



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: 22nd July 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
Attendees					
Potential for contracting COVID-19	<p>Who: Church staff, congregation and visitors, including children and vulnerable people.</p> <p>How: 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 10 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.• Those who are over 70 years of age are advised to continue to follow government guidance.• Attendees are reminded to avoid touching their face.• Attendees are reminded to cough or sneeze	<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>into a tissue, or into their arm if a tissue is not available. Tissues and bins are provided.</p> <ul style="list-style-type: none"> • Wearing of face coverings is no longer mandatory in places of worship. However, the wearing of face masks will be encouraged indoors. However, it is the attendee's choice, and they are free to not wear a mask if they choose. • Mingling is now allowed and keeping 2m from others is no longer required. However, recognising that not everyone will be comfortable with this, there will be a zone on one side of the church where keeping 2m from others is still expected. There will also be orange stickers available for people to wear to let others know they would like to maintain social distancing. • Measures are communicated via email, church website, YouTube channel, notices during the service and posters. 			
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 <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"> • An alternative way to engage with the service will also be provided - the service will be live streamed to St Mary's YouTube channel. • Regular communication with those we don't see in person. • Make it clear that no-one should feel any pressure to attend still at this time. • Give the opportunity for those who are struggling to talk to someone. • Zoom chat after the service is no longer happening, as tea and coffee is now happening in the garden after the service. This has been discussed and agreed with those who made regular use of this but are still not attending in person. 	<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 	

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 to aid ventilation. • Social distancing is no longer required but will be encouraged inside the church building. One side of the church will keep the pew markings and all the pews will be kept 2m apart. • Physical greetings are allowed; however, orange stickers will be available for people to wear if they want to maintain social distance. • Pew Bibles and Communion Booklets will now be used (once a week so will be in quarantine in between). A single use service sheet will still be in use for song words and responses. • A welcome team of three/four people will guide people on how things are set up inside the church and can indicate where those who wish to maintain social distance can sit to allow that. • Although no longer required, to help with NHS Test and Trace, 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 at the back. The QR code for the church is also available on a card on the pews and people will still be encouraged to scan this. • A collection box will be available at the back of church for people to use as they leave for cash collections. • Attendees will leave one row at a time, as directed by a member of the welcome team. • Everyone is encouraged to use hand sanitiser as they enter the building. Hand washing facilities are available in the toilets as an alternative. • Measures are communicated via email, church website, YouTube channel, notices during the service and posters. 			
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The Service

Potential for contracting COVID-19	<p><u>Who:</u> Church staff, congregation and</p>	<ul style="list-style-type: none"> • Communion will take place only following Church of England COVID advice - please see separate risk assessment. 	<ul style="list-style-type: none"> • If capacity is reached, consider use of the hall as an overflow space and a 	<ul style="list-style-type: none"> • Church leadership, as required. 	
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	<p>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"> • Members can now sit together, and social distancing is no longer required. However, half of the church will be set up to allow people to choose to keep social distancing if they wish. • Attendees are still asked to minimise touching surfaces. • The congregational singing is now allowed. However, we will ask that people sing with masks in place to minimise the aerosol dispersion caused. • Singing will continue to be led by a group of singers at the front. • The last hymn will continue to be sung outside (weather permitting). • Those speaking at the front will use separate lecterns and fixed microphones or asked not to touch them. 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. • When live streaming the service, although social distancing no longer required, we will try to only have one person using 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, they will try to be co-ordinated so only one person is at the PA equipment at one time. • Tea and Coffee will happen after the service. This will be outside if the weather permits. Disposable cups will continue to be used to prevent people having to wash up in the kitchen. If the weather does not allow it, it will happen in the church and for those who wish to maintain social distance they can stay in their pews which are 2m apart. • Bibles are now to be used in the pews. There are enough for one per person and they are used once a week. 	<p>booking system.</p>		
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		<ul style="list-style-type: none"> • There is no restriction on the number of people who can attend on a Sunday morning. 			
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"> • Sunday Club will meet in the hall. • The children's corner will continue to not be available, however, this will be reviewed. • Parents of small children are now able to take younger children into the hall if they wish. • Parents will be encouraged to ask their children to adhere to the same hand hygiene and social distancing practices. 			
Toilets and Cleaning					
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"> • One person in a toilet at a time. • Social distanced toilet queuing points marked. • Encourage thorough hand washing (posters in place) • 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. • 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. 			
Cleaning; Potential for contracting COVID-19	<p><u>Who:</u> Church staff, congregation and visitors, including</p>	<ul style="list-style-type: none"> • Church will be closed for at least 48hrs between use. • Midweek groups (Bible Studies, Q&A, 			

	<p>children and vulnerable people.</p> <p>Cleaners</p> <p><u>How:</u> Contact with contaminated surfaces and then touching eyes/nose/mouth.</p>	<p>Christianity explored) will continue to take place online for the time being.</p> <ul style="list-style-type: none"> • 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. 			
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Emergencies					
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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"> • 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. • Communicated via email, website and YouTube channel. Welcome team have been briefed to provide this guidance in an emergency 			
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COVID-19 Case	<p><u>Who:</u> Church staff, congregation and visitors, including children and vulnerable people.</p>	<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 			
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		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. 			