

Risk assessment – TEAM SERVICE – Scheduled 02/08/2020 – Sunday 10am

Church:	Assessor's name:	Date completed:	Review date:
HOLY TRINITY	Revd. Stephen Nolan	07/07/2020	13/08/2020

REHEARSAL DATE – Thursday 30th July – 6:30pm – at Holy Trinity

DATE OF FOLLOW UP PCC – Thursday 13th August via Zoom – 6:30pm

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or live streaming	One point of entry to the church building clearly identified and separate from public entry if possible	An Entrance and a separate exit is clearly marked, along with a safe route.	Wardens	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Buildings have been aired before use.	none	Revd Stephen	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Check for animal waste and general cleanliness.	none	Revd. Stephen	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Ensure water systems are flushed through before use.	No food or drink to be supplied at this time.	n/a	n/a

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	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	No heating at this time.	n/a	n/a
	Holy water stoups and the font are empty.	Baptism font emptied immediately after use.	Clergy	As required.
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	n/a		
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	n/a		
Deciding whether to open to the public	Update your website, A Church Near You, and any relevant social media.	On an ongoing basis	Revd Kim and Revd Malcolm.	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Consider if a booking system is needed, whether for general access or for specific events/services	To be discussed following Team service period.	n/a	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	none	Revd. Stephen	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	After each Sunday service a sign will be placed across the inner door stating no access	Revd. Stephen	Prior to 31/07/2020 Rehearsal.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		for 72 hours. Dated and signed.		Sign off at Rehearsal.
Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism	Choose 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.	Church audited by Clergy and Wardens. Routes and seating have been planned. Seating areas and routes have been identified with tape. Holy Trinity has been designated as having capacity for 35 individuals, households or bubbles. As it is not possible to predict which of the above will arrive and in what quantity, a dynamic Risk assessment will take place at the point of entry as needed.	Revd. Stephen Wardens	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	One volunteer will be on hand at the door permanently. Several volunteers will escort individuals, households and/or bubbles to appropriate seating.	Clergy Wardens Volunteers	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Where possible, doors and windows should be opened temporarily to improve ventilation.	All doors will be open at all times.	Wardens	Prior to 31/07/2020 Rehearsal.

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				Sign off at Rehearsal.
	Remove Bibles/literature/hymn books/leaflets	The only service sheet available will be disposable. People will be encouraged to take them home and destroy them.	Wardens	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Volunteers will be on hand to direct as necessary.	Wardens	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Consider if pew cushions/kneelers need to be removed as per government guidance	Not necessary as we will not be deep cleaning and the Church will be out of use for 72hours after the service.	n/a	n/a
	Remove or isolate children’s resources and play areas	Taped off.	Wardens	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	Church audited by Clergy and Wardens. Routes and seating have been planned. Seating areas and routes have been identified with tape.	Audit Team	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Clearly mark out seating areas including exclusion zones to maintain distancing.	As above	Wardens	Prior to 31/07/2020 Rehearsal.

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	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	As above	Clergy Wardens	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	As above	Wardens	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Determine placement of hand sanitisers available for visitors to use.	A rehearsal with Clergy, wardens and Volunteers will take place prior to the service where this will be actioned.	Clergy Wardens	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	none	Clergy Wardens	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	n/a	n/a	n/a
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	none	Rev. Stephen	Prior to 31/07/2020 Rehearsal.

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	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	none	Revd. Stephen	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	none	Revd. Stephen	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Volunteers who seat congregation members will take their names and contact details as they are seated. Register and donations will be left in Church for 72 hours before administering too. Record kept for 21days ONLY.	Volunteers	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	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.	Through Facebook, websites and signs.	Comms Team	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Set up a cleaning rota to cover your opening arrangements.	One cleaner for Toilet per Church.	Revd.. Stephen	Prior to 31/07/2020 Rehearsal.

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		All cleaners provided with gloves (ideally disposable). Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		Sign off at Rehearsal.
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	none	Revd. Stephen	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	none	Revd. Stephen	Prior to 31/07/2020 Rehearsal. Sign off at Rehearsal.
Holy Communion	Liturgy, Readings and Intercessory Prayers	A team of 2 or 3 Clergy will preside from the East end of Church. All readings, prayers and Liturgy will be performed by this team using appropriate PPE.	Clergy Team	Practiced at Rehearsal 31/07/2020. Sign off at Rehearsal.
	Eucharistic Prayer	Elements will be covered during the Eucharistic prayer. Wine will be consumed by the Clergy presiding over the Eucharistic prayer only.	Clergy Team	Practiced at Rehearsal 31/07/2020. Sign off at Rehearsal.

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		Alcohol gel will be used.		
	Distribution of Holy Communion	<p>The common cup will be reserved. Clergy will adorn facemasks and deliver the wafer directly to people’s seats.</p> <p>This will be organised at Rehearsal.</p>	Clergy Team	Practiced at Rehearsal 31/07/2020. Sign off at Rehearsal.
	Music	<p>Incidental music played before service and during the distribution.</p> <p>No singing at all.</p> <p>Care must be given to ensure the music cannot be sung.</p>	Clergy Team	Practiced at Rehearsal 31/07/2020. Sign off at Rehearsal.