# *OPENING CHURCH FOR PUBLIC WORSHIP RISK ASSESSMENT*

In view of the go-ahead given to churches to reopen for public worship the following risk assessment was done and the action noted are to be taken.

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| **Before the reopening** | **Risk level** | **Action taken** | **Responsible** | **Follow up** |
| Possible contamination of church facilities | **Low:** Although the church has been open for private prayers, care has been taken to limit its use and encourage hand sanitizing, rolling 72hrs regulations using different pews. Removal of cushions, Bibles, Hymn books and other church publicity as well as screening off of the children area. | * A general clean up of the church is planned. This is mainly to remove dust and ensure that the pews and other furniture are clean and ready for use. | Vicar and Church Wardens | It will be good to have a monthly clean up. |
| Possible visit from virus carrying members of the public | **Low:** Due to the current low level of transmission especially around Surrey. This is currently classified as low but can change if need be. | * Provision of hand sanitizers at all church entrances. * Clear making of sanitation points. * Clear marking and display of the 2-meters rule. * Provision of face mask for those who need a face mask especially for church staff and volunteers | Vicar and Parish Office | Weekly audit to be conducted by the Parish Office |
| Overcrowding at toilets and other facilities | **Moderate** | * Clear signage of the 2-meters rule and other notices encouraging social distancing * “Disabled” toilet to be made available to all * Installation of Baby Changing Facility in the “Disabled” Toilet | Vicar and Parish Office | Weekly audit to be conducted by the Parish Office |
| Cross-movement of people especially coming in and out of church building. | **Moderate** | * One-way system to be established and clearly marked. * All entrance into the church to be by main entrance (Bell Tower), * Going out to be encouraged through as many doors as possible except through the office doors. | Vicar, Church Warden and Parish Office |  |
| Use of Office space and Choir vestry  (including staff and working condition) | **High:** Although singing is not presently permitted, the proximity of the Office and the choir vestry leads to a high number of people passing through or staying in this area. | * The Choir Vestry to be temporarily moved into the Memorial Chapel * The Parish Administrator and equipment (except Printer) to be moved into the Clergy Vestry * The Children and Families’ Worker to work from the present office or from the Memorial Chapel on days she is working from the Church. | Vicar, Church Warden and Parish Office |  |
| **For Church Services** | **Risk level** | **Action taken** | **Responsible** | **Follow up** |
| Congregational traffic and sitting arrangements | **High** | * A one-way system of entrance into the church will be established. All members MUST come in through the Main Door (under the Bell Tower) * Tables with hand sanitizers will be placed at this entrance. * Welcomers to encourage everyone to sanitize their hands as they come into church * Welcomers may wear masks if they deem this necessary. Nonetheless, they MUST obey the 2-meters rule. * There should be not physical contact between welcomers and members of the congregation. * Members of the congregation should be encouraged to sit only in clearly designated areas. * Members of the same household or ‘bubble’ could sit together. * The social distancing regulation should be observed | Church Wardens and Welcomers |  |
| Contamination through exchange of service booklets, Bibles and other church literature. | **High** | * All services should be on the screen * No books, pamphlets and booklets should be handed out * In special cases when such booklets are used, they should be stored separately in a box on the back pew. | Vicar and Church Wardens | To be reviewed based on government and CoE regulations |
| Contamination during the preparation of the elements for Holy Communion | **High** | * All elements to be used during ANY service are to be prepared and set in place by the minister Alone. * Minister to ensure safety by using hand sanitizer as frequently as needed during the preparation of all elements. * ALL elements are to be set on the table and covered with the necessary altar clothing. * There will be no Communion Assistants for now. * During the Eucharist Prayers, ONLY the cloth covering of the elements should the removed. If a Priest wafer and pattern is in use, this may be left open as it is to be consumed by the Minister alone. The Chalice can also be left open for the same reason. * After the Eucharistic prayers, the Minister is to remove the other coverings and re-sanitize his/her hands before the sharing of the Bread. NOTE. There will be o wine for all members of the congregation except the Presiding Minister ALONE. * The 2-meters rule is to be enforced as the congregation comes to receive at the front of the church. * The Minster shall not pronounce “The body of Christ” as is traditionally the case. This is to prevent contamination by aerosols. * Likewise, the congregation shall receive in silence. | Vicar (Minister leading Service) and Church Wardens | To be reviewed based on government and CoE regulations. |
| Contamination through singing | **High:** Singing is not discouraged by government regulation | * The Choir will not be robing. * Hymns will neither be chosen nor displayed. * However, the Director of Music will be encouraged to play a piece of Music at the beginning, during the sharing of Holy Communion and at the end of the service. * Recorded Music can also be played. This should only be operated by the Wardens |  | To be reviewed based on government and CoE regulations |
| Contamination through “Leaders of Service” i.e Intercessors, Preachers and Readers. | **High** | * The President should always wear a radio microphone * The Service leader (or Deacon) MUST always wear a Radio Microphone and lead from the ‘Deacons’ Stall, which on the pulpit side. * The two servers chairs at the front of the church are to be removed. * The reader will be encouraged to have a printed version of the passage and read from the lectern * Where this is not a possibility, she/he must read from the front facing screen in front of the church. They are to use the Hand-held microphone and stand on the side of the altar closest to the said screen. * Intercessors will be encouraged to use the lectern and if possible, avoid touching it. * When the Preacher is neither the President or the Deacon, he /she is to be encourage to preach from the Pulpit using a Radio Mike and the Deacon will on such occasion use the Hand-held microphone. | Vicar, Church Wardens, Lay Minister and Occasional Worship Leaders | To be reviewed based on government and CoE regulations |
| Contamination through Offering Collection and counting | **High** | * Plates Offerings are no longer to be collected. * Collection Boxes should be placed at the back of the church. * The service leader should encourage the use of these boxes. * Facility for Card payment should also be made available. However, this must be done in such a way that the ‘flow of congregational traffic’ is not disturbed. It is suggested that standing at the outside door under the Bell Tower might be an option. * Those counting the collection should use the hand sanitizer before and after counting. * The counting should either be done in the main hall or the Memorial Chapel, whichever is most convenient or deemed appropriate on the day | Church Wardens and Treasurer | To be reviewed based on government and CoE regulations |
| Contamination at the departure of the congregation | **High** | * At the end of the service, all doors to the main church are to be opened and the congregation encouraged leaving through these. * For Pastoral reasons, it is important for the Welcomers are sympathetic to the need of those who might wish to stay and pray. Hence the silence should be maintained as much as possible. * For fluidity the flow of the congregation leaving the church, welcomers should no longer stand at the back of the church. They are to now to stand either under the Bell Tower or in the corridor leading to the hall. * The Narthex area should be left completely free as standing there will create a very HIGH risk of contamination through aerosol. |  |  |
| Contamination through serving refreshments | **High.**  This is not allowed indoors under present regulations | * The congregation will be notified of this. | Vicar | To be reviewed based on government and CoE regulations |
| Contamination through children and families’ activities | **Medium** | * Children and families, activities will be provided for limited number of children * The hall is to be set up in such a way that the social distancing regulation can be obeyed. * The children and families’ worker to intimate families of the rules, * Children and families to come in through the main door (under the Bell Tower) and make use of the hand sanitizer * Hand sanitizers to be made available in the church hall. * Children are to come back into the church at the appropriate time as determined by the Children and Families’ Worker. * They are to go back and sit with their families or bubbles. * Maximum of two (if they so wish) should be chosen to come to the front to tell the congregation what they have done. * The Children’s Corner in the church to remain sealed off. | Vicar, Church Wardens and Children and Families’ Worker | To be reviewed based on government and CoE regulations |
| **Other** | **church** | **Services and** | **activities** |  |
| Meeting Point | **High:** Due to the age of attendees and activities | This activity will remain suspended for now. | Vicar, Church Wardens and Jane Ruddlesdin | To be reviewed based on government and CoE regulations |
| Knit Wit | **Medium:** Although the age profile corresponds to a high-risk category. Due to the number of attendee and the activity. It is classified here as medium | The activity can restart (if participants and leaders so wish) under the following conditions.   * Each attendee continues to bring their own food and drink * Each attendee brings their drawing and knitting material * The hall is set out in a way that the 2-meters rule can be safely respected. * Attendee make use of the hand sanitizers provided. * Entrance for all attendees shall be through the church (under the Bell Tower) | Vicar, Church Wardens and Hugh Montgomerie | To be reviewed based on government and CoE regulations |
| Friday Fusion | **Medium: relatively small numbers attending and younger age group** | It is preferable that this activity remains online for now. Alternatively, it should be held outdoors.  However, if held indoors, the following conditions must be met:   * Entrance and exit should be by hall door * All participants should use hand sanitizers. * Refreshments if provided should come in single use and packed separately. * Contact activities amongst participants should be avoided | Vicar, Church Wardens and Children and Families’ Worker | To be reviewed based on government and CoE regulations |
| Family Praise | **High:** Due to the numbers involved and age group | It is preferable that this activity remains online for now.  It is important to note that the church itself will need to be cleaned at the end of the 10 am service for it to be available for the service  Likewise, the hall and octagon.  If either the Hall and Octagon or Church can be cleaned and ready for the service, the following conditions must be met:   * All conditions as enumerated above for all church services should be met except for those concerning Holy Communion. * Social Distancing rules must be enforced amongst participants. * Concerning refreshments after the service, this is not allowed under the present regulations | Vicar, Church Wardens, Helen Stickland and Children and Families’ Worker | To be reviewed based on government and CoE regulations |
| Funerals | **High: Likely age profile of attendees** | * All conditions as enumerated above for all church services should be met except for those concerning Holy Communion. * Social Distancing rules must be enforced amongst participants. * Attendance is limited to 30 (including Minister and organist if contracted) * Social distancing regulations MUST be obeyed. * The Minister MUST use the radio microphone alone. * All guest speakers (Tributes, Eulogies and Readings) should use the lectern. * Presently singing is NOT allowed. Nevertheless, the deceased’s next of kin could be encouraged to liaise with the Director of Music to ensure music is made available through the Organ or Piano. The cost of this is to be paid by the family. * Current regulations do not allow the presence of a Verger. Nonetheless, the family should be charged for this and the sum is used to pay a Cleaner to clean the church after the service. * Orders of services are to be printed and distributed by the family. | Vicar, Church Wardens, Lay Minister, Treasurer and Director of Music | To be reviewed based on government and CoE regulations |
| Weddings | **Medium** | * There is 30-person maximum numbers of attendees. * Social; distancing rules must be respected. * The Minister MUST use the radio microphone alone. * All guest speakers (Readings) should use the lectern. * Presently singing is NOT allowed. Nevertheless, the couple could be encouraged to liaise with the Director of Music to ensure music is made available through the Organ or Piano. The cost of this is to be paid by the couple. * Current regulations do not allow the presence of a Verger. Nonetheless, the family should be charged for this and the sum is used to pay a Cleaner to clean the church after the service. * Orders of services are to be printed and distributed by the couple. * During the exchange of rings, the Minister is discouraged from touching the rings. The Blessings could be pronounced without physically touching the rings. * Hand sanitizers are to be made available for witnesses and all signing the Marriage register. They should be encouraged to sanitize their hands before handling the provided pen. | Vicar, Church Wardens, Treasurer and Director of Music | To be reviewed based on government and CoE regulations |
| Baptisms | **Medium** | * Attendance is limited to 30 (including Minister, God-parents, parents and family members. * Social distancing rules MUST be respected. * There shall be only one baptism on any particular Sunday. * On such Sundays, a number of pews shall be closed of and not used as part of the 10 am service. These are tem to be made available for the baptism service. * The customary signing with the sign of the Cross will be done by the Minister with the oil on a piece of cloth or Cotton wool. * The child to be baptised shall constantly be held by their parents and carers. * The Font shall be cleaned before the service and the Minister shall sanitize his/her hand before picking up the water jug and pouring into the cleaned Font. * The child will either be sprinkled with the water using an appropriate means such as a piece of cloth or small amount could be poured on him/her using a sea shell or any other container. Such should be sanitized before and after each use. |  | To be reviewed based on government and CoE regulations |

**This is not an exhaustive list of activities and services, like this document, it will evolve as the government regulations and easing of the lockdown evolves.**