

Annexe Toilet	Anyone attending Church Services or meetings	3	2	6	<ul style="list-style-type: none"> • Church sanctuary and Annexe not to be used by other groups at present • Floor markings for queue • Antibacterial wipes and hand sanitiser to be available in toilet 	Covid-19 team Covid-19 team Church Administrator
Vestry	Anyone attending Church Services or meetings	3	2	6	<ul style="list-style-type: none"> • Adequate supplies of soap and <i>paper</i> towels • Limit access to Vestry and ensure social distancing is maintained • Hand sanitiser available in Vestry 	Steward Church Administrator
<u>Cleaning</u>						
General Cleaning	Church Cleaner	3	2	6	<ul style="list-style-type: none"> • Cleaner to be reminded of Covid-19 Guidance and provided with PPE 	Church Administrator
Church, Vestry Meeting Area, Annexe	Anyone attending Church Services or meetings	2	1	2	<ul style="list-style-type: none"> • Church is cleaned once a week between Sunday Services • Initial use only on Sundays 	Church Cleaner

Annexe Toilet & Door Handles	Anyone attending Church Services or meetings	3	2	6	<ul style="list-style-type: none"> Church Cleaner to pay special attention in accordance with Covid-19 guidelines 	Church Cleaner
Internal door keys and alarm	Key holders	2	1	2	<ul style="list-style-type: none"> Generally only used by one person on entry and exit – Church Cleaner to wipe clean 	Church Cleaner
Church audio equipment & microphones	People using audio	2	1	2	<ul style="list-style-type: none"> Audio equipment and microphones to be cleaned after each use Only one person (or family unit) to sit at sound desk 	Steward Steward
<u>Good Hygiene</u>						
Annexe Toilet	Anyone attending Church Services or meetings	2	1	4	<ul style="list-style-type: none"> Handwashing Notices Toilet to be kept stocked with soap and paper towels Antibacterial wipes and hand sanitiser to be available in toilet 	Church Administrator & Church Cleaner
Hand Sanitiser & Tissues	Anyone attending Church Services or meetings	2	1	2	<ul style="list-style-type: none"> Hand sanitiser to be provided at both entrances (Meeting Area & Annexe) Tissues to be provided 	

Books, Leaflets	Anyone attending Church Services or meetings	2	1	2	<ul style="list-style-type: none"> • People to be told in advance that hymn books and bibles will not be available (bring their own, if required) • All hymn books, bibles to be stowed away and marked 'not for use' • All leaflets, notices to be removed 	Senior Steward Covid-19 team
<u>Church Services</u>						
Collection Money	Anyone attending Church Services	2	1	2	<ul style="list-style-type: none"> • No in Service collections – plates left in Meeting Area • Counting of money to be carried out using gloves or quarantined for 72 hours 	Steward
Bread and Wine	Anyone attending Church Services	2	1	2	<ul style="list-style-type: none"> • No Holy Communion 	Steward
Singing/ Music	Anyone attending Church Services	3	2	6	<ul style="list-style-type: none"> • If music is included, it should be made clear that people should not sing • People should be warned in advance • Pre-recorded music may be used • Organ to be used for background music only 	Steward/ Worship leader Senior Steward

Duration of Services						
<u>Face Masks</u>	Anyone attending Church Services or meetings	2	1	2	<ul style="list-style-type: none"> • Services/Meetings to be limited to 30-45 minutes and people asked not to congregate afterwards • People attending who are able to wear a face mask will be expected to do so, in accordance with the latest government guidelines. • Disposable masks will be available 	Steward Steward Church Administrator
<u>Vulnerable People</u>	People over 70 or known to be vulnerable	3	2	6	<ul style="list-style-type: none"> • Vulnerable individuals should be advised in advance not to attend • If anyone in this category does attend, then they should be advised to minimise contact with others outside their household 	Senior Steward Steward
<u>Test and Trace</u>	Anyone attending Church Services or meetings	1	1	1	<ul style="list-style-type: none"> • <i>The Steward or Event leader will ensure that a record is kept of the contact details of everyone who enters the premises. Forms will be provided for this purpose and these will be kept for 21days</i> 	Steward

<p><u>Attendance limit</u></p> <p><u>Information</u></p> <p><u>Access to the rest of the Building</u></p>					<ul style="list-style-type: none"> • Advise people in advance and ask them to give their permission • The Church may refuse entry if details are not provided • Post notices about Test and Trace • People requested to inform Church immediately if they display any symptoms after attending a service • Allow 22 individuals or up to 30 with households sitting together • A summary of precautions and actions to be taken to be given to all potential attendees prior to opening and will also be displayed in the Church and near entrances • People attending Church Services or Meetings will only be allowed in the Church and the Annexe. Access to the rest of the building will not be permitted, except for emergency evacuation. 	<p>Steward</p> <p>Steward</p> <p>Church Administrator</p> <p>Steward</p> <p>Steward</p> <p>Senior Steward</p>
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Covid-19 Risk Assessment