

Stotfold

Covid-19 Risk Assessment - Phase 1 - Opening for Worship

Separate Risk Assessments for: use of cleaners, other users, funerals - to be produced separately

Name & Address of Church	Stotfold Methodist Church, 5 Hitchin Road, Stotfold, Hitchin, Herts SG5 4HP	Assessment undertaken by Maggie Turner, June Simpson, Val Triplow, Mary Cooper, Julie Longhurst, Eileen Gibbs, Jean Williams, Daphne Bower, Hannah Crockford and Frances Thomas. Responsible Person: Julie Longhurst
Area of Building Assessed	Side door, Entrance Hall, Church Lounge and Church Hall.	Date of Initial Assessment 17.8.20 Date to be Reviewed - upon changes to Government/Methodist restrictions

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes in contact</i>	Likelihood 1 = Seldom 2 = Frequently 3 = Certain or near certain	Severity 1 = Low (minor injury) 2 = Medium (serious injury) 3 = High (fatality)	Risk Rating 1-2 = low 3-4 = medium 6-9 = high priority	Additional Covid-19 Controls – Reducing Risk <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 & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and by whom?</i>
Doors & Entrance Hall	All building users	2	2	4	Provide hand sanitiser dispenser on a table in the entrance hall to reduce the risk of Covid-19 being taken into the building. The nature of a Sunday-morning service is that people arrive for the start and leave at the end, so one door is sufficient. The sanitiser can also be used as people leave at the end of the service. Add distancing markers on the driveway and in the entrance hall/lobby for queueing. Leave side door open for the whole period to reduce	Leadership: Every Sunday before worship to place: the sanitiser and distancing markers and clean face coverings. Leadership: clear the

					<p>hand/breath contact and increase natural ventilation.</p> <p>Signs in place: not to enter if unwell especially with Covid 19 symptoms, to agree to trace information being given, to maintain distancing, and behaviour in the church (staying in place, no singing etc.), and wearing of face coverings.</p>	<p>entrance hall. Add signage. Communicate with congregation. Leave door open.</p>
Main Hall	all church attendees	2	2	4	<p>Just inside the door of the church Hall, provide clean pens and register for recording attendance and contact information as a track-and-trace measure. A named person must keep this list for 21 days. That person will be contacted if the church is notified of a case of Covid 19.</p> <p>Space out chairs in the main body of the church to accommodate our usual numbers and any visitors considering same family members. Our capacity will be circa 40 which is more than adequate for our usual attendance. Stewards will give each regular worshipper a name card which can be left on their seat for use at further services. A copy of "Singing the Faith" will be left on each chair (to follow words if required).</p> <p>We assume that young children are unlikely to attend, but nevertheless all toys and children's books should be stored away. Parents and carers must keep small children from moving about in the church.</p> <p>A table, chair and Lectern will be placed at the High Street end of the hall for the preacher. A radio microphone will be provided for use by the preacher.</p> <p>The nature of a Sunday-morning service is that people arrive at the start and leave at the end, so there is probably no need for directional control of movement – apart from</p>	<p>Leadership: Every Sunday before worship to place: the attendance record and clean pens. Named person: Julie Longhurst to hold the contact list and to destroy after 21 days</p> <p>Leadership: agree four people for each Sunday service:</p> <ol style="list-style-type: none"> 1. Side door 2. Recording contact details 3. Directing people to seats 4. Directing preacher and prayer <p>The above people are on pre-service and any post-service cleansing required.</p>

				<p>asking people to take reasonable care.</p> <p>Avoid handshakes/hugs or any other ways of displaying affection/greeting that involve physical contact and is not in line with 2m distance rule. Face coverings must be worn.</p> <p>No singing of hymns or worship songs is allowed to minimise the chance of droplet transmission during the service.</p> <p>Preacher and worshippers to be asked to bring their own water to drink.</p> <p>At the end of the service a basket for offerings will be placed on a table near the exit door. The dismissal at the end of the service can be used to tell the congregation about the offering basket so that they can have their offering ready and avoid congestion as they leave.</p> <p>Leave hall door open for the whole period to reduce hand/breath contact and increase natural ventilation. Open windows if possible.</p> <p>At present, the hall is unlikely to be used again until the following Sunday. Contamination of surfaces and any books handled should have naturally reduced significantly after 48 hours (Government guidance for places of worship), so no special measures should be needed. Normal cleaning of the hall could accordingly be carried out after two or three days. Antibacterial spray that can be used on hard and soft surfaces of the chairs when required.</p> <p>Holy Communion: to be offered using wafers:</p>	<p>Leadership: Communicate the new procedures with congregation prior to arrival. Purchase and set up of cleansing materials.</p>
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Toilets		2	2	4	<p>The disabled toilet only will be in use with the remaining toilet taped off. A sanitiser station will be provided outside the toilet to be used on entry and exit to minimise COVID-19 transmission.</p> <p>Hands should be washed thoroughly after using a toilet and dried. Paper Towels will be provided.</p> <p>Surfaces in toilets to be wiped down with suitable disinfectant regularly. Antiseptic surface wipes will be placed in the toilet for anyone who wants to use them. Put distancing floor markers from the side door into the hall 2 m apart.</p>	Leadership: Communicate the new procedures with congregation prior to arrival. Purchase and set up of signage & cleansing materials.
Kitchen	All building users	2	2	4	To avoid using the kitchen, refreshments will not be available after a service. Also, communion with wafers only will avoid the need for washing up. We are asking the preachers and people to bring their own water to drink. The kitchen should be kept out of bounds.	Leadership: tape off these areas.

Church Lounge	Visiting Preacher and Designated Stewards	1	2	2	<p>The Church Lounge will be used as the Vestry for the visiting Preacher and designated steward. At the end of the Service the Church Lounge will be used for counting the offering. Keep out of bounds for others.</p> <p>This offering basket can be handled by someone wearing protective gloves.</p> <p>Counting of the offering after the service would need to be carried out by two people.</p>	<p>Leadership: Signs to prevent people going into the Lounge</p> <p>Stewards or designated persons</p>
Main Church	All building users	2	2	4	<p>The church should be kept out of bounds by using advisory signs and the stairs door to be taped off.</p>	<p>Leadership: close off these areas with signs.</p>

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