

HEALTH AND SAFETY RISK ASSESSMENT – COVID 19 (based on the risk assessment issued by the Church of England V4 01.07.2020)

Church: Holy Trinity Platt	Assessment completed by: Sue James	Date completed: 08.07.2020	Review date: 22.09.2020	Version: V.10
-----------------------------------	---	-----------------------------------	--------------------------------	----------------------

Staying COVID secure – our commitment

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, congregation, visitors and their families. Control measures to minimise the risk of infection and transmission of the virus are provided in this risk assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and others.
- We will share this risk assessment and its findings with all relevant parties and consult on its contents.
- We will continue to comply with all relevant Health and Safety legislation.

Notes

- ‘Visitor’ refers to any person other than staff who accesses the church buildings for any purpose, this includes children and young people.

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
Section A Access to and use of church buildings by clergy/staff for private prayer, livestreaming/recording of services and/or general work purposes.				
01	Designated staff entrance and exit point to the church buildings clearly identified and separate from public entry.	Staff to enter and exit the building via the office entrance. Signage to be fixed to this door to this effect and advising that members of the public will not be admitted via this entrance. Signage also to be provided internally in the Main Hall and Meeting Room 4 preventing public access to/through the office area. General advice on accessing church buildings can be found here.	Signage: Ministry trainees	16.07.2020 Ministry trainees
02	Limit the occupancy of offices and other spaces used by staff.	Workstations to be removed/reconfigured to eliminate face to face working and enable 2m physical distancing between colleagues. Signage to be displayed in appropriate locations (e.g. kitchens, communal areas) to reinforce 2m physical/social distancing requirements. The use of confined areas (small office rooms, printer/ photocopier room etc.) by more than one staff member at a time is prohibited. Where online meetings are not suitable/possible, meetings to be held in suitable locations which enable 2m physical/social distancing requirements to be adhered to. Staff to be sited at designated desks/workstations. Hot desking or sharing of desks is to be avoided.	Ministry trainees All staff team	03.08.2020 Ministry trainees

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
03	Air buildings before use.	All areas within the building to be well ventilated (windows and doors open) where safe and appropriate to do so.	Staff team	
04	Check for animal waste and general cleanliness.	All areas within the building to be checked.	Ministry trainees	03.08.2020 Ministry trainees
05	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies for guidance.	Ministry trainees	03.08.2020 Ministry trainees
06	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Staff to liaise with church buildings team to determine if such measures are required.	Maria Naylor	03.08.2020 Maria Naylor
07	Provision of hand washing/hygiene facilities at entrances/exits and other key locations.	Hand sanitiser to be provided at all designated entrance/exit points into/out of the staff offices and at other key locations. These facilities are to be regularly monitored and maintained, including ensure sufficient supplies. Any shortages to be reported to the church office.	Ministry trainees	
08	Signs displayed in key locations to remind staff about important safe practices e.g. no physical contact, 2m physical/social distancing, hand washing, etc.	Signs to be displayed at entry/exit points, in lobbies, toilets, kitchens, and communal areas reminding staff about hygiene and safe physical distancing measures, including 'Catch it. Kill it. Bin it', and stressing the importance of using hand sanitiser both when entering and leaving the building.	Ministry trainees	16.07.2020 Ministry trainees
09	No eating or drinking in communal areas.	Staff to be encouraged to eat at their own workstation, outside or at a location off the premises. Signage to be displayed to this effect.	All staff Signage: Ministry trainees	16.07.2020 Ministry trainees
10	Use of kitchen area to be limited to preparation of hot drinks, cleaning of cups/mugs, etc.	Signs to be displayed in kitchen areas to this effect. Staff to use their own/designated cup or mug. Staff are not to make drinks for others.	All staff Signage: Ministry trainees	16.07.2020 Ministry trainees
11	The use of tea/hand towels is prohibited.	Tea/hand towels to be removed from all areas and replaced by disposable, single use paper towels.	Ministry trainees	16.07.2020 Ministry trainees
12	Additional bins and increased frequency of emptying to be provided.	Staff to ensure bins are provided in each office space, staff tea point and all toilets. Staff to liaise with contracted cleaning company to agree frequency of emptying.	Maria Naylor	03.08.2020 Maria Naylor
13	Staff to be provided with cleaning materials to enable them to clean and sanitise their designated workstations,	This includes, but is not limited to: <ul style="list-style-type: none"> • Door handles. • Workstations/keyboards • Phones. 	Maria Naylor	03.08.2020 Maria Naylor

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
	equipment and other high contact points in their own rooms.	<ul style="list-style-type: none"> • Desks. • Light switches. 		
14	Equipment that may need to be shared (printers, photocopiers, guillotines tec.) to be cleaned and sanitised before and after use.	Cleaning materials, with appropriate PPE where required, to be available to allow for the cleaning of shared resources. Signage to be provided reminding staff of the need to clean equipment after use. Shared equipment to have hand sanitiser available for before and after use of such equipment.	Maria Naylor Signage: Ministry trainees	03.08.2020 Maria Naylor 16.07.2020 Ministry trainees
15	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazards etc.	Persons responsible for equipment to ensure all necessary precautions have been taken.	Jez Robinson	
16	Any member of staff or volunteer experiencing symptoms of coronavirus (NHS Coronavirus Symptoms) should not enter the church buildings for any purpose. Symptoms are: <ul style="list-style-type: none"> • A high temperature • A new, continuous cough • A loss or change to sense of smell or taste. 	All staff and volunteers to be instructed accordingly and made aware of the current advice and guidance . Signage to be displayed prominently in entrance areas reminding staff of the symptoms of coronavirus and the requirement that they should not enter the church premises if they are experiencing symptoms.	Signage: Ministry trainees	16.07.2020 Ministry trainees
17	Any member of staff or volunteer experiencing symptoms of coronavirus (NHS Coronavirus Symptoms) should immediately go home and follow the current advice and guidance .	All staff and volunteers to be instructed accordingly and made aware of the current advice and guidance . Signage to be displayed prominently in entrance areas reminding staff of the symptoms of coronavirus and the requirement that they should leave the church premises if they are experiencing symptoms.	Signage: Ministry trainees	16.07.2020 Ministry trainees
Section B Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms).				
18	Review CofE guidance on cleaning church buildings.	In conjunction with the measures set out in this document, The Church of England guidance on keeping church buildings clean is to be read and adhered to. Both this document and the above guidance are to be issued to the contract cleaning company who are required to acknowledge in writing that they will adhere the recommendations contained within.	Maria Naylor	03.08.2020 Maria Naylor

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
19	If the church building has been closed for 72 hours between periods of being open, then there is no need for extra cleaning to remove the virus from surfaces.	A calendar of events to be maintained in order to manage opening times and help determine if additional cleaning is required. This system is to be reviewed on a regular basis and a booking system introduced if necessary.	Maria Naylor	03.08.2020 Maria Naylor
20	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Staff to liaise with contracted cleaning company to ensure all cleaners are not in either of these groups.	Maria Naylor	03.08.2020 Maria Naylor
21	Reduce number of people accessing the buildings.	Staff to liaise with contracted cleaning company to minimise number of different people accessing the church buildings to carry out cleaning services.	Maria Naylor	03.08.2020 Maria Naylor
22	Physical/social distancing to be adhered to within the church building.	All cleaners entering the building to be made aware of the requirements for safe physical distancing measures.	Maria Naylor	03.08.2020 Maria Naylor
23	Set up a cleaning rota to cover opening arrangements.	Once opening arrangements are known, staff to liaise with contract cleaning company to advise them of any specific requirements regarding timing or extent of areas to be cleaned. These arrangements to be in accordance with the recommendations made in The Church of England guidance on keeping church buildings clean .	Maria Naylor	03.08.2020 Maria Naylor
24	Increased frequency of cleaning of communal areas/locations and high contact points.	Frequency of cleaning to be increased as agreed with church staff according to use of facilities (see Point 23). As a minimum this is to be daily for frequently used staff areas and for all other spaces it is to be before and after those occasions when the church buildings are used by visitors. Particular attention to be given to communal spaces, frequently used areas, surfaces and high-risk contact points that are touched regularly. These include, but are not limited to: <ul style="list-style-type: none"> • Toilets. • Door handles. • Door entry/exit buttons. • Kitchen areas and associated equipment. • Printers/photocopiers. • Light switches. • The lectern 	Maria Naylor	03.08.2020 Maria Naylor

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
		Internal doors to be propped open (where it is safe and appropriate to do so) in order to minimise contact with door handles by multiple persons. Fire doors must not to be propped open.		
25	Increased frequency of cleaning of toilet areas (including staff toilet) and disposal of refuse in line with usage.	Frequency of cleaning/disposal of refuse to be increased as agreed with church staff according to use of facilities (see Point 23). Normal cleaning products to be used (except for circumstances where Section C applies). Attention to be paid to frequently hand touched surfaces and disposable cloths/paper roll used to clean hard surfaces where possible.	Maria Naylor	03.08.2020 Maria Naylor
26	All cleaners provided with gloves (ideally disposable).	Contract cleaning company to ensure a sufficient stock of disposable gloves is maintained and available to cleaning staff.	Maria Naylor to confirm with TotalClean	13.07.2020 Maria Naylor
27	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	For detailed guidance on cleaning historic surfaces see The Church of England guidance on keeping church buildings clean and Cleaning Historic Surfaces published by Historic England.	Maria Naylor to confirm with TotalClean	03.08.2020 Maria Naylor
28	Ensure all waste receptacles are lidded and have disposable liners (e.g. polythene bin bags) in order to reduce the risk to those responsible for removing them.	Contract cleaning company to ensure a sufficient stock of disposable liners is maintained and available to cleaning staff.	Maria Naylor to confirm with TotalClean	03.08.2020 Maria Naylor
29	Confirm person responsible for removing potentially contaminated waste from the site.	Staff to liaise with contracted cleaning company to determine the person responsible.	Maria Naylor	03.08.2020 Maria Naylor
30	Confirm the frequency for removing potentially contaminated waste from the site.	Such waste is to be removed and disposed of daily.	Maria Naylor	03.08.2020 Maria Naylor
Section C Cleaning the church after known exposure to someone with Coronavirus symptoms.				
31	Close the church building for 72 hours with no access permitted.	The church building is to be closed for 72 hours with no access permitted for any purpose.	Paul Mathole	
32	If 72-hour closure is not possible, then follow Public Health England guidance for cleaning.	The document COVID-19 Cleaning in Non-healthcare Environments published by Public Health England to be adhered to.	Maria Naylor	03.08.2020 Maria Naylor

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
33	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	The document The Church of England guidance on keeping church buildings clean to be adhered to. Also see Section B.	Maria Naylor	03.08.2020 Maria Naylor
Section D Measures applicable to public use of the church buildings for any permitted purpose.				
34	Designate one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	See measures detailed for private prayer, worship services, weddings, funerals and mid-week youth groups for specific guidance on designated entry and exit points relevant to those uses.	Warden/verger/those on duty	
35	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Signage to be installed externally to direct visitors to the correct entrance point. Signage to be installed internally within the church buildings to indicate the designated one-way route and/or exit points.	Ministry trainees	16.07.2020 Ministry trainees
36	Limit access to places where the public does not need go.	Signage, barriers and/or demarcation to be installed in the break-out space to prevent visitors accessing other areas within the buildings (including those parts of the break-out space which are not required to provide access to the toilets and/or glass lobby).	Ministry trainees	16.07.2020 Ministry trainees
37	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Where possible, the designated entrance is to be opened in sufficient time for queueing externally not to be required. External signage to be provided advising visitors of the requirement to maintain a safe physical distance in the event that queueing is required. If necessary, use of the car park is to be restricted to disabled access only in order to facilitate queueing outside.	Warden/verger/those on duty Signage: Ministry trainees	
38	Provide safe means for visitors to record their name and contact details; retain each day's record for 21 days.	Names and contact details of staff, volunteers and visitors to be recorded as follows: <ul style="list-style-type: none"> Staff, volunteers and visitors to sign themselves in using a consent form and pen provided. A designated person to be present in order to ensure details are legible, pens are sanitised after each use and people sanitise their hands both before and after signing. The form is to be based on the template provided by the CofE (this can be found here under resources). Generally, the details collected are to be restricted to name, telephone number, date/times attended, a signature and the total number of people if attending as part of a group (see below).	Warden/verger/those on duty	

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
40	Physical/social distancing within the church building.	<p>A physical distance of 2m is to be observed between individuals/ households at all times, including when entering and leaving the building (this can be reduced to 1m where face coverings are worn in addition to the other mitigation measures detailed in this document). There should be no physical contact between visitors outside persons from their own household.</p> <p>Where children or young people are in attendance it is the responsibility of the parent/guardian/other adult member of their household to ensure they maintain safe physical/social distancing and follow appropriate hygiene precautions.</p>	Warden/verger/those on duty	
41	All staff, volunteers and visitors to wear face coverings consistent with the requirements for any other public space.	<p>All staff, volunteers and visitors (including young people attending youth groups) to wear a face covering whilst attending church. Exceptions to this are those who are leading services and those who are assisting (for instance by reading, preaching or leading prayers). Notwithstanding, if 2m physical/social distancing cannot be maintained by the above persons, then a face covering is to be worn. With regards to wedding services the bride and groom are not required to wear face coverings.</p> <p>Young people and leaders attending youth groups to wear a face covering indoors. This can be removed whilst reading aloud, teaching or leading prayers, 2m physical/social distancing must be maintained during these activities and the face covering replaced immediately afterwards. If this is not possible, a face covering is to be worn throughout the session.</p> <p>Worshippers and other visitors, including those attending weddings and funerals, are required to wear a face covering unless they have a legitimate reason not to do so. These include but are not limited to: a physical or mental illness or impairment, or disability; if putting on, wearing or removing a face covering will cause severe distress; if providing assistance to someone who relies on lip reading to communicate; a young child under the age of 11.</p> <p>Appropriate signage reminding people of the requirement to wear a face covering is to be provided at all designated entrance points and visitors arriving without face coverings are to be offered a disposable mask for their use (these should be disposed of with residual waste). The church will ensure a sufficient stock of disposable face coverings is maintained and available to all staff, volunteers and visitors.</p>	All staff/warden/verger/ those on duty	

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
		Further detailed advice can be found in the Church of England guidance on face coverings .		
42	Manage the use of music.	<p>Singing by the congregation is not permitted. Pre-recorded music can be played. The organ/piano may be played, this is to be cleaned thoroughly before and after use. Cleaning materials and sanitiser to be provided for use before and after playing. A band can play using their own instruments and singers can perform. All performers are to ensure that 2m physical/social distancing is maintained at all times. This applies both between individual performers and performers/other people in attendance. Any music and/or singing is not to be so loud that it encourages people to shout above it. The duration of performances is to be limited.</p>	Officiant and musicians	
43	Manage the use of microphones.	<p>Individual headset microphones to be touched only by the person using them. Static microphones that may be used by multiple people during a service, e.g. the lectern microphone, are not to be touched by those using them for any reason. The use of hand held microphones is to be avoided. If this is not possible, hand sanitiser and cleaning materials are to be provided for use before and after holding the microphone. All microphones to be cleaned thoroughly (e.g. with alcohol wipes) or quarantined for a minimum of 72 hours between uses.</p>	Officiant/warden/verger/ those on duty.	
44	Where possible, doors and windows should be opened temporarily to improve ventilation.	Areas to be used within the building to be well ventilated (doors and windows open) where it is safe and appropriate to do so.	Warden/verger/those on duty	
45	Remove Bibles/literature/books/leaflets.	<p>All such items to be removed or stored out of sight. Bible trolleys to be stored away and signage is to be displayed prominently prohibiting their use. Visitors to bring their own Bibles if required and ensure they are taken home afterwards. If it is decided that church Bibles are to be made available, this is to be appropriately managed with designated, physically separate places for storage of 'clean' Bibles and those that are being quarantined. Bibles to be quarantined for a minimum of 72 hours between uses.</p>	<p>Ministry trainees</p> <p>Warden/verger/those on duty</p>	16.07.2020 Ministry trainees

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
46	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	All such items to be removed or stored out of sight. Where this is not possible, signage to be displayed prominently prohibiting their use.	Ministry trainees	16.07.2020 Ministry trainees
47	Remove or isolate children's resources and play areas.	No access to be provide to any children's resources or play equipment. All such items to be safely stored out of sight in the designated cupboards. Where this is not possible, signage is to be displayed prominently prohibiting their use.	Ministry trainees	16.07.2020 Ministry trainees
48	Provision of hand washing/hand hygiene facilities at entrances/exits and throughout buildings.	Hand sanitiser to be provided at all designated entrance/exit points into/out of the building and at other key locations. These are to be appropriately signed and visitors directed towards them by a designated person in order to ensure they clean their hands on entry to the building and when leaving. These facilities are to be regularly monitored and maintained, including ensuring sufficient supplies. Any shortages to be reported to the church office.	Ministry trainees	
49	Signs displayed in key locations to remind visitors about important safe practices e.g. no physical contact, 2m physical/social distancing, hand washing, etc.	Signs to be displayed at entry/exit points, lobbies, toilets, kitchens, communal areas and within the church space reminding visitors about hygiene and safe physical distancing measures, including 'Catch it. Kill it. Bin it' and stressing the importance of using hand sanitiser both when entering and leaving the building. Where possible posters and other signage not to be stuck to historic fabric; free standing signs or noticeboards to be used instead.	Ministry trainees	03.08.2020 Ministry trainees
50	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes. This includes, but is not limited to: <ul style="list-style-type: none"> • Toilets. • Door handles. • Door entry/exit buttons. • Kitchen areas and associated equipment. • Printers/photocopiers. • Light switches. • The lectern. 	The document The Church of England guidance on keeping church buildings clean to be adhered to. Frequency of cleaning of communal areas and locations/high contact points to be increased.	Warden/verger/those on duty	

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
51	Provide the following protective measures with regards to the AV desk: <ul style="list-style-type: none"> • A barrier between the audio and projections operators. • Cleaning equipment. • Hand sanitiser. 	A removable, floor standing, transparent protective barrier to be installed between the audio and projections operator's seats. This is to be maintained at all times except for events where both sides of the desk are to be operated by the same person. Cleaning materials to be provided separately to both sides of the AV desk to enable operators to clean and sanitise equipment before and after use. Hand sanitiser to be provided separately to both sides of the AV desk for use before and after operating equipment.	Deborah Primrose and Maria Naylor	03.08.2020 Maria Naylor
52	Use of toilets and hygiene facilities to be managed to reduce the risk of transmission.	Measures to be taken to ensure the use of toilets is as safe as possible: <ul style="list-style-type: none"> • Posters to be displayed reminding visitors about hygiene, hand washing guidance, safe physical distancing measures, etc. • Hand sanitiser to be provided on entry to toilet areas. • Social distancing markers to be applied to the floor in toilet areas and spaces where queues normally form. • A limited entry approach (one in, one out) to be adopted, this is to self-regulated with clear signage (avoiding creation of additional bottlenecks). • Access to every other urinal, toilet cubicle and washbasin to be removed through the use of tape or signage in order to achieve 2m physical/social distancing. • Suitable handwashing facilities to be provided and maintained, including running water, liquid soap (bars of soap are not permitted), hand driers and single use paper towels. • Toilet facilities to be well ventilated including fixing open doors (where appropriate and safe to do so). • Toilet facilities to be thoroughly cleaned between worship services and use by different groups. 	Ministry trainees	
53	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and disposable paper towels are maintained. Lidded bins to be provided for disposal of paper towels.	Where necessary, lidded bins to be purchased. Any shortage of supplies to be reported to the church office.	Ministry trainees	

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
54	The serving of refreshments including hot/cold drinks and biscuits is not permitted.	This includes both refreshments provided by the church and any that might be brought in by visitors.	Warden/verger/those on duty	Ongoing
55	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Email to be sent out to the congregation to inform them of proposed uses of the church buildings and the measures that have been put in place. Church website to be updated accordingly.	Paul Mathole Website: James Spence/ Maria Naylor	Ongoing
56	Any visitor showing symptoms of coronavirus (NHS Coronavirus Symptoms) should not attend the church buildings for any purpose. Symptoms are: <ul style="list-style-type: none"> • A high temperature • A new, continuous cough • A loss or change to sense of smell of taste. 	All visitors to be instructed accordingly and made aware of the current advice and guidance . Information to be shared on the church website. Signage to be displayed prominently in entrance areas reminding visitors of the symptoms of coronavirus and the requirement that they should not enter the church premises if they are experiencing symptoms. Remote participation to be considered or a recording to be made.	Warden/verger/those on duty Signage: Ministry trainees	16.07.2020 Ministry trainees
57	Any visitor experiencing symptoms of coronavirus (NHS Coronavirus Symptoms) should immediately go home and follow the current advice and guidance .	All visitors to be instructed accordingly and made aware of the current advice and guidance . Signage to be displayed prominently in entrance areas reminding visitors of the symptoms of coronavirus and the requirement that they should leave the church premises if they are experiencing symptoms.	Warden/verger/those on duty Signage: ministry trainees	16.07.2020 Ministry trainees
Section E Measures specific to public use of the church building for private prayer (also see Section D: Measures applicable to public use of the church buildings for any permitted purpose).				
58	Designated point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	Fine weather – all visitors to enter and exit the church space via the west doors. Wet weather – all visitors to enter and exit the church space via the main church porch. If numbers attending become too great for the flow of people to be managed in such a way as to maintain safe physical/social distancing during entry/exit/movement around the church space, visitors are to enter the church as above and exit via the break-out space/glass lobby following the designated one-way route.	Warden/verger/those on duty	Ongoing

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
Section F Measures specific to public use of the church building for worship services (also see Section D: Measures applicable to public use of the church buildings for any permitted purpose).				
59	Clearly mark out flow of movement for people entering and leaving the church grounds/building to maintain physical distancing requirements.	<p>All visitors to enter the church grounds via the lychgate and exit via the car park gates.</p> <p>Routes from these to the designated building entry/exit points to be:</p> <ul style="list-style-type: none"> • Arranged to ensure people leaving the first service (9.00am) and people arriving for the second service (11.00am) do not cross. • Clearly demarcated using barriers, cones or other similar physical methods. • Signposted to direct visitors to the correct entrance/exit. <p>All services will have a designated person(s) in attendance outside who will provide supervision to ensure social distancing guidance is followed and visitors use the correct routes.</p>	Warden/verger/those on duty	Ongoing
60	Designated entrance/exit points to the building and a one-way route internally (to minimise the likelihood of people passing each other).	<p>All visitors to enter the church space through the main church porch and exit via the break-out space/glass lobby.</p> <p>At the end of the service, all visitors are to leave on a row by row basis working from the front, using the side aisles only (not the central aisle). Those people seated on the north side of church to cross to the south at the front of the nave with space provided here to queue if necessary. Instructions to this effect to be provided by the service leader and visitors are to be directed accordingly by the welcome team.</p>	Service leader/warden/verger/those on duty.	Ongoing
61	Introduce an electronic booking system to ensure building capacity is not exceeded.	<p>If the number of people arriving for Sunday worship services regularly exceeds the maximum capacity of the church space (and overflow when it is being utilised), an advanced electronic booking system is to be used for the three services (9.00am, 11.00am and 6pm). The number of people allowed to book is to be limited to ensure building capacity is not exceeded and safe physical/social distancing is maintained between households. A proportion of seats are to remain un-booked to allow for new comers etc.</p>		
62	Manage the use of overflow space.	<p>The break-out space is to be set out to provide overflow seating if maximum capacity of the church space is exceeded. Use of this space is at the discretion/instruction of the warden/verger/those on duty only and will be monitored by a designated person.</p>	Service leader/warden/verger/those on duty.	Ongoing

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
		<p>All visitors using this facility will enter through the main church porch and exit via the glass lobby.</p> <p>At the end of the service, all visitors are to leave on a row by row basis working from the back. Instructions to this effect to be provided by the service leader and visitors are to be directed accordingly by the welcome team.</p> <p>Seating to be set out strictly in accordance with Section 39 of this document and all other controls detailed in Section D are to be adhered to.</p> <p>Access to the toilets and a designated area to allow for queuing outside these facilities is to be maintained at all times and arranged to minimise crossing of routes through the break-out space.</p>		
Section G Measures specific to public use of the church building for weddings (also see Section D: Measures applicable to public use of the church buildings for any permitted purpose).				
63	Designated entrance/exit points to the building and a one-way route internally (to minimise the likelihood of people passing each other).	<p>All guests to enter the church space through the main church porch. Fine weather/photographs outside – the bride and groom to exit via the west doors.</p> <p>Guests also to exit the building via the west doors ensuring 2m physical/social distancing is maintained at all times (this can be reduced to 1m where face coverings are worn in addition to the other mitigation measures detailed in this document).</p> <p>Wet weather/photographs inside – all parties to exit via the break-out space/glass lobby.</p>	Verger	Ongoing
64	Reduced building capacity.	<p>The maximum number attending a wedding service to be restricted to 15. This includes all those at the ceremony including the couple, witnesses, officiant, guests and workers not employed by the church such as photographers. It does not include staff or volunteers employed by the church such as vergers or churchwardens.</p> <p>Any musicians and/or singers performing as part of the service, are to be counted as part of the overall number attending, unless they are employed by the church.</p> <p>A designated person to be present in order to control access to the building.</p>	Verger	Ongoing
65	Physical/social distancing to be adhered to within the church building.	<p>The bride to only be walked down the aisle by a member of her own household.</p> <p>Apart from the bride and groom, a physical distance of 2m to be</p>	Officiant and verger	Ongoing

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
		observed between individuals/households at all times, including between bridesmaids who are not from the same household (this can be reduced to 1m where face coverings are worn in addition to the other mitigation measures detailed in this document). If the officiant is not wearing a face covering, 2m physical/social distancing is to be maintained between themselves and the bride/groom.		
66	Manage the use of orders of service.	Any orders of service to be placed on chairs before the service commences and then either taken away by guests or disposed of safely.	Officiant and verger	Ongoing
67	Speaking to be limited in in both duration and volume.	Services to be concise, focussing on those parts of the marriage that are required in order to be legally binding. Those participating to avoid projecting their voices.	Officiant	Ongoing
68	Manage the giving of rings.	The rings are to be handled by as few people as possible. Where rings are touched by anyone other than the bride and groom alone, hands are to be washed/sanitised before and afterwards.	Officiant	Ongoing
69	Manage signing of the register.	All those signing the register are to sanitise their hands before signing, complete all the signatures necessary and then sanitize them again afterwards. Apart from the bride and groom, all those signing are to maintain 2m physical/social distancing. Where available, individual pens for each signatory can be used.	Officiant and verger	Ongoing
70	Cleaning after the ceremony.	If the church is to be used again within 72 hours it is to be cleaned after the ceremony following The Church of England guidance on keeping church buildings clean . Particular attention is to be paid to frequently touched objects and surfaces (see Sections B and C for additional measures).	Maria Naylor	03.08.2020 Maria Naylor Ongoing
Section H Measures specific to public use of the church building for funerals (also see Section D: Measures applicable to public use of the church buildings for any permitted purpose).				
71	Designated entrance/exit points to the building and a one-way route internally (to minimise the likelihood of people passing each other).	All mourners and the funeral procession to enter and exit the church space via the main church porch, ensuring that 2m physical/social distancing between individuals/households is maintained at all times (this can be reduced to 1m where face coverings are worn in addition to the other mitigation measures detailed in this document).	Verger	Ongoing

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
		If the appropriate/feasible the west doors can be used to exit the building.		
72	Reduced building capacity.	<p>The maximum number attending a funeral service to be restricted to 30. Alongside the member of clergy, those essential for assisting with the service, funeral director and staff only the following are to attend:</p> <ul style="list-style-type: none"> • Members of the person's household • Close family members • If the above are unable to attend, close friends. <p>Any musicians and/or singers performing as part of the service, are to be counted as part of the overall number attending, unless they are employed by the church.</p> <p>Clergy and the funeral director to agree responsibilities in advance with regards to stewarding of the service.</p>	Clergy	Ongoing
73	Manage the attendance of mourners who are self-isolating or vulnerable.	The attendance of mourners who are self-isolating due to a possible case of COVID-19 in their household, who have been requested to self-isolate by NHS Track and Trace, or who are extremely clinically vulnerable, is to be in line with the guidance contained in The Church of England COVID-19 Advice for Conducting Funerals .	Clergy and verger	Ongoing
74	Manage the use of orders of service.	Any orders of service to be placed on chairs before the service commences and then either taken away by mourners or disposed of safely.	Funeral director/verger	Ongoing
75	Cleaning of robes, vestments and other items.	All items to be washed in accordance with the manufacturer's instructions, using the warmest water setting and allowing time for items to dry completely. Vestments that cannot be washed are to be hung up and left for 72 hours before use.	Clergy	Ongoing
76	Cleaning after the service.	If the church is to be used again within 72 hours it is to be cleaned after the service following The Church of England guidance on keeping church buildings clean . Particular attention is to be paid to frequently touched objects and surfaces (see Sections C and D for additional measures).	Maria Naylor	03.08.2020 Maria Naylor Ongoing

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
Section I Measures specific to the administration of communion (also see Section D: Measures applicable to public use of the church buildings for any permitted purpose).				
77	Hygiene measures regarding handling of eucharistic elements.	Bread that will be consumed by communicants is to be prepared beforehand (i.e. loaves/slices to be consumed by communicants are not to be broken during the service) and remain covered until it is distributed (including during the Eucharistic prayer). Bread that is symbolically broken during the service is only to be consumed by the minister leading the service. Further detailed advice for service leaders can be found in the Church of England guidance on administering Holy Communion . Hand hygiene measures to be strictly adhered to when preparing the bread.	Clergy member administering communion	Ongoing
78	Manage the distribution of communion.	Communicants to receive the bread only. The minister leading the service is to consume any consecrated wine. Unless congregation numbers require additional persons, only the minister leading the service is to distribute the bread. They are to wear a face covering during distribution and sanitise their hands immediately beforehand. Distribution is to be administered in silence with the consecrated bread dropped into the hands of communicants. Care is to be taken not to touch hands, if this happens both parties are to sanitise their hands immediately.	Clergy member administering communion	Ongoing
79	Manage the receiving of communion.	When moving around the church, the congregation is to be directed by the welcome team, ensuring that a physical distance of 2m is observed between individuals/households at all times (this can be reduced to 1m where face coverings are worn in addition to the other mitigation measures detailed in this document). A one way system is to be adopted and routes managed to minimise crossing. Each communicant is to extend their hands to receive the bread with their face covering in place. This is to then be lowered/un-looped, the bread consumed, and the face covering replaced before the communicant moves back to their seat.	Warden on duty	Ongoing
80	Cleaning of the paten and chalice.	The paten and chalice are to be washed in warm water with liquid soap. If this is not possible, they are to be quarantined for a minimum of 72 hours between uses.	Ministry trainee on duty	Ongoing

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
Section J Measures specific to mid-week youth groups (also see Section D: Measures applicable to public use of the church buildings for any permitted purpose).				
81	Minimise the risk of transmission by meeting outdoors.	Sessions/activities to take place outdoors (within the church grounds) as often as possible and when it is safe to do so.	Sarah Bradley/Pete Rogers/youth leaders	
82	Restrict group sizes and assign children to fixed bubbles.	All young people to be divided into fixed groups (bubbles) comprising a maximum of 15 young people plus leaders (groups should also continue to operate within the recommended safeguarding adult to child ratios). Individuals to remain in their designated bubble for the duration of the session and over repeat attendances unless it is impractical to do so. All bubbles to be age appropriate. Bubbles to not mix or join with other bubbles.	Sarah Bradley/Pete Rogers/youth leaders	
83	Designate separate entrance/exit points and meeting spaces for individual bubbles.	Each bubble to be allocated a separate meeting space within the church buildings (the hall, church space or break-out area) and an associated entrance/exit point (office entrance, main church porch and glass lobby). These are to be supervised by a leader of the relevant bubble to control entry/exit and minimise contact with high touch surfaces. Where possible, the designated entrance is to be opened in sufficient time for queueing externally not to be required. External signage to be provided advising young people and their parents/carers of the entrance number (corresponding to the bubble number) and the requirement to maintain a safe physical distance.	Sarah Bradley/Pete Rogers/youth leaders	
84	Limit entrance into the buildings.	In order to maintain group sizes and ensure physical/social distancing between different households, parents/carers to not be allowed to enter the church buildings when dropping off/collecting their children unless it is essential.	Sarah Bradley/Pete Rogers/youth leaders	
85	Physical/social distancing within the church building.	Leaders to discuss expectations for behaviour and instruct young people to adhere to current social distancing guidelines during all activities. Leaders to instruct young people to avoid mingling with members of other bubbles before and after sessions. When meeting indoors, seating to be configured to ensure that 2m physical/social distancing between individuals/households is maintained at all times (this can be reduced to 1m where face	Sarah Bradley/Pete Rogers/youth leaders	

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
		coverings are worn in addition to the other mitigation measures detailed in this document).		
86	All young people and leaders to wear face coverings consistent with the requirements for any other public space.	Young people and leaders attending youth groups to wear a face covering indoors. This can be removed whilst reading aloud, teaching or leading prayers, 2m physical/social distancing must be maintained during these activities and the face covering replaced immediately afterwards. If this is not possible, a face covering is to be worn throughout the session.	Sarah Bradley/Pete Rogers/youth leaders	
87	Minimise the risk of transmission from aerosols and droplets.	Singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult, or may encourage shouting, to be avoided.	Sarah Bradley/Pete Rogers/youth leaders	
88	Where possible, young people to provide their own Bibles and other equipment.	Young people to be asked to bring their own Bible, notebook, pen etc. and a snack/drink if they would like to. Sharing of these, or other items they may bring with them, is prohibited. Any 'communal' equipment belonging to the church that is used during youth group sessions, is to be cleaned and sanitised before and after use. Hand sanitiser to be provided for use before and after handling any such equipment.	Sarah Bradley/Pete Rogers/youth leaders	
89	Any young person or leader showing symptoms of coronavirus themselves, or having a member of their household exhibiting symptoms, (NHS Coronavirus Symptoms) should not attend their youth group. Symptoms are: <ul style="list-style-type: none"> • A high temperature • A new, continuous cough • A loss or change to sense of smell of taste. 	All young people and their parents/carers to be instructed accordingly and made aware of the guidance for households with a possible coronavirus infection . Information to be shared on the church website. Signage to be displayed prominently in entrance areas reminding young people/leaders of the symptoms of coronavirus and the requirement that they should not enter the church premises if they are experiencing symptoms themselves, or if a member of their household is exhibiting symptoms. See below for procedures when a young person, leader or member of their household has a suspected or confirmed case of coronavirus.	Sarah Bradley/Pete Rogers/youth leaders	

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
90	<p>Any young person experiencing symptoms of coronavirus (NHS Coronavirus Symptoms) should be collected from church as soon as possible and follow the current advice and guidance.</p> <p>They should be kept a minimum of 2m from all other young people and leaders whilst on the church premises.</p> <p>If a pupil requires direct personal care before they are collected, members of staff/leaders should wear appropriate PPE.</p>	<p>All leaders, young people and their parents/carers to be instructed accordingly and made aware of the current advice and guidance.</p> <p>During a session, if a young person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be isolated from the rest of their bubble (in Meeting Room 3) and their parents/carers contacted immediately to pick them up as soon as possible. They will be sent home and advised to follow the guidance for households with a possible coronavirus infection.</p> <p>If the young person needs to use the toilet whilst waiting to be collected, they are to use the disabled toilet. This is to be thoroughly cleaned and disinfected before being used by anyone else.</p> <p>Personal protective equipment (e.g. apron, visor, disposable gloves) to be worn by the member of staff or leader caring for the child whilst they await collection if a distance of 2m cannot be maintained. Any used personal protective equipment and items containing bodily fluids to be double bagged before disposal.</p> <p>The member of staff/leader are to wash their hands thoroughly for 20 seconds after any contact with the young person who is unwell. The area where they have been waiting is to be cleaned thoroughly afterwards.</p> <p>The member of staff or leader who has helped the young person with symptoms, does not need to go home unless they develop symptoms themselves or the child subsequently tests positive.</p> <p>If there is a suspected or confirmed case of coronavirus</p> <p>When a young person or leader develops symptoms compatible with coronavirus (either whilst attending the youth group or at any other time) they are to self-isolate for 10 days from the onset of symptoms, obtain a test and inform the church of the subsequent result. Other members of their household should self-isolate for 14 days.</p> <ul style="list-style-type: none"> • If the young person or leader tests negative, they can return to their youth group if they no longer display coronavirus related symptoms. • If the young person or leader tests positive, they are to self-isolate for at least 10 days from when the symptoms started (or the day of the test if no symptoms). The rest of their bubble are to self-isolate for 14 days. Other household members of that bubble do not need 	Sarah Bradley/Pete Rogers/youth leaders	

Ref	Controls required	Additional information/details/action to be taken	Action by whom?	Completed (date and name)
		<p>to self-isolate unless the young person or leader they live with subsequently develops symptoms. The young person or leader can return to their youth group when they have fully recovered and completed the required period of self-isolation (10 days). This is applicable even if they have a cough or loss of taste/smell (these symptoms can last for several weeks after the initial infection).</p> <p>If a household member of a young person or leader is exhibiting symptoms compatible with coronavirus, the whole household are to self-isolate until that person can obtain a test and inform the church of the subsequent result.</p> <ul style="list-style-type: none"> • If the household member test negative, the young person or leader can return to their youth group. • If the household member tests positive, the young person or leader can return to their youth group after completing 14 days of self-isolation. <p>If a young person or leader has been identified by NHS Test and Trace as a 'close contact' of someone with a confirmed case of coronavirus, they can return to their youth group after completing 14 days of self-isolation.</p>		

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

This document is based on the guidance published by The Church of England and should be read in conjunction with the following documents:

[COVID-19 Guidance for the Safe Use of Places of Worship During the Pandemic](#)

[Staying Alert and Safe \(Social Distancing\)](#)

[Stay at Home: Guidance for Households with Possible or Confirmed Coronavirus \(COVID-19\) Infection](#)

[The Church of England COVID-19 Personal Risk Factors for Clergy, Church Workers and Volunteers](#)

[The Church of England Keeping Church Buildings Clean](#)

[The Church of England COVID-19 Advice on Individual Prayer by Members of the Public in Church Buildings](#)

[The Church of England COVID-19 Advice on the Conduct of Public Worship](#)

[The Church of England COVID-19 Advice for Clergy Conducting Weddings](#)

[The Church of England COVID-19 Advice for Conducting Funerals](#)

[The Church of England COVID-19 NHS Test and Trace Data](#)

[The Church of England COVID-19 Advice on Face Coverings](#)

[The Church of England COVID-19 Advice on the Administration of Holy Communion](#)

Revisions		
V.01		Issued to 'Emerging from Lockdown' Group and Standing Committee for comments.
V.02	13.07.2020	Point 48 added. Amendments made to points 03, 10, 16, 18, 19, 24, 25, 26, 28, 37, 39, 40, 53 and 55 in line with comments received.
V.03	14.07.2020	'Action by whom?' column completed by MN.
V.04	23.07.2020	Reference to '1m with risk mitigation' removed from notes. Point 38 amended in accordance with guidance published by CofE. Point 41 regarding face coverings added. Point 43 quarantine time for Bibles increased to 72 hours. Point 50 limitation on number of urinals and washbasins in use also extended to toilet cubicles. Link to documents regarding NHS Test and Trace data and wearing of face coverings added. Issued to JE for distribution to PCC.
V.05	24.07.2020	Point 57 amended to include specific details of how people will leave the building. Issued to JE for distribution to PCC.
V.06	07.08.2020	Point 41 updated to reflect guidance regarding mandatory wearing of face coverings. Point 58 added regarding use of break-out space for overflow during evening seminar type services. 'Action by whom?' amended for points 62 and 71 to include the verger. 'Completed column' updated.
V.07	25.08.2020	Controls regarding music for weddings and funerals deleted and replaced by point 42 (applicable to all purposes). Points 62 and 70 regarding maximum number of people attending weddings and funerals, amended with to take into account musicians and singers. Points 39, 40, 61, 63 and 69 amended to indicate that 2m physical/social distancing can be reduced where face coverings are worn in addition to the other mitigation measures detailed in this document. Point 41 amended to clarify when face coverings are to be worn by service leaders/those who are assisting. Point 43 added regarding the use of microphones. Section I regarding the administration of communion added. Link to Church of England guidance on communion added.
V.08	06.09.2020	Section F renamed to cover all worship services. Point 59 added regarding entering and leaving the church grounds/building for Sunday worship services. Point 61 added regarding the introduction of an electronic booking system. Amendments to point 77 to clarify use of bread that is symbolically broken during the service. Lectern added to the list of high touch surfaces that require higher frequency cleaning (points 24 and 50).
V.09	15.09.2020	Point 02 reference to 'small meeting rooms' changed to 'small office rooms'. Point 61 amended to clarify that a booking system will be introduced if the number of people arriving for Sunday worship services regularly exceeds the maximum capacity of the church space (plus overflow when it is being utilised). Section J regarding mid-week youth groups added. Point 38 amended to include which details of young people attending youth groups are to be collected for the purposes of Test and Trace.

		Point 41 amended to include the requirement for young people and leaders attending mid-week youth groups to wearing face coverings. Point 52 amended to include a note about cleaning toilets between worship services and use by different groups.
V.10	22.09.2020	General amendments to Section J for clarity and to remove the requirement for staggered entrance/exit times (separate entrance/exit points to be allocated to individual bubbles). Points 86, 89 and 90 added. Item 34 amended to include worship services and mid-week youth groups. Link to Stay at Home guidance added. Section G amended to reflect revised government guidance on the number of people who can attend a wedding ceremony (reduced to 15).

Note: Item numbers will have changed between revisions where items have subsequently been added or deleted.