



Parish of St. Mary's Summerstown

COVID19 Risk Assessment



Activity: Sunday Services

Date of first risk assessment: 25th May 2020

Location: Church building, Wimbledon Road, SW17 0UQ

Date of last review: 7th January - on entering tier 5

Name of leader with responsibility: Rev James Fletcher

Date to be reviewed: As Government or Church of England guidance updated

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
Attendees					
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">• No one should attend a church service if they display COVID-19 symptoms (temperature/new continuous cough/loss of or change to sense of taste or smell) until they have self-isolated for 10 days from the start of symptoms or received a negative COVID-19 test result.• 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.• If someone develops symptoms whilst at church, they should go home immediately.• 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.• Those who are over 70 years of age 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	<ul style="list-style-type: none">• Ongoing communication with those attending church:<ul style="list-style-type: none">◦ Notice during the service◦ Website• Updates to guidance to be added to the website	<ul style="list-style-type: none">• Service leader, at each service.• Website administrators, when guidance is updated.	

		<p>their household, so therefore not attend.</p> <ul style="list-style-type: none"> Attendees are reminded to avoid touching their face. Attendees are reminded to cough or sneeze into a tissue, or into their arm if a tissue is not available. Tissues and bins are provided. Wearing of face coverings is now mandatory in places of worship (from 8th Aug). This is communicated by the welcome team as people arrive and at the start of the service. Disposable face coverings are available for those who haven't brought their own. As of 14th Sept groups of more than 6 are against the law. Gathering in groups larger than this is not allowed and mingling between groups is not allowed. Measures are communicated via email, church website, YouTube channel, notices during the service and posters. On entering tier 5 all church members are encouraged to 'stay at home' and access our online service which will be pre-recorded. While initial provision was made for a small basic service to be held only for those without internet access, following the request made by the mayor of London, it was decided to not meet and instead provide printed or recorded copies of the service/sermon to those without internet. 			
Well-being	<p>Those who can't attend church because:</p> <ul style="list-style-type: none"> - they or someone they live with has symptoms -they are vulnerable and have been advised to stay at home -they don't feel comfortable coming to church at the moment due to COVID-19 	<ul style="list-style-type: none"> 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. Regular communication with those we don't see in person. Feedback is invited on how the services are run and how we can best support church family. Use this feedback to review measures. 	<ul style="list-style-type: none"> Invite ongoing feedback. Review feedback amongst church leadership/PCC as appropriate and review measures as required. 	<ul style="list-style-type: none"> Church leadership 	

	<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"> • Make it clear that no-one should feel any pressure to attend. On entering tier 5 underline the 'stay at home' message for all members of the congregation who can access services online and/or are vulnerable. • Give the opportunity for those who are struggling to talk to someone. • Zoom chat sessions continue after the service for both those who do and don't attend the service in person. 			
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Arriving, leaving and moving around the building

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"> • 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. • Social distancing (2m where possible) should be maintained at all times. Reminder posters are displayed. • One door will be used for entry and another for exit. • 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. This is marked with tape arrows on the floor. • Discourage physical greetings (hugs, handshakes) • No books will be used, only single use service sheet handouts. Service sheets are left on pews. Attendees are asked to take service sheets home with them. • A welcome team of three/four people will guide people to maintain social distancing as they arrive and take a seat. The welcome team have been briefed on the measures in place and their roles. • On entering tier 5, if an in-person service is being held the welcome team will be reduced to two people as expected attendance expected to be very small. Absolutely no 			
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		<p>mingling allowed. People must enter, go to their seats, stay there for the service and leave the building at the end. There must be no other moving around the building unless the person is specifically involved in setting up or leading - January 2021 MEETING IN PERSON SERVICES HAVE BEEN STOPPED FOLLOWING THE MAYOR OF LONDON'S REQUEST.</p> <ul style="list-style-type: none"> • To help with NHS Test and Trace if required, attendees are asked to write their name and contact number on a slip of paper left on their seat and post it in a box on their way out. These are collected after the service by someone wearing gloves, stored in a safe and destroyed after 3 weeks. It is made clear that filling in the slip is optional. • On entering tier 5 if an in-person service is being held there will be no provision for a physical monetary collection. Attendance will be recorded by the welcome team. - January 2021 MEETING IN PERSON SERVICES HAVE BEEN STOPPED FOLLOWING THE MAYOR OF LONDON'S REQUEST. • Attendees will leave one row at a time, as directed by a member of the welcome team. • Everyone is asked to use hand sanitiser as they enter the building. Hand washing facilities are available in the toilets as an alternative. • 2m distanced queuing points are marked outside the entrance to the building, and a member of the welcome team manages the queue and flow of people into the building. • Measures are communicated via email, church website, YouTube channel, notices during the service and posters. • On entering tier 5 the congregation will be encouraged to 'stay at home' and a pre-recorded service during the week (48 hours in advance) will be made available on a Sunday morning. This will be recorded with minimal people present in the building: James (lead and preach), Rhys (record/technical) and a musician/singer. 			
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The Service					
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"> • Communion will take place only following Church of England COVID advice - please see separate risk assessment. • Members of different households seated 2m apart. 2m distances are marked on pews and the welcome team will provide advice on where to sit. Pews have been re-arranged to be 2m apart. • Attendees are asked to minimise touching surfaces. • One person at the piano will sing during the service, they will be behind a Perspex screen and wear a mask. A choir can also sing from the choir stalls and 2m apart from each other - please see separate risk assessment. • On entering tier 5 there will be no choir or singing at the small Sunday service. One person will sing as detailed above for the pre-recorded service. • The congregation will not be singing. • Those speaking at the front will use separate lecterns and fixed microphones. This has been communicated to those speaking at the front. • 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. • On entering tier 5 there will be no provision for a monetary collection. • When live streaming the service only one person will use the laptop and set up the live stream - this is due to the small space around the PA equipment and the potential for contact with equipment which has been touched by others. When different people are setting up the sound and live stream this must be co-ordinated so only one person is at the PA equipment at one time. 			
			<ul style="list-style-type: none"> • If capacity is reached, consider use of the hall as an overflow space and a booking system. 	<ul style="list-style-type: none"> • Church leadership, as required. 	

		<ul style="list-style-type: none"> No refreshments and chat time after the service. There will be no Bibles in pews. People will be asked to bring their own Bibles if possible. A supply of Bibles will be available and quarantined for 48 hours before and after use. Capacity is limited to 60. The welcome team will turn away those who arrive after capacity has been reached, pointing them to the recording of the service online. If capacity is reached, we will consider an overflow room in the hall and a booking system for future services. On entering tier 5 people will be encouraged to 'stay at home' and numbers attending are expected to be very small. - January 2021 MEETING IN PERSON SERVICES HAVE BEEN STOPPED FOLLOWING THE MAYOR OF LONDON'S REQUEST. 			
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"> There will be no Sunday Club during the services for the time being. 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. Sunday Club continues to take place online. Parents and guardians have been made aware of the changes to provision for children at services and that children must be supervised by parents or guardians and adhere to the same hand hygiene and social distancing practices. Individually packaged colouring packs are available for children. These are taken away after the service. 			
Toilets and Cleaning					
Toilets; Potential for contracting COVID-19	<p><u>Who:</u> Church staff, congregation and visitors, including</p>	<ul style="list-style-type: none"> One person in a toilet at a time. Social distanced toilet queuing points marked. Encourage thorough hand washing (posters in place) 			

	<p>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"> • Outer door of toilets to be secured open to avoid the need to touch it after washing hands. • Toilets cleaned on Sunday afternoons. • 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 (48 hours later) these can be taken out and put in a refuse sack. • The kitchen and hall will not be used, reducing traffic in the corridor to the toilets. • Hand sanitiser available at the entrance to the toilets. • Soap and paper towels are available with hand-wash sinks in the toilets. • Guidance for use of the toilets has been communicated via email, church website, YouTube channel and notices during the service. • Outer doors are held open to avoid the need for touching them and increase ventilation. • On entering tier 5 access to the hall will not be available. Use of the toilet in the back rooms will be available - with hand sanitizer, soap and paper towels. - January 2021 MEETING IN PERSON SERVICES HAVE BEEN STOPPED FOLLOWING THE MAYOR OF LONDON'S REQUEST. 			
<p>Cleaning; Potential for contracting COVID-19</p>	<p><u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.</p> <p>Cleaners</p> <p><u>How:</u> Contact with contaminated surfaces and then touching eyes/nose/mouth.</p>	<ul style="list-style-type: none"> • Church will be closed for at least 48hrs between use. • Midweek groups (Bible Studies, Q&A, Christianity explored) will continue to take place online for the time being. • If funerals are planned for within 48hrs of a Sunday service, cleaning will be arranged. • If a staff member or volunteer is in the church building within 48hrs of a Sunday service, they will disinfect surfaces they touch before/after touching them as applicable. 			

Emergencies					
Fire; Potential for contracting COVID-19	<u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.	<ul style="list-style-type: none"> Existing emergency procedures for fire remain in place. 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. Communicated via email, website and YouTube channel. Welcome team have been briefed to provide this guidance in an emergency 			
COVID-19 Case	<u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.	<ul style="list-style-type: none"> Attendees have been asked to let the church office know if they develop symptoms or receive a positive test result within a week of attending a service. 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, clean. 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. Cleaning supplies are available for the welcome team to use if required. 			
Medical Emergency; Potential for contracting COVID-19	<u>Who:</u> Those assisting/giving first aid, and the person they are helping.	<ul style="list-style-type: none"> Those providing first aid will wear PPE (gloves, face mask) and wash their hands thoroughly afterwards. PPE is stored near the first aid kit. CPR: recommended to perform chest compressions only. Others should stay 2m away from the person receiving assistance. 			

