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| **Aldershot Methodist Church Covid-19 Risk Assessment** |
| **Name & Address of Church** | **Aldershot Methodist Church****Herrett Street, Aldershot GU12 4ED** | **Assessment under taken by Melvyn Buckett, Frances Gawthrop,** **Carol Lander, Kathy O'Sullivan** |
| **Area of Building Assessed** | **Areas of building used for public worship** | **Date of Initial Assessment 5th August 220****Updated 20th August 2020****Updated 1st October 2020****Date to be Reviewed: after first service, then weekly for 2 weeks, then monthly, or sooner if Government or Methodist Guidelines change** |
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| **Hazards/Risks***Think about the areas where contact takes place* | **Persons Affected***Think of anyone who comes in contact* | **Likelihood**1 = Seldom2= Frequently3= Certain or near certain | **Severity**1 = Low (minor injury)2 = Medium (serious injury)3 = High (fatality) | **Risk Rating**1-2 = low 3-4 = medium 6-9 = high priority | **Additional Covid-19 Controls – Reducing Risk** *Think of which prevention strategy that could be used in each scenario to reduce the spread of Covid-19\*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.*  | **Action Plan***What needs to be done and by whom?* |
| **Social Distancing** | All | 1111111 | 2321111 | 2321111 | Anyone who is displaying symptoms of Covid-19, is self-isolating due to a possible or confirmed case of Covid-19 in the household, or because they have been requested to do so by NHS Test & Trace, or has been in close contact, for more than 15 minutes with anyone who has subsequently tested positive for Covid-19 within 48 hours, must stay at home and not attend public worship.  Anyone over 70, or clinically vulnerable, should consider carefully the risks associated with indoor gatherings and whether it is right for them to attend public worship, at this time.Anyone who becomes unwell, whilst in church, should be guided, by the nearest usher, to a designated isolation space at the bottom of the back stairs. They should stay here until able to safely go home, or until suitable help arrives. The usher and anyone else attending to the casualty, should use disposable gloves¹.2m social distancing to be maintained throughout the building and outside areas. Up to 36 people can be accommodated for public worship.There must be no hand shaking, hugging or passing the peace.Face coverings² are currently mandatory for anyone attending a place of worship, apart from under 11s and anyone who has a clinical reason to be exempt. However, face coverings² should not be seen as a substitute to other measures such as social distancing and good hygiene.  A small number of disposable masks² will be available.  | Advice to be circulated and placed on AMC website.SignageSet up isolation area, with chair, face mask², gloves¹, tissues and drinking water available. SignagePurchase face masks² |
| Car park | All | 1 | 1 | 1 | The car parking space closest to the rear door will be closed off. apart from this, there is limited scope for re-arranging the car park. People arriving should wait in their cars, until it is safe to get out with a 2m distance from anyone from another household.  | Car park markingsAdvice to be circulated and placed on AMC website. |
| Porch/vestibule | All | 11 | 11 | 11 | The porch and vestibule areas will be marked out in 2m spaces. As people arrive, they must move through as quickly as possible. There must be no seating, or waiting in this areaEveryone entering the building will be asked to give their name and a phone number (if not on our pastoral roll), or to scan in using the NHS COVID-19 app on their phone. These details are required in case they are needed to assist NHS Test and Trace. They will be kept for 21 days and not used for any other purpose. | 2m areas to be taped to the floorAppropriate registering system to be set up |
| Sanctuary/hall  | All | 2 | 1 | 2 | Entry will be via the hall double doors (away from the sound system). | signage |
|  | AllFamilies | 2 | 1 | 2 | Ushers will show members of the congregation to their seats, which will have been set out to allow for individuals, couples and household groups, with 2m spacing. Seats furthest from the door will be filled first. Children must stay with their carers. There will be no separate Sunday School for the time being, although preachers will be encouraged to make provision for all ages, within the service. | Chairs to be set out according to the number of single people, couples and larger family groups expected, with an allowance for visitors (max 40 chairs).Floor to be marked with tape to show where chairs need to be positioned.Preachers to be advised |
|  | All/musicians | 1 | 1 | 1 | There will be no congregational singing within worship. All instruments, including wind instruments, may be used. | All preachers and musicians to be informed |
|  | All | 1 | 1 | 1 | Doors and windows will be propped open to maintain good ventilation, where appropriate. | Cleaners |
|  | All | 1 | 1 | 1 | Services will be kept short; 30 - 45 minutes | Preachers to be informed |
|  | All | 1 | 1 | 1 | At the end of the service, the congregation should leave promptly, keeping to the 2m distancing. There can be no gathering, either inside the building, or outside within church grounds, to chat. Exit will be through the doors beside the piano, to the car park. Anyone who cannot leave immediately, due to double parking, should wait inside their car, until it is safe to move. | SignageTape 2m spaces on floor, through the exit.Guidance given on website and verbally at the end of a service. |
| Back corridor | All | 1 | 1 | 1 | There will be a one way system in place. | Signage |
| Toilets | All | 1 | 1 | 1 | Only the disabled toilet will be available. Other toilets will be out of use, for the time being. Any queuing must be 2m apart and go back into the church, if necessary.  | Wall mounted sanitiser to be purchased, fixed and kept filled. Signage |
| Quiet Room | PreachersStewards | 1 | 1 | 1 | This room can be used for prayer and preparation, before the service, and for counting money after. Masks² and gloves¹ must be worn when counting money, but remember gloves¹ are no substitute for hand washing. No more than 3 people allowed in, at a time. | Purchase disposable gloves¹ |
| Vestry | Stewards | 1 | 1 | 1 | Only one person allowed in, at a time. Money to be counted in the quiet room, see above.  |  |
| Kitchen | Stewards/ communion stewards | 1 | 1 | 1 | The kitchen should only need to be used for preparation/washing up for Holy Communion. Maximum 2 people at a time. Bottle water and paper cups will be available for preachers and anyone requiring them in an emergency | Bottled water and paper cups to be purchased. |
| **Hygiene** | All | 1 | 1 | 1 | Everyone must use hand sanitiser on entry to and exit from the building. This will be provided, or individuals may use their own, if preferred.Tissues and additional lined bins will be provided on either side of the hall. | Hand sanitiser and dispensers to be purchased and dispensers to be attached to the wall.Tissues to be purchased and bins sourced. |
| Frequently touched surfaces | All | 2 | 1 | 2 | Door handles, light switches and the disabled toilet area, including the hand dryer, must be cleaned before and after every service.Doors should be propped open, wherever possible, to avoid touching door handles. | Purchase appropriate cleaning materials |
| Shared resources | AllStewards | 1 | 1 | 1 | All hymn books, Bibles and service books, will be removed. Readers should bring their own Bibles. For the time being, the duty steward will also be the only reader (if required) for the service. This means that there will only be one person using the lectern and microphone.  | Books to be collected up and stored |
|  | All | 2 | 1 | 2 | Any printed service sheets etc will be for single use only and must be taken away by the user. | Preachers to be informed |
|  | Children | 1 | 1 | 1 | There will be no carpet, or shared toys for children. Families are welcome to bring their own quiet toys and activities. | Carpet to be removed |
| Audio visual | AV operatorsPreachers | 1 | 1 | 1 | The Audio Visual system, including the control deck, microphones and microphone stands, projectors and all plugs and leads must only be touched by the person on the rota. The radio microphone should be wiped with an antibacterial wipe, before being handed to the preacher. This must then only be used by the preacher. No specialist cleaning of the control deck is necessary as there will be well over 72 hours between uses.  | Hand sanitiser and antibacterial wipes to be available at the sound station |
| Disabled toilet | All | 1 | 1 | 1 | Checks to be made that liquid soap is available before every service. Bins to be emptied before the building is locked up.A wall mounted hand sanitiser will be provided for use outside the toilet. | CleanersSoap supplies to be regularly checked. |
| Offertory | All | 1 | 1 | 1 | There must be no passing of offertory bags, or similar. A container will be provided for monetary offerings at the exit, although electronic forms of giving are preferable and to be encouraged.Money will counted by stewards, after the service. Disposable gloves¹ will be available for this. | Suitable container to be sourced and positioned.Disposable gloves¹ to be purchased. |
| Food and drink | All | 1 | 1 | 1 | No refreshments can be served before, during or after a service. |  |
| Holy Communion | Communion StewardAll | 2 | 2 | 4 | The person preparing items for Holy Communion will have to wear gloves and a face mask².Holy Communion will be in the form of wafers and wine. Wafers will be individually spaced out on a plate and glasses spaced out in racks . There will be no speaking over the elements. Gloves will be worn by the minister and steward, when serving the elements, which they will bring round to the congregation.Hands should be sanitised before receiving.The communion rails will not be in use. | Communion StewardsDisposable gloves¹ to be purchased and made available. |
| Someone who has attended church tests positive for COVID-19 within 48 hours | AllCleaner | 1 | 1 | 1 | With the social distancing measures outlined in this Risk Assessment in place, no-one in church would be considered a contact , as defined by the government guidelines.If we are contacted by Test an Trace we should only give contact details as requested and follow any specific instructions they give.All surfaces that the symptomatic person has come onto contact with should be cleaned and disinfected. Cleaner to be advised |  |

**¹** To remove gloves safely Hold the outside edge near the wrist of one glove and peel it off, rolling it inside out. Holding the balled-up glove in your gloved hand.

slide two fingers from your first hand under your other glove, making sure not to touch the outside of the glove and peel it off. Drop both gloves into a wastebin. Finally, wash or disinfect your hands.

**²** To remove face covering safely. .remove by holding straps and avoid touching the fabric with your hands. Then wash or disinfect your hands.