



# Parish of St. Mary's Summerstown

## COVID19 Risk Assessment



Activity: Sunday Services

Date of first risk assessment: 25<sup>th</sup> May 2020

Location: Church building, Wimbledon Road, SW17 0UQ

Date of last review: 2<sup>nd</sup> July 2020

Name of leader with responsibility: Rev James Fletcher

Date to be reviewed: After first service/ as Government or Church of England guidance released

What are the hazards?	Who might be harmed and how?	Control Measures:	Do you need to do anything else to manage this risk?	Action by whom? Action by when?	Done
<i>Attendees</i>					
Potential for contracting COVID-19	<p><u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.</p> <p><u>How:</u> Close contact with others. Contact with contaminated surfaces and then touching eyes/nose/mouth.</p>	<ul style="list-style-type: none"> <li>No one should attend a church service if they display <a href="#">COVID-19 symptoms</a> (temperature/new continuous cough/loss of taste or smell) until they have self-isolated for 7 days from the start of symptoms or received a negative <a href="#">COVID-19 test</a> result.</li> <li>No one should attend church if they live with someone who is displaying symptoms, until they have self-isolated for 14 days from when the household member started showing symptoms.</li> <li>If someone develops symptoms whilst at church, they should go home immediately.</li> <li>Those who are clinically vulnerable to COVID-19 are advised to continue to follow government guidance, which at the moment is not to attend places of worship.</li> <li>Those who are over 70 years of age</li> </ul>	<ul style="list-style-type: none"> <li>Communicate this to church members ahead of services: <ul style="list-style-type: none"> <li>Email</li> <li>notice in YouTube service</li> <li>call or write to those without internet</li> <li>notice on website</li> </ul> </li> <li>Communicate to visitors ahead of services: notice on website</li> <li>Communicate to those arriving at church: posters on gate and doors</li> <li>Provide disposable tissues and bins in the main church building.</li> </ul>	<ul style="list-style-type: none"> <li>Church administrator to prepare communication by 12<sup>th</sup> July.</li> <li>Church administrator to ensure tissues and bins are provided by 12<sup>th</sup> July.</li> </ul>	

		<p>are advised to continue to follow government guidance, which at the moment is to stay at home as much as possible and to take care to minimise contact with others outside their household.</p> <ul style="list-style-type: none"> <li>Attendees are reminded to avoid touching their face.</li> <li>Attendees are reminded to cough or sneeze into a tissue, or into their arm if a tissue is not available. Tissues and bins will be provided.</li> </ul>			
Well-being	<p>Those who can't attend church because:</p> <ul style="list-style-type: none"> <li>- they or someone they live with has symptoms</li> <li>-they are vulnerable and have been advised to stay at home</li> <li>-they don't feel comfortable coming to church at the moment due to COVID-19</li> </ul> <p>Those who find the change to the way church happens difficult.</p> <p>Those who are struggling due to the challenges of the pandemic.</p>	<ul style="list-style-type: none"> <li>An alternative way to engage with the service is provided - it is filmed and put on the website and on YouTube. Transcripts are provided for those without internet access.</li> <li>Regular communication with those we don't see in person.</li> <li>Feedback is invited - on why someone doesn't feel comfortable coming to church, or why they are finding the new measures difficult and what could be done to improve these situations. Use this feedback to review measures.</li> <li>Make it clear that no-one should feel any pressure to attend.</li> <li>Give the opportunity for those who are struggling to talk to someone.</li> </ul>	<ul style="list-style-type: none"> <li>Review whether there are church members who aren't in regular contact with another church member and ask someone to buddy up with them.</li> <li>Invite feedback eg <ul style="list-style-type: none"> <li>Invite people to provide feedback to the church office,</li> <li>calling those who don't attend church in person,</li> <li>asking people in conversation,</li> <li>discussed by PCC.</li> </ul> </li> <li>Communicate (eg service notices) that anyone struggling who would like to talk to someone can talk to (eg welfare team)</li> </ul>	<ul style="list-style-type: none"> <li>Vicar and pastoral assistant to continue to provide videos and transcripts of the service.</li> <li>All staff and PCC to invite feedback and opportunity to talk in their communication with church family and visitors.</li> <li>All church family to keep up regular communication with one another.</li> </ul>	
<b>Arriving, leaving and moving around the building</b>					
Potential for contracting COVID-19	<p><u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.</p>	<ul style="list-style-type: none"> <li>Doors secured open so they don't need to be touched, and so that people can see who is coming towards them and social distancing can be maintained.</li> <li>Social distancing (2m where possible)</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the need to maintain social distancing: <ul style="list-style-type: none"> <li>include in the communication ahead of the service mentioned</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Church administrator to prepare communication by 12<sup>th</sup> July.</li> </ul>	

	<p><u>How:</u> Close contact with others. Contact with contaminated surfaces and then touching eyes/nose/mouth.</p>	<p>should be maintained at all times.</p> <ul style="list-style-type: none"> <li>• One door will be used for entry and another for exit.</li> <li>• A one-way system will be in place around the church buildings - back to front along the side aisles, and front to back down the middle aisle.</li> <li>• Discourage physical greetings (hugs, handshakes)</li> <li>• No books will be used, only single use service sheet handouts. Attendees will use hand sanitiser then pick up a handout from a table. They must take their handout home.</li> <li>• A welcome team of four people will guide people to maintain social distancing as they arrive and take a seat.</li> <li>• A register will be taken by a member of the welcome team and kept for 21 days to help with NHS Test and Trace if required.</li> </ul>	<ul style="list-style-type: none"> <li>• above <ul style="list-style-type: none"> <li>○ posters at entrance</li> <li>○ reminder in notices during the service</li> <li>○ welcome team to sensitively remind those who aren't social distancing</li> </ul> </li> <li>• Communicate the need to avoid physical greetings <ul style="list-style-type: none"> <li>○ Communication ahead of the service detailed above</li> <li>○ Reminder in notices during the service</li> </ul> </li> <li>• Brief welcome team.</li> <li>• Provide hand sanitiser.</li> </ul>	<ul style="list-style-type: none"> <li>• Church administrator to ensure enough hand sanitiser is provided by 12<sup>th</sup> July.</li> <li>• Church administrator to recruit volunteers for welcome team - by 12<sup>th</sup> July.</li> <li>• Service leader to give reminder.</li> </ul>	
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**The Service**

<p>Potential for contracting COVID-19</p>	<p><u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.</p> <p><u>How:</u> Close contact with others. Contact with contaminated surfaces and then touching eyes/nose/mouth.</p>	<ul style="list-style-type: none"> <li>• No communion at the moment.</li> <li>• Members of different households seated 2m apart.</li> <li>• Attendees are asked to minimise touching surfaces.</li> <li>• There will be no singing at the moment.</li> <li>• When church members come to the front to read the Bible, pray, or lead a children's spot, they will avoid touching the lectern.</li> <li>• There will be no collection taken during the service. Online giving will be encouraged where possible. A collection box will be available on the way out. Cash collections will be handled with gloves.</li> <li>• No refreshments and chat time after the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Mark seating positions</li> <li>• Communicate what will be different about services and why eg intro at start of service</li> <li>• Tell readers/prayers/those leading children's spot to avoid touching the lectern.</li> </ul>	<ul style="list-style-type: none"> <li>• Church staff and volunteers to make seating positions and put up posters - by 8<sup>th</sup> July.</li> <li>• Church administrator to prepare communication by 12<sup>th</sup> July.</li> <li>• Church administrator to brief readers/prayers/childrens spot leaders in the weekly emails to</li> </ul>	
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Potential for contracting COVID-19	<p><u>Who:</u> Children</p> <p><u>How:</u> Close contact with others. Contact with contaminated surfaces and then touching eyes/nose/mouth.</p>	<ul style="list-style-type: none"> <li>There will be no Sunday Club during the services for the time being.</li> <li>The children's corner will not be available, to avoid multiple children touching the same items, and to take away the temptation of touching them.</li> <li>Sunday Club takes place online.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate to parents ahead of the service that there will be no Sunday Club or children's corner, that children are still welcome but to consider bringing your own activities to occupy younger children.</li> <li>Pack away the children's corner.</li> </ul>	<ul style="list-style-type: none"> <li>Church staff and volunteers to pack away the children's corner by 8<sup>th</sup> July.</li> <li>Church administrator to prepare communication by 12<sup>th</sup> July.</li> </ul>	
<b>Toilets and Cleaning</b>					
Toilets; Potential for contracting COVID-19	<p><u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.</p> <p><u>How:</u> Close contact with others. Contact with contaminated surfaces and then touching eyes/nose/mouth.</p>	<ul style="list-style-type: none"> <li>One person in a toilet at a time.</li> <li>Social distanced toilet queuing points marked.</li> <li>Encourage thorough hand washing.</li> <li>Outer door of toilets to be secured open to avoid the need to touch it after washing hands.</li> <li>Toilets cleaned on Sunday afternoons.</li> <li>Bins containing potentially contaminated waste (in toilets as well as other parts of the church) should have liners which can be tied off at the end of a service. Prior to the church next opening (72 hours later) these can be taken out and put in a refuse sack.</li> <li>The kitchen and hall will not be used, reducing traffic in the corridor to the toilets.</li> </ul>	<ul style="list-style-type: none"> <li>Hand washing technique posters in the toilets</li> <li>Provide soap and paper towels</li> </ul>	<ul style="list-style-type: none"> <li>Church staff and volunteers to out signs up by 8<sup>th</sup> July.</li> <li>Church administrator to ensure enough paper towels and soap is available by 12<sup>th</sup> July.</li> </ul>	
Cleaning; Potential for contracting COVID-19	<p><u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.</p>	<ul style="list-style-type: none"> <li>Church will be closed for at least 72hrs between use.</li> <li>Midweek groups (Bible Studies, Q&amp;A, Christianity explored) will continue to take place online for the time being.</li> <li>If funerals are planned for within 72hrs of a Sunday service, cleaning will be</li> </ul>	<ul style="list-style-type: none"> <li>Provide disinfectant, disposable paper towel/cloths to clean with, disposable gloves.</li> </ul>	<ul style="list-style-type: none"> <li>Church administrator to ensure cleaning materials are available by 12<sup>th</sup> July.</li> </ul>	

	<p>Cleaners</p> <p><u>How:</u> Contact with contaminated surfaces and then touching eyes/nose/mouth.</p>	<p>arranged.</p> <ul style="list-style-type: none"> <li>If a staff member or volunteer is in the church building within 72hrs of a Sunday service, they will disinfect surfaces they touch before/after touching them as applicable.</li> </ul>			
<b>Emergencies</b>					
Fire; Potential for contracting COVID-19	<p><u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.</p>	<ul style="list-style-type: none"> <li>Existing emergency procedures for fire remain in place.</li> <li>When evacuating and waiting at the assembly point, social distancing should be maintained as far as possible, but in line with government guidance, social distancing can be relaxed in an emergency. There's no need to follow the one-way system.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate to church family and visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Church administrator to prepare communication by 12<sup>th</sup> July.</li> </ul>	
COVID-19 Case	<p><u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.</p>	<ul style="list-style-type: none"> <li>Attendees will be asked to let the church office know if they develop symptoms or receive a positive test result within a week of attending a service.</li> <li>When the church office has been informed of a suspected or confirmed case of COVID-19 in someone who attended church, if the church will not be closed for 72hrs between their attendance of church and the next use, arrange cleaning.</li> <li>If someone develops COVID-19 symptoms at church, they should go home immediately if they are well enough. Surfaces they have touched or have breathed/coughed on should be disinfected as soon as practical to avoid others touching those areas.</li> </ul>	<ul style="list-style-type: none"> <li>Provide disinfectant at church.</li> <li>Ask attendees to let the church office know if they develop symptoms or receive a positive test result within a week of attending a service - in the notices during the service.</li> </ul>	<ul style="list-style-type: none"> <li>Church administrator to prepare communication by 12<sup>th</sup> July.</li> <li>Church administrator to ensure disinfectant is available by 12<sup>th</sup> July.</li> </ul>	

<p>Medical Emergency; Potential for contracting COVID-19</p>	<p><u>Who:</u> Those assisting/giving first aid, and the person they are helping.</p>	<ul style="list-style-type: none"> <li>• Those providing first aid will wear PPE (gloves, face mask) and wash their hands thoroughly afterwards.</li> <li>• CPR: recommended to perform chest compressions only.</li> <li>• Others should stay 2m away from the person receiving assistance.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide PPE and store with the first aid kit.</li> </ul>	<ul style="list-style-type: none"> <li>• Church staff and volunteers preparing the church building to put PPE with kit by 8<sup>th</sup> July.</li> </ul>
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