felt to be negligible and is acceptable providing social distancing is maintained	Everybody attending
5) Getting to church	By Car	2	3	6	Traveling to church by car can only be carried out as an individual or family group; offering of lifts or car sharing is not permissible. It is deemed to be an unacceptable risk and is to be discouraged.	Car Drivers

6) Preparing the church building	All areas of the church have to be sanitised i.e. seats door handles surfaces likely to be touched. All hymn books and pew bibles removed and stored.	2	1	2	<p>The whole of worship area and vestibule have been thoroughly cleaned. Sanitising will be carried out to specific areas mentioned prior to and following use.</p> <p>The church will be left without human occupation for at least three days prior to worship. It is felt by the NHS advisors that time delay is a reasonable assessment of the extent of the life cycle of the virus were it ever present.</p>	Stewards/Cleaning Team
7) Preparing the church building	Hand sanitiser	2	1	2	Hand sanitiser stations will be set up at the entrance and the exit of the building. These stations will be clearly identified by notices to advise of the use of sanitisers. Hand santisers will also be placed at other points – incl. near door to Disabled toilet.	Put in place by Stewards/cleaning team and reminder given by Stewards
8) Preparing the church building	Notices	2	1	2	Place notices reinforcing the safe distancing rules on entry and exit to the church and attach the notice to the sanitising station table. These notices should also be placed at various places around the building. In addition the list of “do’s and don’t’s” will be displayed on the notice board local to the main entrance.	Stewards

9) Worship attendees	Door steward to record the names of attendees and contact details, and also ensure they have read and fully understand the notices	2	2	4	<p>It is the responsibility of ALL who attend the service to ensure that the correct information has been given to the duty steward i.e. their names and contact details. The recording of this attending information will be retained for 21 days, then destroyed, in accordance with Data Protection Regulations.</p> <p>Entrance to the service will only be allowed to those people who have signed and have with them the GREENS LANE METHODIST CHURCH COVID 19 FORM: CONSENT TO RECORDING OF PERSONAL DATA i.e. NAME AND TELEPHONE NUMBER (Attendance at specific services – date and times)</p>	Steward on entry duty to collate this information
10) Extent of Stewarding duty		2	2	4	The Stewards will be responsible for ensuring that on entry, worshippers are fully aware of all necessary points, are wearing masks and will hand over the Consent form for their attendance to be recorded.	Steward on door duty
11) Entering Church	This should be a straight forward activity	1	3	3	One steward will be responsible for collecting the forms and recording names etc. There will be no hand out of paper or books at the door. The steward on “seating duty” will direct each worshipper, or family group to suitable seat positions, in order to minimise any possible contact with others.	<p>Steward on recording duty</p> <p>Steward on seating duty</p>

12) Sitting	Sitting at a spacing that has been set out by social distancing	1	3	3	<p>Social distancing has been observed to set out acceptable spacing, and minimise transmission. Alternate rows only will be used and two seats left vacant between single worshippers. This action reduces the capacity to 30 people.</p> <p>Once seated further movement (walking about) will not be allowed until the end of the service when worshippers should remain seated until indicated by a Steward to leave in order and by route to avoid encroaching on social distancing.</p>	<p>Although identified as single seating the system can be flexible enough to accommodate family groups, still maintaining social distancing.</p> <p>Steward</p>
13) Reading, Praying, Humming	People taking part in worship maintaining social distancing	1	3	3	Doors and windows will be left open to allow for free ventilation of the worship area. The majority of the time the congregation will be sitting, however standing may be required from time to time.	Preacher will advise when people should stand.
14) Singing	Congregational Singing is not allowed by law, unless it is carried out by one person	1	3	3	Singing would be acceptable if carried out by one person, providing social distancing is maintained. The person singing must stand in an elevated, position i.e. on a plinth or in the pulpit to elevate the projection of the voice and sing from behind a screen.	Solo singer to be told where to stand prior to the start of the service and necessary requirements put in place.

15) Voice and sound control	Loud music or excessively loud speaking not allowed	1	3	3	<p>The PA and sound system to be adjusted accordingly at the sound deck, to give an acceptable level of sound.</p> <p>The preacher needs to be aware of the noise requirement for voice projection.</p> <p>Lord's Prayer and prayer responses may be said very quietly behind facemasks.</p>	Preachers need to be aware of the COVID 19 voice control requirements and work in conjunction with the sound deck operative.
16) Offering					<p>A box for the receipt of offering will be placed at the rear of the worship area, for use on entry. The box will be placed in the Church safe by the Treasurer for the recognised 72hour period prior to counting and banking.</p>	Church Treasurer
17) Someone feeling unwell	Guidance is to go straight home	1	3	3	<p>With all the guidance shown on the way in and in the letter issued to all Church Members it is unlikely that somebody will start to feel unwell during the service. However, there is a risk. It is impossible to mitigate against such poor social behaviour, by someone remaining whilst unwell.</p>	Reinforce the requirements on entry.
18) Someone needing the toilet.		1	1	2	<p>The one toilet designated for this requirement is the disabled toilet at the end of the corridor. Which should be sanitised immediately after use by the user. The necessary sanitising materials will be located in the cubicle.</p>	<p>Toilet User</p> <p>In case of use by more than one person, situation to be monitored.</p>

19) Preparation for leaving.	Preacher will advise on social distancing when people are leaving via the front door	1	2	2	<p>Steward to guide worshippers on orderly manner of leaving seats and exiting maintaining social distancing.</p> <p>People leaving the service are to maintain their social distancing, use the sanitiser and exit the building as quickly as possible.</p>	Steward to inform the preacher of the need to advise on social distancing rules prior to them leaving the worship area and not to stay longer than is absolutely necessary
20) Leaving Church	Preacher stands in pulpit and nods to people leaving – no physical contact	1	3	3	<p>People have been made aware on the way into church of the social distancing requirement. The same requirements apply when leaving the Church exiting will be by one row at a time, row and route indicated by the steward.</p> <p>Stopping to talk must wait until outside the building, again maintaining social distancing.</p>	Once outside the building people are requested to disperse as quickly and quietly as possible. Action by EVERYBODY
21) Hand Sanitisers and hand washing facilities	These are advised and available	1	2	2	<p>Hand sanitisers are at the sanitiser stations at various places around the building.</p> <p>Hand washing facilities are available in the Disabled toilet.</p>	Everybody
22) Gathering outside after worship	22) The space outside the church	1	3	3	<p>There is ample space for short greetings. However, groups are to be discouraged, and social distancing is to be observed.</p>	Once outside the building people are requested to disperse as quickly and quietly as possible. Action by EVERYBODY

23) Somebody comes in disregarding the guidance	A steward is present and the person would be non-compliant	1	3	3	This would be an unusual occurrence. If there is a problem then the advice of the steward must be followed, which may require movement of people to another area of the church, still maintaining social distancing. If the situation escalates then the police should be called.	Stewards need to have some guidance on the issue and a procedure set in place.
24) Recording who attends	If a “not so familiar person” arrives and has not got a Consent Form with them	2	2	4	The steward should assess the number of people that are already in the Church and if less than 30, may politely request the person to fill in the required CONSENT FORM with all their necessary details explaining about the 21day retention of information. Only one pen to be used by one person then the pen should be placed in a box for sterilisation.	Stewards need to have some guidance on the issue and a procedure set in place.  Blank Consent Forms to be available. N.B Use of pen situation.
25) Somebody attending falls ill during the service. (non COVID related)	The service will be stopped while the person is attended to by the steward and if necessary ambulance should be called.	1	3	3	Stewards not attending the ill person should re allocate seats to the people local to where the person is, to allow sufficient room for the emergency services. The person/persons attending the patient should as a minimum wear face mask, plastic apron and disposable gloves. Normal care should be shown to the patient to ensure they are comfortable until professional help arrives. If the case turns out to be of a more serious nature then the church should be evacuated under the guidance of the stewards and in an orderly social distancing manner.	Specific Safety equipment to be readily available.



<p>26) Somebody attempts to disrupt the service</p>	<p>The service would be stopped whilst stewards deal with the situation</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>This is a highly unlikely situation, although as the Church doors will be wide open is a possible scenario, if the stewards cannot resolve the issue and the person responsible will not quieten down or leave the service then the police could be called.</p>	<p>Stewards</p>
<p>27) Too many people come to service so that the limit of 30 is exceeded</p>	<p>Stewards would ask people not to come in.</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Only those people who have filled in the CONSENT FORM will be allowed into service so restricting the number who will be in attendance. If the people requesting to come into the service are small in number then it may be possible to accommodate them maintaining social distancing, this could be managed by requesting volunteers to leave or by opening the further annex of the church with minimal disruption. A booking system could be investigated.</p>	<p>Stewards</p>
<p>28) Possibility of Worship of God being overshadowed by precautions</p>	<p>As trustees, we need to follow government guidance and those of the Methodist Church as well as try to worship GOD</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>As Methodists, the worship of God can take place anywhere and at any time. This re-opening of our church for worship will not be the same as before, but it gives us the opportunity to worship our extraordinary God in His house, together with (some of) His people, albeit in a not ordinary way. We have much to give cause for thanks and praise.</p>	<p>Trustees, Preacher, Stewards, Everybody</p>

29) Somebody insists on singing.	One person is allowed to sing.	1	3	3	The Preacher must emphasise that communal singing is not allowed. The person singing must social distance of a minimum of two metres and sing from behind a screen.	Preacher/Stewards
30) Somebody makes a complaint about the CODIV 19 procedures	Steward to whom the complaint has been made will understand	1	2	2	The steward will make a note of the complaint for further discussion with fellow stewards and possibly the preacher. An attempt to find a local remedy will be pursued.	Stewards / Preacher
31) Face coverings					Face coverings must be worn whilst on the church premises	Everybody
32) After Service	Securing the Building				<p>Following the service the stewards will carry out the following</p> <p>a) a security check to ensure that everybody is out of the building.</p> <p>b) ALL windows are shut and locked</p> <p>c) All lights and electronic equipment turned off</p> <p>d) The collection is in the safe</p>	Stewards/Treasurer

					e) That all doors are closed and secured. The worship area of the building will then be left shut up for the 72 hour period (minimum)	
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