



## Parish of St. Mary's Summerstown

### COVID19 Risk Assessment



Activity: Sunday Services (including Sunday Club)

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

Location: Church building, Wimbledon Road, SW17 0UQ

Date of last review: 20<sup>th</sup> May 2021

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
<b>Attendees</b>					
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 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 <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 10 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 are advised to continue to follow government guidance, which at the moment is to stay</li></ul>	<ul style="list-style-type: none"><li>• Ongoing communication with those attending church:<ul style="list-style-type: none"><li>○ Notice during the service</li><li>○ Website</li></ul></li><li>• Updates to guidance to be added to the website</li></ul>	<ul style="list-style-type: none"><li>• Service leader, at each service.</li><li>• Website administrators, when guidance is updated.</li></ul>	

		<p>at home as much as possible and to take care to minimise contact with others outside their household, so therefore not attend.</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 are provided.</li> <li>Wearing of face coverings is now mandatory in places of worship (from 8<sup>th</sup> 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.</li> <li>No mingling is to be kept to a minimum indoors. Groups of six or two households can interact, however, this is difficult to manage. Interaction is allowed outside where up to 30 people can now meet. If congregation numbers increase, to consider using both front and back church gardens.</li> <li>Measures are communicated via email, church website, YouTube channel, notices during the service and posters.</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</p>	<ul style="list-style-type: none"> <li>An alternative way to engage with the service will also be provided - the service will be live streamed to St Mary's YouTube channel. 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 how the services are run and how we can best support church family. Use this feedback to review measures.</li> <li>Make it clear that no-one should feel any pressure to attend.</li> </ul>	<ul style="list-style-type: none"> <li>Invite ongoing feedback. Review feedback amongst church leadership/PCC as appropriate and review measures as required.</li> </ul>	<ul style="list-style-type: none"> <li>Church leadership</li> </ul>	

	<p>church happens difficult.</p> <p>Those who are struggling due to the challenges of the pandemic.</p>	<ul style="list-style-type: none"> <li>• Give the opportunity for those who are struggling to talk to someone.</li> <li>• Zoom chat sessions continue after the service for both those who do and don't attend the service in person.</li> </ul>			
<i>Arriving, leaving and moving around the building</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>• 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) should be maintained at all times. Reminder posters are displayed.</li> <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. This is marked with tape arrows on the floor.</li> <li>• Discourage physical greetings (hugs, handshakes)</li> <li>• Single use service sheet handouts will be used. Service sheets are left on pews. Attendees are asked to take service sheets home with them. Pew Bibles will be used from 17<sup>th</sup> May. These will be one per person and left with the service sheet. They are only used for one service a week so do not need to be quarantined. If a mid-week service takes place within 48 hours these will be removed using PPE.</li> <li>• 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.</li> <li>• Absolutely no mingling allowed. People must enter, go to their seats, stay there for the service and leave the building at the end.</li> </ul>			

		<p>There must be no other moving around the building unless the person is specifically involved in setting up or leading.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Giving by cash will be discouraged, but a collection box will be available at the back of church for people to use as they leave.</li> <li>• Attendees will leave one row at a time, as directed by a member of the welcome team.</li> <li>• Everyone is asked to use hand sanitiser as they enter the building. Hand washing facilities are available in the toilets as an alternative.</li> <li>• 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.</li> <li>• Measures are communicated via email, church website, YouTube channel, notices during the service and posters.</li> </ul>			
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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</p>	<ul style="list-style-type: none"> <li>• Communion will take place only following Church of England COVID advice - please see separate risk assessment.</li> <li>• 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.</li> <li>• Attendees are asked to minimise touching surfaces.</li> <li>• Up to 3 people can sing during the service,</li> </ul>	<ul style="list-style-type: none"> <li>• If capacity is reached, consider use of the hall as an overflow space and a booking system.</li> </ul>	<ul style="list-style-type: none"> <li>• Church leadership, as required.</li> </ul>	
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	contaminated surfaces and then touching eyes/nose/mouth.	<p>they will be 2m from each other, unless they are from the same household, and at least 2m from the congregation. Currently no choir is allowed</p> <ul style="list-style-type: none"> <li>• The congregation will not be singing.</li> <li>• Those speaking at the front will use separate lecterns and fixed microphones. This has been communicated to those speaking at the front.</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>• 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.</li> <li>• No refreshments and chat time after the service.</li> <li>• Pew Bibles will be available as only used once a week and will be one per person. If a mid-week service takes place within 48 hours they will be removed.</li> <li>• 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.</li> <li>•</li> </ul>			
Potential for contracting COVID-19	<p><u>Who:</u> Children</p> <p><u>How:</u> Close contact with others.</p>	<ul style="list-style-type: none"> <li>• From 2<sup>nd</sup> May, Sunday Club will resume in the building. (Controls are explained below)</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> </ul>			

	Contact with contaminated surfaces and then touching eyes/nose/mouth.	<ul style="list-style-type: none"> <li>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.</li> <li>Individually packaged colouring packs are available for children. These are taken away after the service.</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 (posters in place)</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 (48 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> <li>Hand sanitiser available at the entrance to the toilets.</li> <li>Soap and paper towels are available with hand-wash sinks in the toilets.</li> <li>Guidance for use of the toilets has been communicated via email, church website, YouTube channel and notices during the service.</li> <li>Outer doors are held open to avoid the need for touching them and increase ventilation.</li> <li></li> </ul>			

Cleaning; Potential for contracting COVID-19	<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"> <li>• Church will be closed for at least 48hrs 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 48hrs of a Sunday service, cleaning will be arranged.</li> <li>• 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.</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> <li>• Communicated via email, website and YouTube channel. Welcome team have been briefed to provide this guidance in an emergency</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 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.</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, clean.</li> </ul>			

		<ul style="list-style-type: none"> <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. Cleaning supplies are available for the welcome team to use if required.</li> </ul>			
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"> <li>Those providing first aid will wear PPE (gloves, face mask) and wash their hands thoroughly afterwards. PPE is stored near the first aid kit.</li> <li>CPR: recommended to perform chest compressions only.</li> <li>Others should stay 2m away from the person receiving assistance.</li> </ul>			
<b>Sunday Club</b>					
Potential for contracting COVID-19	<u>Who:</u> Children, parents, Sunday Club leaders or other members of church  <u>How:</u> Close contact with others. Contact with contaminated surfaces and then touching eyes/nose/mouth.	<ul style="list-style-type: none"> <li>No parents, children or leaders should attend Sunday Club if they display <a href="#">COVID-19 symptoms</a> (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 <a href="#">COVID-19 test</a> result.</li> <li>No one should attend Sunday Club if they live with someone who is displaying symptoms, until they have self-isolated for 10 days from when the household member started showing symptoms.</li> <li>If someone develops symptoms whilst at Sunday Club, they should go home immediately. Parents/carers should immediately take a child home.</li> <li>Sunday Club leaders will remind children of 'face, hands, space' and children will be 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 are provided.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing communication with those attending church:               <ul style="list-style-type: none"> <li>Notice during the service</li> <li>Website</li> </ul> </li> <li>Updates to guidance to be added to the website</li> </ul>	<ul style="list-style-type: none"> <li>Service leader, at each service.</li> <li>Website administrators, when guidance is updated.</li> </ul>	



		<ul style="list-style-type: none"> <li>• Sunday Club leaders and secondary school age children should wear face coverings when moving to their classroom and when not teaching. Where social distancing can be maintained or for leading/teaching purposes then the face covering can be removed. Disposable face coverings are available for those who haven't brought their own.</li> <li>• All children and leaders will clean/anti-bac their hands at the start and end of Sunday Club, and additionally if needed.</li> <li>• The older Sunday Club group will maintain social distancing, no equipment will be shared and where possible they will use the church garden to meet outside.</li> <li>• The younger Sunday Club group will be set up to encourage physical distancing. Equipment will not be shared. Activities and games will be planned to maintain physical distancing as far as possible, acknowledging this is difficult for young children. Outdoor space will be used where possible.</li> <li>• Parents will not be permitted to enter the Sunday Club rooms, unless for essential reasons eg to comfort a distressed child. Parents should wear a face covering and clean their hands if they need to enter the room.</li> <li>• Parents should bring younger children from church to the door into the corridor to the church hall to avoid children moving around church in any way to cause risk to others. But parents will socially distance and drop off and collect children at the door.</li> <li>• Rooms where Sunday Club meets will be well ventilated and cleaned after use.</li> <li>• Measures are communicated to families via email, church website, YouTube channel, notices during the service and</li> </ul>			
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