# St John's Church Mosley Common, Risk Assessment for Opening Church Buildings to the Public for Sunday Service

# 16th July 2020

**Version Control**

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| Issue Date | Version Number | Issued by |
| 1st July 2020 | 4 | The House of Bishops COVID-19 Recovery Group |

Plan

St John’s Mosley Common will be open for Sunday Services from the 2nd August 2020. People will contact Susan Mallon, the Team Clerk, on **07873 149627** to book a place on the Sunday and these places will be limited to 28, the church will then be left to self clean for over 72 hours.

**(A M Taziker. Churchwarden)**

**Risk Assessment**

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| **Church:**  **St John's Mosley Common** | **Assessor’s name:**  **Andrea M Taziker, Churchwarden** | **Date completed:**  **9th July 2020** | **Review date:**  **1. 4th August or as needed.** |

| **Area of Focus** | **Controls required** | **Additional information** |
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| **Preparation of the Church for Sunday services** | The church will be cleaned over 72 hours after and over 72 hours before it is used for Sunday Services All cleaners will have seen, read and signed a copy of the risk assessment. | People will bring use the cleaning material provided. |
| CofE Guide on cleaning church buildings reviewed and relevant sections acted upon. | Printed advice from the Church of England dated 16th June 2020.  Carpet disinfectant spray of equal amounts of water and white vinegar in a spray bottle and allow to dry.  Cleaning materials; Boots Sensitive Washing up Liquid or Ecover into distilled water in spray bottle. Spray onto towel and then use this to wipe. Dry with soft paper towel. This will be kept in a cleaning box that will be cleaned at the end of each day. Do not use wipes with alcohol on the historic building surfaces. |
| Entrance into the church is via the Bell Tower, which will be clearly signed. The exit is via the lounge doors at the back of church. These doors and the vestry door will be open all the time during the service to allow for clear ventilation of air |  |
| Doors opened fully to improve ventilation and limit contamination of handles/doors.  All door handles and doors are wiped but will not be used beyond initial opening and closing. |  |
| All books/printed material not being used and there is no access to these. |  |
| No public access to any devotional objects or items, children's area, chancel or pews. |  |
| One route into and out of the areas of the church building to be used. |  |
| Hand sanitisers available for use at entrance and exit on an easily cleaned plastic table. If raining this will be in the porch. Extra hand sanitisers will be provided inside church. Peddle, flip top bins with double bagged disposable polythene liners placed next to these sanitising stations. Face masks are available if wanted. |  |
| Notices put up in various locations to remind visitors about important safe practices. |  |
| The toilet can be accessed but the large disabled one is to be used. Soap and paper towels and hand sanitisers are available. Detergents to be used to clean toilet between usage. Toilets to be cleaned by named individuals and to fill form in on outsde of door when have done so. Toilets to be cleaned in general cleaning in the 72 hours self cleanse between usage. |  |
|  | No singing. Keyboard can be played but not main pipe organ. No flowers. |  |
|  | If money is given to the church the plate is placed at the back of the church and this can be placed in the envelopes and then onto the plate. These will be collected by the Church Warden and placed into 2 plastic bags, add sticky label with time and date and place into the right hand drawer of the safe and leave for 72 hours or the next Sunday service to be counted by the Church Wardens. |  |
|  | Young children can accompany their parents but only if they can sit for the whole service. | Covid-19: guidance for the safe use of places of worship during the pandemic 12 June 2020 and 7th July meeting. |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)** | The church building will be closed for at least 72 hours between periods of being open so there will be no need for additional cleaning or deep cleans. | A notice will be displayed on the only key entrance to the church with the dates when sealed and the date when the next cleaning will take place for the next usage. |
| The church will be cleaned over 72 hours after it is used for Sunday Services. All cleaners will have seen, read and signed a copy of the risk assessment. | Cleaners will use materials supplied by church. |
|  | CofE Guide on cleaning church buildings reviewed and relevant sections acted upon.  Make sure that all door handles and doors are wiped. | Printed advice from the Church of England dated 1st July 2020.  Carpet disinfectant spray of equal amounts of water and white vinegar in a spray bottle and allow to dry.  Cleaning materials; Boots Sensitive Washing up Liquid or Ecover into distilled water in spray bottle. Spray onto towel and then use this to wipe. Dry with soft paper towel. This will be kept in a cleaning box that will be cleaned at the end of each day. Do not use wipes with alcohol on the historic building surfaces. |
| Once the building has been quarantined for 72 hours, the cleaning as per normal will be done but leaving another 72 hours before the next service. A notice will be displayed on the only key entrance to the church with the dates when sealed and the date when the next cleaning will take place for the next usage and deny entrance to the interior of the church building in the periods of self cleanse. |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | The building will be left between usage on all occasions for 72 hours to self clean. A notice will be displayed on the only key entrance to the church with the dates when sealed and the date when the next cleaning will take place for the next usage and deny entrance to the interior of the church building in the periods of self cleanse. |  |
| **Organisation of the participants of the Sunday Service.** | Places at the Sunday Service will be limited to 28 to ensure the 2m social distancing rule. People will be informed by posters, the Internet and word of mouth that places need to be booked by ringing the Team Clerk Susan Mallon on 07873149627. On the church website and also verbally informed when booking is the consent for data collection and storage for Track and Trace which must be agreed to at booking. Details of this can be found on the church website. If people do not give thier data or consent thay can still come to the service. | To be organised by Team Clerk |
| If a number of family members, basically anything above 1 and no more than 6, want to sit together they must inform the Team Clerk when booking and then she can make a record of this and pass this onto the Churchwarden so that they can arrange suitable seating. |
| The Team Clerk will take the detail when booking that can be used for a possible future Track and Trace. |
| The Team Clerk will provide a printed register list with all this detail on for the churchwardens to complete at the actual service with a record of who attended. This register data, as in who attends and the time they arrive and leave, will be sent written down at the service and given to the Team Clerk. The copy used will be placed into the safe to self clean and kept for 3 weeks and only destroyed by the date on the register. |
| **The Service** | On entry to the church after hand cleansing the Churchwarden will mark down the attendance and the time of arrival. They will then show the person to their seat/seats. Seating will be where there is a green tick on the pew which have been carefully measured 2m apart. |  |
| There will be no singing but music will be played. Computer or organ. A service sheet is provided that attendees can take home or leave and then these will be binned. No bibles provided. |
| People will remain seated throughout the service apart from Communion. |
| The Table, a plastic cleanable one with a white cover on, will be placed at the top of the 2 steps to the staging area before the chancel. On this will be placed the Communion wafers in a sealed plastic box. |
| The server will have PPE mask, gloves and apron and will use small tongs to place/drop the wafer onto the hand of the communicant. If any part of the tongs/hands of the server comes into contact with the Communicant before the next Communicant new gloves will be put on and the tongs cleaned with disinfectant wipes also placed on the table. |
| Each member of the congregation will wait until the churchwarden allocates for them to move from their place. They will go up to the server on their own and then return to their place, then the next Communicant will go and so on until all who want have shared in Communion. There will be a line on the carpet in tape where the Communicant is to stop and wait for the server to commence serving. |
| The remaining wafers will be left in the safe to self clean. |
| To clear a space for social distancing before the table there will be 2 rows of chairs removed. |
| If a blessing is needed please inform the person to simply stand with a bowed head and the server will hold their hands towards the person but with no touching. |
| When the service is over the Churchwarden will tell the attendees individually when to leave and this will be via the lounge door at the back of church. There is hand sanitiser provided here also with suitable singnage. |
| If the toilet is needed the attendee must inform the churchwarden and the Churchwarden must clean the toilet after use and note this onto the form on the door. |

This must be signed as read, understood and agreed by the Clergy, Lay Assisstants, Church Wardens, Team Clerk, cleaners and all else who are in a position of control and involved in the services at St John's an any capacity of organisation.

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| **Date read and signed** | **Full name and contact telephone number** | **Position** |
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