

Risk Assessment for Opening St John's Church, Rownhams for Twinspires@10 services

Version Control

Issue Date	Version Number	Issued by
19 th February 2022	3.0	Rev Graeme Dixon on behalf of PCC

Risk assessment template

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Church: Parish of Nursling and Rownhams	Assessor's name: Graeme Dixon (vicar) on behalf of PCC	Date completed: February 14th 2022	Review date: April 30th 2022
Event or service this assessment relates to:		Sunday services at St John's Church – 10am service	

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
Aerosol or droplet transmission of Covid-19	Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary.	Consult HSE guidance on identifying poorly ventilated areas Two sets of doors to be left ajar by sides person – main entrance door & South transept door. All vents to be left open.	Sides person and/or worship leader	
	Use outdoor spaces if appropriate and available.	All Age worship Services may be conducted outside (weather permitting).	Service leader	
	Request or consider requiring people to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing.	The use of facemasks is down to individual choice. Singing without masks is permitted.	Sides person and service leader.	
	Put in place measures to reduce contact between people e.g. retaining social distancing	Social distanced seating will be available in the North Transept gallery, the South Transept, choirstalls and rear of church. Sanitiser to be used on entry and exit.	Admin Assistant and Vicar	
	For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings.	For funerals, weddings and baptisms the use of facemasks is down to individual choice. Singing without masks is permitted. Sanitising is encouraged.	Vicar	
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Encourage all those attending to sanitise hands on entry and exit.	Sides person	

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Surface transmission of Covid-19	Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.	Main church doors to be kept ajar during services (weather permitting). Screen to be used at all times. Collection will be undertaken using bowl at rear of church or alternatively the contactless device can be used.	Sides person and service leader	
	Good hygiene and cleaning of the building.	See advice on cleaning church buildings Undertaken weekly by church cleaner	Church cleaner	
	Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.	Bibles and books will be available, everything will be on the screen and service sheets emailed prior to services.		
	If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them.	Baptism laminated cards will be used and left in situ for 3 days.	Vicar	
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on).	Arrangements for Holy Communion include intinction of the wine.	Vicar	
	Put in place a cleaning rota/system for children’s materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children).	Toys in creche will be left for a week. Alternatively, parents are encouraged to bring their own toys.	Users	

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	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Toilet is open. Hand washing is available. Toilet is cleaned once a week. Encourage toilet users to use paper hand wipes.	Church cleaner	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Church cleaner to continue to oversee this.		
Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.	Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. Encourage visitors to use one or other of these options.	Consult advice on Track and Trace .		Done
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious.	Pastoral letter to be placed on website. Front page updated by PCC secretary	Vicar PCC Secretary	
	Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.	Our Twinspires@10 service is available for 7 days online through our website. The CofE Daily Hope phone line and other content can be found here: https://www.churchofengland.org/resources/coronavirus-covid-19-guidance/dailyhope-phone-line		

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	Communicate with nearby churches to ensure offered provisions are complementary.	A Traditional church service is available at St Boniface church. St Johns also offers an evening service where restrictions are observed (including hand sanitising, wearing masks, social distancing and singing with masks)		
	Provide welcoming notices that outline safety measures.	Admin Assistant to do this		
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Not always possible. Vicar will carry out meetings at the rear of the church.	Vicar	
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.		
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.		