

Covid-19 Risk Assessment for Keyworth Methodist Church

This risk assessment covers the whole of the Keyworth Methodist Church property with respect to its users – both church and external hirers

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| Published Date | 14 January 2021 | Risk assessment carried out by* : | Malcolm Shaw, Risk Assessment Officer | Version: | 10 |
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The trustees of Keyworth Methodist Church have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building.

Following the relaxation of government rules and regulations on July 19th, the precautions outlined in this risk assessment have been modified or removed. The risk assessment is not being fully updated but, in summary, the main changes are :

- Face coverings are recommended, not mandatory, when moving around and are optional when seated
- Social distancing is recommended at approx. 1m when arranging seating of people from different households
- The kitchen is open again for preparing refreshments with a recommendation of no more than 3 people at a time, and wearing face coverings if from different households. Serving refreshments by waiting on tables is preferable to having queues at the hatch (but this is context dependent)
- Cleaning of surfaces is recommended after events but this may be optional in areas that are not used frequently during the week (eg church)
- Maintaining attendance lists for those at events for ‘Test & Trace’ purposes is not mandatory but people can still log in using their app and the church QR code

The responsibility for how events are managed safely on the premises is now placed upon those organising and running an event and therefore leaders need to decide how they take on the recommendations being made by the church.

July 20th 2021

| KEY TO RISK ASSESSMENT | | |
|------------------------|-------------------|------------------------|
| L (Likelihood) | I (Impact) | R (Risk Rating) |
| 1 = Rare | 1 = Very Low | 1-8 = low priority |
| 2 = Unlikely | 2 = Low | 9-18 = medium priority |
| 3 = Possible | 3 = Medium | 19-25 = high priority |
| 4 = Likely | 4 = High | |
| 5 = Almost certain | 5 = Very High | |

* Risk Assessments carried out by Malcolm Shaw and Andy Proffitt – as indicated

Please note: Where reference is made to a steward being available to manage a church event, this does **not** refer to current Church or Door Stewards but to anyone who volunteers to carry out the specific requirements detailed in the risk assessment (which could include any of the current Church or Door Stewards).

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SECTION 1 General Risk Assessment to comply with guidelines (M Shaw)

| Hazard / Risk | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | | |
|---|--|---|---|--------------------|---|---|---|---|
| | L | I | R | | L | I | R | |
| <p>NOTE: It is a requirement for everyone to wear a suitable face covering while on the church premises with others. The face covering should only be removed in specific situations detailed in this risk assessment.</p> <p><i>(NB People should come prepared with their own face mask/covering as KMC will not routinely provide these on the premises</i></p> <p><i>(Where a single person, or people from the same household are the only ones on the premises, it is unnecessary to wear a face covering. However, should others arrive, a face covering should be put on at that point)</i></p> | | | | | | | | |
| A. SOCIAL DISTANCING | | | | | | | | |
| 1 | Entrance - people queuing to enter main foyer on path | 3 | 3 | 9 | <ul style="list-style-type: none"> 2m distancing is indicated via tape on hand-rail & signs at gate, midway and outside entrance reminding people to maintain separation if queuing to enter. Signs in place to alert people. | 2 | 2 | 4 |
| 2 | Main foyer - people congregating in foyer | 4 | 4 | 16 | <ul style="list-style-type: none"> Signs to indicate requirement to move into Hall or Church, or out of building, after use of hand sanitiser. Also sign to keep distance where people need access to the Easy Access toilet (tape on floor) | 2 | 2 | 4 |
| 3 | Kitchen – unable to maintain social distance due to too many people using it | 5 | 5 | 25 | <ul style="list-style-type: none"> (Kitchen will remain out of bounds for most activities[#] until such time it is deemed safe to open. When open, maximum of 2 people to be allowed in kitchen at a time while socially distancing and using mask/face shield). Signs in place to identify this requirement both outside and inside room. <i>([#] Initially, only use will be by church cleaner, access to run taps / dishwasher, access to the boiler, and for preparing communion elements, when required)</i> | 3 | 2 | 6 |
| 4 | Hall - unable to maintain social distance due to too many people using it | 5 | 5 | 25 | <ul style="list-style-type: none"> Maximum number* will be determined by Govt advice and the physical constraints of the space and layout (<i>see Section 1 A8 and Appendix A*</i>). Signs are displayed advising on limits and reminding about maintaining social distancing. Number of chairs in the hall reduced to 40, sufficient for social distancing use, and to reduce number that might need cleaning after hall use. (<i>excess stored in Junior Church room</i>) A 'distance pole' is available in the store room to help with spacing chairs appropriately. Area around toilets entrance to marked to indicate waiting space for toilet as only 1 person at a time allowed. Only 1 toilet cubicle is in use (other locked), and outer door is wedged open so it is clear when toilet area is unoccupied. Fire Door can be used as an alternative exit for a one-way system (<i>see Appendix C</i>) | 3 | 2 | 6 |
| 5 | Junior Church room - unable to maintain social distance due to too many people using it | 3 | 4 | 12 | <ul style="list-style-type: none"> This room will be kept out-of bounds for the foreseeable future and used to store excess furniture from the hall and church. (<i>Minimal access for 1 person is possible for access to filing cabinets – by arrangement with the</i> | 1 | 1 | 1 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|---------------|---|------------|---|----|---|-------------|---|---|
| | | L | I | R | | L | I | R |
| | | | | | <i>church</i>). Signs identify the room is out-of-bounds as well as tape across doorway (<i>Access into the room from the storage room is blocked off with tables.</i>) | | | |
| 6 | Small rear room (storage area) – limited space | 2 | 3 | 6 | <ul style="list-style-type: none"> This room is taped across the doorway and kept out-of-bounds for general access for the foreseeable future. (Access may be required for some C&YP materials – limited to A.Proffitt and key church people). Maximum of 1 person allowed in room at a time. Signs used to identify this requirement, both outside and inside room NOTE: There is a Fire Exit route through this room which will still be available if needed by breaking tape. | 1 | 1 | 1 |
| 7 | Vestry – small room to maintain social distance | 3 | 4 | 12 | <ul style="list-style-type: none"> Maximum of 2 people allowed in vestry at a time. Sign indicates this in the room. As this is a locked room with limited church people key-holders, it will be the responsibility of the person unlocking the room to manage the maximum number in the room, their social distancing, and to clean any touched surfaces after accessing. | 2 | 2 | 4 |
| 8 | Church (main area) - unable to maintain social distance due to too many people using it | 4 | 4 | 16 | <ul style="list-style-type: none"> Maximum number* will be determined by Govt advice and the physical constraints of the space and layout. (*See Appendix B). Individual chairs can be spaced out appropriately for social distancing (allowing for family groups to sit together) and this needs to be done in advance, appropriate to the event.) A ‘distance pole’ is available in the store room to help with spacing chairs appropriately. Consideration needs to be given to the space needed for traffic flow, depending upon whether this is one-way (ie ingress via main foyer and egress via Selby Lane foyer) or circular (ie ingress and egress both via main foyer). (<i>See Appendix C</i>) Number of chairs in the church reduced to 60 and the excess chairs stored in the Junior Church room (<i>see above</i>). In addition, the size of the movable staging has been reduced to increase the floor area with the excess staging stored in the Junior Church room. This gives more flexibility to arrange chairs in line with social distancing guidelines. <i>* Current Govt guidance allows more than 30 people subject to the ability to socially distance at 2 metres, or 1 metre with additional precautions (eg wearing face covering). Maximum number for weddings is currently 6 and funerals is 15 (excluding anyone working)</i> | 3 | 2 | 6 |
| 9 | Church (creche/library) - unable to maintain social distance due to too many people using it | 3 | 3 | 9 | <ul style="list-style-type: none"> Maximum of 1 person allowed in room at a time. Signs identify this requirement, both outside and inside room. Room is taped off to indicate out of bounds. | 1 | 1 | 1 |
| 10 | Church (office) – limited space | 3 | 2 | 6 | <ul style="list-style-type: none"> Office is locked with limited access to keyholders only. Room limited to 1 person only – normally Andy Proffitt. Signs identify this requirement outside room. It will be the responsibility of the person unlocking the room to manage the maximum number in the room and clean any touched surfaces after accessing. | 1 | 2 | 2 |

B. CLEANING

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|---------------|---|------------|---|----|--|-------------|---|---|
| | | L | I | R | | L | I | R |
| 1 | Building closed due to a lockdown | 4 | 3 | 12 | <ul style="list-style-type: none"> The building will be fully cleaned prior to a lockdown by church cleaners. There are limited entries into the building during a lockdown – primarily to check the building and carry out the legionella prevention activities. Also to use the photocopier, check meter readings and prepare for re-opening. The church cleaners will carry out pre-opening cleaning work focusing on the areas of the building initially being opened for use. Specific attention is given to common touch points – door handles, door push plates, door edges, light switches, sockets, taps, sinks, toilets The building may need to have windows and doors open for a short while to ‘air’ the building prior to first use. | 1 | 2 | 2 |
| 2 | Users being uncertain about whether surfaces or items have been touched and possibly not cleaned. | 5 | 5 | 25 | <ul style="list-style-type: none"> Certain areas are locked or taped off as ‘out-of-bounds’ to prevent users of the church or hall entering these rooms. This will give confidence for when these areas are opened up that they do not need to be ‘deep cleaned’. Prior to the kitchen being re-opened, a review will be done to remove any unnecessary items from the work surfaces and to decide if certain cupboards should be sealed as ‘out-of-bounds’ (to minimize items that need cleaning after each use of the kitchen). We operate using the principle of each activity/user being responsible for the cleaning of the area they have used at the end of their session. The lead organiser (or steward) for each activity will be responsible for ensuring this is done. The expectation will be that they will use the cleaning materials provided to wipe down any items or areas that they have, or may have, touched during their session. Signs are used to remind all users of the premises to ‘Clean before you go’ with reminders about key items that need to be cleaned. A cleaning log is kept for lead organisers to record that all necessary cleaning has been done at the end of their activity. NOTE : Before hirers will be allowed to resume hire of the premises, their lead organiser will be required to sign a statement covering this requirement on behalf of their group. This statement will confirm their acceptance of this additional condition of hiring and their agreement to ensure it is done by their group. It will also make it clear that the church reserves the right to terminate their hire agreement if there is evidence that they have not complied with the requirement. To enable users to carry out their own cleaning, a ‘cleaning station’ table has been established in both the church and the hall. This has surface cleaning spray, cleaning wipes, paper towel and disposable gloves and signs to indicate how these should be used. Each cleaning station also has its own waste bin with a sign asking for full bags to be sealed and put directly into the grey wheelie bin, with a new bag fitted to the waste bin. A ‘safety pack’ (see Section 1 C4) is also available at each station. | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|---------------|--|------------|---|----|--|-------------|---|---|
| | | L | I | R | | L | I | R |
| | | | | | <ul style="list-style-type: none"> Church cleaners will provide regular cleaning of the. A suitable programme of cleaning times will be organised once it is known the schedule of occupancy of the building and discussed with the church cleaners re. their availability. This will be modified depending upon the varying use of the premises. Users can use cleaning materials to further wipe surfaces or use hand-washing facilities and hand sanitiser if they wish to assure themselves about surfaces that may not have been cleaned. | | | |
| 3 | Unexpected access to the building by person(s) who may not carry out cleaning of touched surfaces afterwards | 4 | 4 | 16 | <ul style="list-style-type: none"> A logging-in process is established in the main foyer (since April 2020). This requirement records individuals arriving for non-scheduled activities as well as logging arrivals for scheduled activities*. [* To avoid hold-ups & queuing for people arriving for organised activities, the lead person needs to log in on behalf of their group/activity (see Section 1 C3)] | 2 | 2 | 4 |
| 4 | Church is advised that someone who has been on the premises has subsequently tested Covid-19 positive | 3 | 3 | 9 | <ul style="list-style-type: none"> Church stewards and Property chair will immediately suspend imminent activities on the premises until the situation is reviewed, with possibly a 'deep clean' of the affected areas being undertaken. Once this is done, arrangements will be made to update users/hirers of the building in order that agreed activities can resume. (see Section 1 C4) | 3 | 1 | 3 |

C. GOOD HEALTH / HYGIENE

| | | | | | | | | |
|---|--|---|---|----|--|---|---|---|
| 1 | People arriving at the building with Covid-19 or possible Covid-19 infection | 3 | 5 | 15 | <ul style="list-style-type: none"> Warning sign placed at entrance to ask anyone who feels unwell and has any symptoms of covid-19 (high temperature, new continuous cough, or loss of smell / taste) to not enter the premises | 2 | 3 | 6 |
| 2 | People arriving and unsure whether they may have touched infected surfaces | 4 | 4 | 16 | <ul style="list-style-type: none"> All people entering the building are asked to where a face covering and use the hand sanitiser provided in the foyer before moving elsewhere in the building. Signs are displayed to request this. Where people are entering for an event, the organiser/steward may need to remind people about hand sanitising and wearing a face covering, if necessary. A small supply of face coverings will be available for church events – in case anyone arrives without one. Hirers to cover their own group's needs. (Please note : Anyone wearing outdoor gloves should remove these as they enter the building to allow them to hand sanitise and should not put them back on until they leave the building, as these gloves could carry the virus !) They should also enter their details* by logging-in (*This will <u>only</u> be for individuals or lead organisers of events eg lead steward, main hirer – see Section 1 C3) Hand sanitiser dispensers have been fitted in the main areas of the building; 2 in the main foyer 1 in the Selby Lane foyer 2 in the hall 1 in the main church Hand sanitiser bottles are located in specific areas – vestry, PA desk, creche/library, Junior Church room Hand washing facilities are available in both toilets*. Signs reminding people of the appropriate way to wash hands are posted at each sink. (* Also in kitchen, but see Section 1 A3) | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
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| | | L | I | R | | L | I | R |
| | | | | | <p><i>(NB People may choose to wear disposable gloves while in the building, but these can give a false sense of confidence and can become contaminated, and then contaminate other surfaces so are only recommended for single-use activities after which they are disposed of. KMC will only make disposable gloves available for cleaning after events)</i></p> <ul style="list-style-type: none"> Signs request everyone to hand sanitise or hand wash on entry to, and exiting from, the building to maintain good hygiene whilst on the premises Windows and doors should be opened prior to events to aid air flow and, if possible, left open during events | | | |
| 3 | Person(s) who has visited the building subsequently tests positive for Covid-19 | 3 | 3 | 9 | <ul style="list-style-type: none"> As part of the Government's NHS Test and Trace service, the attendance of all users/visitors to the building needs to be known and therefore their contact details are required. (This will be voluntary). <u>Church events</u> (ie worship, prayer group, Toddler Praise, craft group etc), These will only require the lead person (or steward on duty) to keep a list (or maintain a register) of people who have attended as most people will be known to the church and the church will have their contact details. Where there is a visitor, they will be asked to complete a contact details form consisting of their name, telephone no. and the event attended (date/time). Details held by the church will be provided to the NHS Test and Trace service, if required. Records will be kept for a minimum 21 days after which time they can be destroyed. <u>Non-church events</u> (ie run by hirers of the premises) The lead organiser for each event will be responsible for keeping records of everyone that attends their event. The organiser should log in for their activity in the foyer log. For most events, the lead organiser will know the people attending, their contact details, and may already keep a register of attendance. To mitigate the risk of queue-building and hence difficulties with social distancing, the activity leader should log in on the foyer log (see Section 1 B3) and then organise to take a register of all persons attending the activity, including gathering contact details for new people, when seated in the building. Organisers will provide details of people attending to NHS Test and Trace service, if required. | 3 | 2 | 6 |
| 4 | Person arrives at church and is on the premises when they become unwell (possibly start to show symptoms of Covid-19) OR receive a message that they may have been in contact with someone with Covid-19 – risk to those dealing with the affected person | 2 | 5 | 10 | <ul style="list-style-type: none"> Where others are present and need to assist the person off the premises, 'safety packs' are provided at each cleaning station consisting of disposable face mask, disposable apron and disposable gloves – if these are deemed necessary to be used. Other members of the group should ensure that all necessary cleaning of items touched is undertaken and cleaning log and contact forms (see Section 1 B2& C3) have been completed before leaving the premises. The appropriate church contact needs to be advised of this situation. (see Section 1 B.4) Where the person is alone, they need to vacate the premises promptly without trying to do any cleaning and advise their church contact of their situation. The church contact will then organise to carry out cleaning of the areas of the building that might have been touched by the person who contacted them. The church contact will liaise with the lead organiser/affected person to determine if there is subsequently a positive test for the virus or not. Where the test is positive, information of the contacts made at KMC can be | 2 | 3 | 6 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
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| | | L | I | R | | L | I | R |
| | | | | | provided to the NHS Test and Trace service. (see Section 1 C3) | | | |
| D. INFORMATION / COMMUNICATION | | | | | | | | |
| 1 | People concerned about the possible risk of entering the building to engage in activities | 4 | 4 | 16 | <ul style="list-style-type: none"> Information regarding the arrangements made to make KMC's building 'Covid-19 secure' have been included in 'Keeping Connected' which is provided to all church members/adherents. This has informed church users of all of the precautions and facilities that are being provided to ensure the safety of anyone attending KMC. <i>(This risk assessment is also on the KMC website for reference by those with access to the internet.)</i> Access to this risk assessment document and the specific requirements for those hiring the premises have been provided to hirers as part of re-engaging with them and asking for their signed agreement to the additional conditions of hire (see Section 1 B2). <i>(This document is also on the KMC website)</i> | 2 | 2 | 4 |
| 2 | People concerned that they may pose a risk to others due to their personal contacts | 3 | 4 | 12 | <ul style="list-style-type: none"> Communications and signage ask people not to come to the church if they feel unwell (see Section 1 C1) or think they might have been in a situation with some risk of Covid-19 People will need to make their own judgement about coming to the building based upon their own personal risk assessment | 2 | 2 | 4 |
| 3 | People needing to be updated on the closing / re-opening of the building and any changes to previous communications on conditions | 4 | 4 | 16 | <ul style="list-style-type: none"> Updates for church members/adherents are provided as part of Keeping Connected, as and when required. Updates to hirers are provided by the normal Property contact (G. Payne) | 2 | 2 | 4 |
| 4 | People having attended an event at church where it is subsequently discovered someone has tested positive for Covid-19 | 3 | 4 | 12 | <ul style="list-style-type: none"> If someone who has attended KMC for an event subsequently tests positive for the virus, they should be contacted by the NHS Test & Trace service to check who they may have been in contact with while contagious (see Section 1 C3). They should advise details of the KMC event (date, event) and direct the contact tracer to either : <ul style="list-style-type: none"> For Church events Contact the Senior church steward/Risk Assessment Officer For Non-Church event (ie hirers) Contact the Event organiser Senior Steward/RA Officer should provide details of the registered attendees at the event to the contact tracer (They may need to contact another church member for this information) Event organiser should provide details of the registered attendees at their event to the contact tracer and inform Graham Payne so the church can decide if any action needs to be taken regarding other users or additional cleaning. | 3 | 2 | 6 |

SECTION 2 Risk Assessment considerations for specific KMC use of premises

| Hazard / Risk | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | | |
|--------------------------|---|---|---|--------------------|--|---|---|---|
| | L | I | R | | L | I | R | |
| A. Private Prayer | | | | | | | | |
| <i>(M Shaw)</i> | | | | | | | | |
| 1 | People having a clear expectation of how private prayer will take place | 5 | 3 | 15 | <ul style="list-style-type: none"> • Set a fixed time slot (s) for opening of the church for private prayer where people can arrive at any time during the open period. Communicate the arrangements via Keeping Connected and external poster. • Communicate in advance the general overview of when sessions will take place and what to expect including: <ul style="list-style-type: none"> ○ requirement to hand sanitise on entry and exit, and to wear a face covering ○ possibility of limited numbers admitted to maintain social distancing ○ no provision of books, bibles etc* but a hand-out to help get into private prayer (<i>* people can bring their own book/material but must take it home</i>) ○ attendance to be noted for Test & Trace (<i>see Section 1 C.3</i>) ○ volunteer stewards on hand to help direct and support | 1 | 2 | 2 |
| 2 | Layout for the church meets needs of social distancing | 5 | 5 | 25 | <ul style="list-style-type: none"> • Layout of chairs is done in advance of the day to provide sufficient chairs, including some for couples. A 'distance pole' is available in the store room to help with this. • Layout will need to allow for easiest flow into the worship space and also for exiting (one-way system) | 2 | 2 | 4 |
| 3 | Managing people arriving at church for private prayer | 4 | 3 | 12 | <p><i>One or two volunteer stewards may be used. If only one steward, they should carry out all duties below and therefore may need to ask people to wait outside while seating those that arrived before, to avoid too many people entering the foyer at the same time.</i></p> <ul style="list-style-type: none"> • One person needs to be nominated as the lead steward for each session to open up and organise the church layout (if necessary). A second steward needs to assist. The stewards roles should be : <ul style="list-style-type: none"> Door Steward : (in foyer) <ul style="list-style-type: none"> ○ manage the arrival of people into the building, explaining the arrangements for private prayer and reminding about hand sanitizer, no outdoor gloves, wearing a face covering ○ control flow in and through the foyer and into the church, organising queuing on the path if necessary (<i>See Section 1 A.1 & 2</i>) Seating Steward : (inside church) <ul style="list-style-type: none"> ○ manage the seating of people within the church, ensuring social distancing is maintained ○ keep a note of who attends and ask any visitor (ie not known to the church) to register their attendance by completing a contact details form (<i>see Section 1 C3</i>) | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|---------------|--|------------|---|----|---|-------------|---|---|
| | | L | I | R | | L | I | R |
| | | | | | <ul style="list-style-type: none"> ○ supervise people leaving to exit via Selby Lane foyer exit (ie one-way flow) unless mobility issues require them to exit via main foyer. Wipe chairs that have been used (or place 'Awaiting Cleaning' notice on chair until an appropriate time for it to be cleaned.) | | | |
| 4 | Controlling people while in the church | 4 | 4 | 16 | <ul style="list-style-type: none"> • Limited chairs to be placed appropriately for private prayer and allowing for some couples from the same household, so that they are socially distanced from each other • Door steward to remind everyone on arrival that exiting will be via Selby Lane doors, unless the person has mobility issues. | 2 | 2 | 4 |
| 5 | Possible increased transmission where building has been closed for >48 hours | 3 | 2 | 6 | <ul style="list-style-type: none"> • Where possible, windows should be opened and doors left ajar during the event time – or for a short while before event starts, if cold/noisy – to get some air flow into building | 2 | 2 | 4 |
| 6 | Possible contamination of surfaces touched by people during prayer | 4 | 4 | 16 | <ul style="list-style-type: none"> • Seating Steward to identify chairs that have been used by putting 'AWAITING CLEANING' notice on them after person leaves. When appropriate, used chairs are wiped down (edges and backs) before anyone else uses them. • At end of the session, both stewards wipe down any remaining 'used' chairs, any switches, door handles etc in the church and foyers, and possibly toilets, if used. Completion of cleaning to be recorded on log at Cleaning Station. | 2 | 2 | 4 |

| Hazard / Risk | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | | |
|---|---|---|---|--------------------|---|---|---|---|
| | L | I | R | | L | I | R | |
| <p>B. Worship – services <u>without</u> Holy Communion (M Shaw)</p> <p>This section covers normal worship services which do not include the celebration of Holy Communion. An additional risk assessment (see Section 2C) covers the specifics relating to the Holy Communion part of a worship service and should be read in conjunction with this section when understanding all of the risks and mitigation actions of a Holy Communion service.</p> <p style="text-align: center;">The procedure for stewarding a worship service to meet the requirements of this risk assessment is included as Appendix F</p> | | | | | | | | |
| 1 | Limited capacity for those wanting to attend worship | 5 | 5 | 25 | <ul style="list-style-type: none"> Church services require people to book ahead so that the church can accommodate those that have booked and avoid turning anyone away. Bookings will be managed by an appointed steward and will be based upon the following <i>guidelines</i> : <ul style="list-style-type: none"> Non-communion services 20 pods (IF a large family group (4 – 6 people) is booked) OR 22 pods (if only 1s, 2s or 3s booked) Communion services 18 pods (IF a large family group (4 – 6 people) is booked) OR 20 pods (if only 1s, 2s or 3s booked) <p style="text-align: center;"><i>(‘pod’ = separate position for a single chair or group of chairs that can accommodate a single household/bubble)</i></p> Where someone arrives at the service without pre-booking, they will be accommodated, if possible, but only if this does not compromise the ‘Covid-safe’ arrangements for social distancing. Options to live stream services (full video or audio only), or record and put link onto website for those not attending to be part/share the service will be utilised when this is appropriate (eg special services which may be over-subscribed.) Duplicate services may be organised if necessary ie the same service provided at two different times on the same day – to accommodate more people than can fit in one ‘session’ | 2 | 3 | 6 |
| 2 | Layout for the church service meets needs of social distancing | 5 | 5 | 25 | <ul style="list-style-type: none"> Layout of chairs will be done in advance of the day of the service based on the booking confirmations, allowing for the mix of pods required. <i>(Normally done on the preceding Friday)</i> A ‘distance pole’ is available in the store room to help with this. | 2 | 2 | 4 |
| 3 | People arriving together or too early before preparations are ready | 4 | 5 | 20 | <ul style="list-style-type: none"> People are advised to arrive no earlier than 15 minutes prior to the starting time of the service and anticipate that they may need to queue to enter the building. The door steward will control the flow into and through the foyer, advising people to hand sanitise as they enter and exit the building, and remind about wearing a face covering. (See Section 1 C3) | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|---------------|--|------------|---|---|--|-------------|---|---|
| | | L | I | R | | L | I | R |
| | | | | | <ul style="list-style-type: none"> Where people arrive at the same time, a system of queuing on the path will need to be adhered to. Door steward will control entry into the foyer and remind people to keep socially distanced until they enter. Door steward marks attendance against the booking log for that service (recording any absentees or unplanned attendees). <i>(The completed register is filed in the Covid-19 folder in the vestry after the service.)</i> Seating steward (positioned just inside the church) controls people once in the church, directing them to appropriate seats for their number. They will direct couples/families to the appropriate groupings of chairs (set out in line with the bookings information). | | | |
| 4 | Possible increased transmission where building has been closed for >48 hours | 3 | 2 | 6 | <ul style="list-style-type: none"> Windows in the church to be opened by steward(s) on arrival to ventilate worship area. Both foyer doors can be blocked open – even if for a short before event starts – to get some air flow into building. (In warmer weather, doors may be left ajar throughout the service) | 2 | 2 | 4 |
| 5 | Possible transmission from those leading or participating in the service | 3 | 3 | 9 | <ul style="list-style-type: none"> Leaders of worship need to remain 3m+ from front row of worshippers and do not need to wear a face covering. If they need to be closer, they need to wear a face covering (normally a face mask but in some circumstances (if they need to speak) a face shield may be appropriate) Those assisting / participating who need to speak (eg readers, prayer leaders) do not need to wear a face covering while speaking providing they are 3m+ from the congregation (ie at lectern) but should wear one to and from the lectern. If they are reading from their chair with a microphone, they can remove their face covering to read and then replace afterwards. The microphone should be left by their chair for the PA operator to sanitise afterwards. Readers or prayer leaders should bring their own bibles/material to use. If they go up to the lectern, after someone else from a different household has used it during the service, they should hand sanitise afterwards if they have touched the lectern/microphone. | 2 | 2 | 4 |
| 6 | Possible contamination from use of books for worship | 3 | 3 | 9 | <ul style="list-style-type: none"> All hymn books and bibles have been removed from worship area (Hymn books will not be required (see Section 1 B8). <i>(However, hymn books and bibles can be loaned out to people if they want to have these for reference in the service or use at home. If so, they will need to take the book away and be responsible for bringing it, and keeping it with them, during services)</i>. People asked to bring their own bible if they wish to refer to in the service and to take away after the service Paper orders of service or other documents for handing out are discouraged. However, if issued for the service, people will be asked to take them with them at the end of the service and not leave them on chairs. | 1 | 1 | 1 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
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| 7 | Possible contamination from cash given as part of the offering | 4 | 3 | 12 | <ul style="list-style-type: none"> People encouraged to use Standing Orders for their offering, if possible. Where people still want to provide their offering as cash or as part of the envelope scheme, they will still be able to do this via the collection plate at the entrance. Loose cash and sealed envelopes from the collection plate will be transferred into a bag by the Vestry Steward at the end of the service and NOT counted. The bag will be placed in the vestry where it will be collected later in the following week by the Treasurer who will count, record in the collection register, then bank. | 2 | 3 | 6 |
| 8 | Transmission of the virus through mass singing | 5 | 5 | 25 | <ul style="list-style-type: none"> No congregational singing will be allowed. A reminder of this will be communicated at the start of each service by the Vestry Steward at the opening notices. Words for hymns will be displayed on screens. (Solo singing by one - or two socially distanced – singer(s) is acceptable from the front) | 1 | 3 | 3 |
| 9 | Transmission of the virus through playing musical instruments | 2 | 2 | 4 | <ul style="list-style-type: none"> Playing of music by musical instruments – including wind instruments – is acceptable (see Section 2H) | 2 | 2 | 4 |
| 10 | Possible contamination from using equipment required for the PA system | 4 | 3 | 12 | <ul style="list-style-type: none"> The PA system is normally only used by a small number of people. Each PA operator should ensure that they hand sanitise before commencing and, after using the equipment, they use anti-viral wipes to wipe down equipment before closing the desk and putting portable equipment away. This will typically be : <ul style="list-style-type: none"> Sliders on the mixing desk Any cables used for connections Laptop (keys, touchpad and metal case) Microphones & top part of stand Socket switches <p><i>(For most times it is used, there is likely to be 2-3 days minimum between usage of the PA system so the risk is very small. However the above procedure ensures consecutive use on the same day is covered)</i></p> | 2 | 2 | 4 |
| 11 | Controlling people at the end of the service | 5 | 5 | 25 | <ul style="list-style-type: none"> Just before the end of the service, the preacher will remind the congregation about the process for leaving the building. People will be asked to remain seated at the end of the service while the Seating Steward opens up the Selby Lane foyer doors and the preacher positions themselves near this exit to allow a brief exchange as each person(s) exits. <p>The Seating Steward will direct people to leave via the Selby Lane doors from the rear of the church first as a gradual flow, from the back to the front, to maintain social distancing. Where it is difficult for someone to leave via the steps onto Selby Lane, they will be directed towards the main foyer where the Door Steward will manage the situation.</p> | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
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| | | | | | <ul style="list-style-type: none"> The stewards should monitor the congregation as people leave to avoid people getting up too early and creating an unnecessary queue, or stopping for conversations as they exit <p><i>(Note: Where the service is an Early Communion service(8.30am) and someone also intends being at the normal service (10.15am) which follows, they should still leave the church and return later for the second service. Any issues with this should be discussed with the stewards on duty)</i></p> | | | |
| 12 | Possible contamination of surfaces touched by people during worship | 4 | 4 | 16 | <ul style="list-style-type: none"> After worship has finished and the church has emptied, the stewards will carry out cleaning of all areas touched or potentially touched by those attending. This will include : chairs, pulpit, lectern, collection plate, vestry furniture, door handles, door push plates, switches, sockets. The PA operator will clean down all equipment used (microphones & stands, laptops) and the PA desk area before putting equipment away. | 2 | 3 | 6 |
| 13 | People being unsure of whether they want to come back to worship at church because of potential health risks | 5 | 4 | 20 | <ul style="list-style-type: none"> Everyone will need to make their own decision as to whether they feel comfortable about coming to worship at KMC. The church will communicate all of the steps it is taking to manage the safety of anyone attending worship (as described in Section 1 D1) in order that people can make an informed choice. Any feedback from those attending services which highlights concerns will be reviewed and procedures amended, if necessary. The KMC task force overseeing the use of the premises during the pandemic will assess the national situation and changing restrictions – and how they affect KMC – and will communicate any changes in planned services, as these prove necessary. <p><i>(NOTE : This risk assessment is on the church website for all to read).</i></p> | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
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| C. Worship – services <u>with</u> Holy Communion (this is <u>in addition to</u> Section B above) <i>(M Shaw)</i> | | | | | | | | |
| 1 | Risks in the preparation of elements to be used for HC | 3 | 4 | 12 | <ul style="list-style-type: none"> • Communion stewards wear PPE (mask/shield and gloves) while preparing items in the kitchen. • Small pieces of bread to be prepared as usual. A bread roll can be used for symbolism but must be not be eaten and should be disposed of after the service. • Communion wine prepared in separate glasses, as usual, and spaced out in the glass holder trays so that each glass can be selected without touching any of the others. The pieces of bread will be spread out (~2” or 5cm apart) on large platters. • Two tables are positioned at the front of the church – the first table for bread, and the second table for the wine. The platters of bread will be covered with kitchen towel until required (so it is easily removed without disturbing the bread). The trays of wine are covered with a white cloth. • The chalice and bread roll are placed separately on the communion table and covered with a white cloth. | 2 | 2 | 4 |
| 2 | Risk of speaking over the sacrament | 4 | 5 | 20 | <ul style="list-style-type: none"> • Elements on the communion table (chalice and roll) will be uncovered as the Minister conducts the liturgy but the elements on the other tables will be blessed but not uncovered until just before distribution. • The communion stewards uncover the tables at the front of the church just prior to organizing the distribution of the elements (See Section2 C.3) | 2 | 2 | 4 |
| 3 3a | Distribution of the elements : <u>Participants coming forward</u> | 4 | 4 | 16 | <ul style="list-style-type: none"> • Minister proceeds with the service, explaining the method of distribution and issuing the invitation to everyone • Communion steward(s) uncover the bread and the wine and then organise for each person/household to come forward, take a piece of bread, then a glass of wine before returning to their seat(s). A flow of people can be managed providing that social distancing is maintained. <i>(NB Face coverings should continue to be worn throughout).</i> • After everyone who has come forward has returned to their seats, communion steward(s) will bring bread and wine to those who are unable, or do not wish, to come forward for them to take their elements. • Once everyone has bread and wine, the Minister will invite everyone to remove their face coverings, will offer prayers, and then everyone will eat the bread, then drink the wine together. Glasses should be placed under the seats for collection later. Once done, the Minister will ask everyone to put on their face coverings before the service continues with the re-covering of the remaining elements on the three tables. | 2 | 3 | 6 |

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| 3b | <u>Participants remaining seated</u> | 4 | 4 | 16 | <ul style="list-style-type: none"> Minister proceeds with the service, explaining the method of distribution and issuing the invitation to everyone Communion steward(s) take a platter of bread and tray of wine to each person in turn and allow them to take their elements. <i>(NB Face coverings should continue to be worn throughout).</i> After everyone has selected their elements, the remaining bread and wine is returned to the tables, the stewards take their own elements and return to their seat(s). The Minister will invite everyone to remove their face coverings, will offer prayers, and then everyone will eat the bread, then drink the wine together. Glasses should be placed under the seats for collection later. Once done, the Minister will ask everyone to put on their face coverings before the service continues with the re-covering of the remaining elements on the three tables. | 2 | 3 | 6 |
| 4 | Contamination from items used in the act of Holy Communion | 3 | 4 | 12 | <ul style="list-style-type: none"> After the end of the service and the congregation have exited, the communion steward(s) will return unused elements to the kitchen and collect up the empty glasses from under the chairs. After sanitising their hands, they will be deal with the remaining elements : <ul style="list-style-type: none"> Unused wine will be diluted and disposed of (as normal practice) Bread roll and any possibly 'contaminated' wafers will be placed in the waste bin Used glasses will be washed and returned to storage The tables used for the distribution process, covering boxes and collecting boxes used for glasses will be wiped/ sanitised before putting away | 2 | 2 | 4 |

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| D. Craft Group | | <i>(M Shaw)</i> | | | | | | |
| 1 | Members are in the vulnerable age group | 5 | 5 | 25 | <ul style="list-style-type: none"> Although the members of the Craft Group are in the older age range (70+, with some 90+), the group offers companionship, support, and mental health well-being to members. Ultimately, it is up to individual members to decide if they wish to come to the Craft Group, knowing the precautions that the church is taking to keep them safe. | 3 | 5 | 15 |
| 2 | Numbers wanting to attend may exceed guideline number (eg 6) | 3 | 3 | 9 | <ul style="list-style-type: none"> Although this group is called the Craft Group, it is no longer a group where members work together on joint craft work. Each member brings their own craft (normally knitting) with them, sits separately doing their craft, and converses with others. It is primarily a support group for mainly widowed/single older women who share companionship through conversation in an organized event and is therefore considered exempt from the 'Rule of 6' (Numbers generally vary between 6 and 12) | 3 | 2 | 6 |
| 2 | Being aware of someone attending subsequently becoming ill and testing positive for Covid-19 | 1 | 5 | 5 | <ul style="list-style-type: none"> The lead member keeps a register of everyone attending each event. They sign the foyer log to record the event and then maintain a register of people who have attended as most people will be known to the church and the church will have their contact details. Where there is a visitor, they will be asked to complete a contact details form consisting of their name, telephone no. and the event attended (date/time). Details held by the church will be provided to the NHS Test and Trace service, if required. <i>(In practice, it is likely that news of any member becoming ill will become known within the church community and decisions relating to self-isolation and testing will probably precede contact by NHS Test & Trace)</i> | 1 | 3 | 3 |
| 3 | Transport for attendees who cannot walk to church | 4 | 4 | 16 | <ul style="list-style-type: none"> Where possible, transport should be arranged to be done using family members from their own bubble, or from someone who is part of their support bubble. Where not possible, transport should be arranged with volunteers who need to: <ul style="list-style-type: none"> only transport one attendee at a time (so multiple journeys may be needed) ask the attendee to wear a mask, and wear one as well if possible, ask the attendee to sit in the rear and not use the front passenger seat After each journey to church (for the start of the event), or returning the person to home (at the end of the event), the volunteer should wipe down door handles and any other parts of their car that their passenger has or may have touched. They should also sanitise their own hands. | 4 | 2 | 8 |
| 4 | Maintaining social distancing during the event | 4 | 5 | 20 | <ul style="list-style-type: none"> Arrival of members needs to be staggered to avoid congregating on the path or in the foyer. Where members arrive at the same time, some queuing will be necessary to allow everyone to get into the hall while maintaining social distancing. Face coverings will need to be worn in the building, except when having refreshments. <i>(It is proposed that members should continue to wear their face mask until in the building and seated. They</i> | 2 | 2 | 4 |

| Hazard / Risk | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | | |
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| | | | | <p><i>can then switch to a face shield/visor for the duration of the session considering the size of the group, fixed social distancing (sitting down) and the need for members to hear each other. Before leaving, they should replace their face shield with their mask before leaving their seat)</i></p> <ul style="list-style-type: none"> The previous arrangement for Craft Group – ie using the hall alcove only - will be unacceptable to meet needs of social distancing. Propose to put tables to form a large rectangle in the main part of the hall with members spaced around the perimeter. Members will be 1m+ from each other side by side or at 90° , or facing each other at 3m+ distance and will be wearing face coverings. Also, once seated, there should be little / no risk from getting closer. <i>(Tables will be set up in advance by volunteers to avoid members having to do this on arrival)</i> At the end of the event, members should stagger their departure from the hall to avoid congregating/queuing in the foyer or on the path | | | | |
| 5 | Sharing of items between members | 3 | 5 | 15 | <ul style="list-style-type: none"> All members to be reminded that they bring their own craft materials and do not share* with other members <i>(* Members may exchange items but this should be done with the maximum distance/ minimum time possible and precautions taken in sanitising afterwards, as appropriate)</i> | 2 | 3 | 6 |
| 6 | Contamination of the church hall or toilets | 3 | 3 | 9 | <ul style="list-style-type: none"> The leader of the event needs to wipe down all of the tables, tops and edges of chairs used and any other surfaces/equipment touched during the Craft Group event Tables and chairs will be put away by a church volunteer | 2 | 2 | 4 |
| 7 | Preparing and having refreshments during the event (WHEN APPLICABLE) | 4 | 5 | 20 | <p><i>Initially, the kitchen will be out-of-bounds and so members will need to bring their own refreshments if they wish to have some.</i></p> <ul style="list-style-type: none"> One member needs to take responsibility for preparing refreshments and should ask for drink orders without shouting, or needing others to shout in reply They should sanitise hands (or wear gloves) before starting to prepare the drinks Once the drinks are ready, they should be distributed as quickly and safely as possible – wearing PPE – and placing them on each table and then stepping away. Biscuits should not be distributed on a communal plate – individual biscuits should be placed on the table along with the mugs. Empty cups should be collected quickly and safely as possible – wearing PPE – and washed up and put away. All surfaces or equipment used in preparing the refreshments should be sanitised afterwards | 3 | 2 | 6 |

| Hazard / Risk | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | | |
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| E. Toddler Praise / Wednesday Story Time <i>(A Proffitt)</i> | | | | | | | | |
| 1 | Maintaining social distancing and good hygiene during the session | 5 | 4 | 20 | <ul style="list-style-type: none"> Parents/carers and children encouraged to arrive up to 15 mins before the start of the session. Usually members' arrivals are staggered naturally which will avoid congregating on the path or in the foyer. Where members arrive at the same time, some queuing will be necessary to allow everyone to get into the church while maintaining social distancing and this will be monitored/controlled. Face coverings need to be worn by adults, and windows will be opened for ventilation, when weather permits Entry into the church will be via two routes : <ul style="list-style-type: none"> Parents <u>without</u> buggies go straight into the church and take a place on a carpet square. Parents <u>with</u> buggies take the buggy and child/children into the hall to park their buggy in the allotted area. There is then a one-way system to enter the church via the vestry (<i>See Appendix D</i>) Children were already encouraged to remain on their carpet squares during Toddler Praise and this practice will continue. Carpet squares can be laid out at 2 metre intervals*. The church building allows for 16/17 pairs of carpet squares, i.e. 1 leader with up to 15/16 parents plus children. Those from the same household may sit together. (*A 'distance pole' is available in the store room to help with this) The maximum number of adults and children permitted in the building will be set at 35. This may be reviewed at a later date, as Methodist Church guidance changes. Layout needs to allow suitable routes for entry and exit to the tables, and to the toilet At the end of the session, the leader will direct members to leave , and will stagger their departure. (NB Those with buggies will exit via the vestry, into the hall to collect their buggy, then out through the main foyer._<i>See Appendix D</i>) Members are instructed to avoid congregating/queuing in the foyer or on the path. | 2 | 2 | 4 |
| 2 | Oversubscription | 4 | 5 | 20 | <ul style="list-style-type: none"> Toddler Praise is usually a busy session. However, an informal survey of those currently participating in Toddler Praise online shows that numbers are likely to be lower for a session with reduced length and without free play. To avoid exceeding capacity, members will be asked to sign up in advance to each session. This will be done by those wishing to attend sending the leader an email/text to book their place by the deadline (advised through | 2 | 2 | 4 |

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| | | | | <p>the TP Facebook page). If they need to cancel, they need to advise via email/text/phone number so numbers of available places can be adjusted.</p> <ul style="list-style-type: none"> Parents/carers will be given access to the leader’s mobile number if they want to check if there are last minute places available. They will be able to call up to half an hour before the start of the session. The use of volunteer team members to support welcoming and directing parents/guardians will be considered where the individuals feel safe to do so. The two leaders present at each session will be Andy Proffitt and Simon Rose with the support of volunteers - helpful if one of the regular leaders is unavailable. “Zoom” Video Conferencing will be continued to include any team members who wish to join in from home or group members who are isolating or who prefer to stay at home. If the Friday session becomes consistently oversubscribed, a second session will be considered for Wednesday mornings. | | | |
| 3 Being aware of someone attending subsequently becoming ill and testing positive for Covid-19 (Test and Trace) | 3 | 4 | 12 | <ul style="list-style-type: none"> Telephone numbers and addresses of members will be gathered when booking The signing-in book is completed by the leader during each session. - to avoid members needing to touch it or to use the same pen. Details held by the church will be provided to the NHS Test and Trace service, if required. Records of members’ telephone numbers and addresses are usually held securely for the duration of the time that they belong to the group. | 3 | 2 | 6 |
| 4 Possible contamination from cash | 4 | 4 | 16 | <ul style="list-style-type: none"> Toddler Praise is free of charge as, if we don’t provide refreshments, there are minimal costs incurred. If members would like to make a donation (once a term), they will be given details of how to do this electronically. | 1 | 1 | 1 |
| 5 Sharing of items between members | 5 | 5 | 25 | <ul style="list-style-type: none"> All necessary materials for the session are provided in a drawstring bag – one per child. The bag will be placed on each carpet square before arrival. Members are asked to return all items they have used to their bag at the end of the session and to leave it on their square. Parents/carers are instructed to be careful with the bag cord and not to let their child play with it. | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
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| | | | | | <ul style="list-style-type: none"> All items are cleaned before the next session. | | | |
| 6 | Preparing and having refreshments after the session. | 5 | 5 | 25 | <p><i>Initially, the kitchen will be out-of-bounds and so members will need to bring their own drink of water from home if they need one.</i></p> <ul style="list-style-type: none"> Only bottles of water (and baby milk-if needed) are permitted in the worship area. As serving refreshment involves multiple adults in the kitchen it will not be practical to do this whilst social distancing is required. Refreshments will not be served until rules on social distancing indoors are relaxed | 2 | 2 | 4 |
| 7 | Contamination of the hall, worship area or toilets | 4 | 4 | 16 | <ul style="list-style-type: none"> Toddler Praise will only use the church and not the hall (apart from the parking of buggies – see Section 2 E1). After the session, the leader of the event needs to wipe down all of the tables, tops and edges of chairs used and any other surfaces/equipment touched during Toddler Praise. (See Section 1 B2) Anyone using the toilets should wipe the surfaces they have touched – as indicated on the sign in each toilet. Leader checks and cleans toilets after everyone leaves Carpet squares are put away by the leader and any chairs in church replaced at the end of the session. (Session is weekly so any contamination of carpet squares will not exist by following session) | 2 | 2 | 4 |
| 8 | Singing (or projecting voice). Likely to increase virus transmission. | 4 | 4 | 16 | <ul style="list-style-type: none"> The majority of babies and toddlers don't sing in a Toddler Praise session. Their main way of participating is songs is normally with actions or using shakers. We already use recorded music and recorded singing at Toddler Praise and this will continue. Parents/carers are instructed not to sing along. Leader(s) uses a radio microphone (<i>if necessary</i>) rather than project their voice | 2 | 2 | 4 |

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| F. Y? Group | | | | <i>(A Proffitt)</i> | | | | |
| 1 | Maintaining social distancing and good hygiene during the session | 4 | 4 | 16 | <ul style="list-style-type: none"> Y? is a small group with 12 members and 2 leaders. Some members are siblings or children of a leader. They are aged between 11 & 16 years and all leaders are under 60. Most Y? activities can incorporate social distancing, e.g. discussion-based evenings. Other activities can be adapted to fit in with social distancing. There is sufficient space in the hall to allow for 2 metres social distancing between each member. However, as secondary children, everyone should wear a face covering during the session. Where weather permits, windows and possibly doors can be left open for additional ventilation The maximum number of adults and children permitted in the hall is initially set at 20. This may be reviewed at a later date, as Methodist Church guidance changes. Layout is arranged to allow suitable routes for entry and exit to the tables, and to the toilet At the end of the session, the leader directs members to leave and stagger their departure. Members are instructed to avoid congregating/queuing in the foyer or on the path on entering or leaving the building. | 3 | 2 | 1 |
| 2 | Oversubscription | 3 | 4 | 12 | <ul style="list-style-type: none"> Y? is a small group and there is still potential for new members to join. Any new members will be asked to contact a leader in advance to find out if there is space for them to join. Parents/carers have been given access to the leader's mobile number if they want to check if there are last minute places available. They are able to call up to half an hour before the start of the session. | 2 | 2 | 2 |
| 3 | Being aware of someone attending subsequently becoming ill and testing positive for Covid-19 (Test and Trace) | 3 | 4 | 12 | <ul style="list-style-type: none"> Telephone numbers and addresses of members are already kept as part of our safeguarding policy. The leader will record telephone number and address of any new members who join. The signing-in book is completed by the leader during each session - to avoid members needing to touch it or to use the same pen. Details held by the church will be provided to the NHS Test and Trace service, if required. Records of members' telephone numbers and addresses are usually held securely for the duration of the time that they belong to the group. | 3 | 2 | 3 |
| 4 | Possible contamination from cash | 4 | 4 | 16 | <ul style="list-style-type: none"> Y? is be free of charge. There are minimal costs incurred. If members would like to make a donation (once a term), they will be given details of how to do this electronically. | 1 | 1 | 4 |

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| 5 Sharing of items between members | 4 | 4 | 16 | <ul style="list-style-type: none"> If any materials are needed for the session they will be provided in individual containers. Members are asked to return all items they have used to the container at the end of the session and leave on their seat. All items are cleaned before the next session. | 2 | 2 | 5 |
| 6 Preparing and having refreshments during Y?. | 5 | 5 | 25 | <p><i>Initially, the kitchen will be out-of-bounds.</i></p> <ul style="list-style-type: none"> Individual bottles/cans of drinks and individually wrapped biscuits/cakes may be provided if appropriate. No cooking activities will be undertaken at Y? under the current restrictions. | 2 | 2 | 6 |
| 7 Contamination of the hall or toilets | 4 | 4 | 16 | <ul style="list-style-type: none"> The leader of the event wipes down all of the tables, tops and edges of chairs used and any other surfaces/equipment touched during Y?. (See Section 1 B2) Anyone using the toilets should wipe the surfaces they have touched, as detailed on the signs in the toilets. Leader checks and cleans toilets after everyone leaves Any chairs or tables used during the session are cleaned by the leader before being put away at the end of the session. | 2 | 2 | 7 |

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| G. Church Council / AGM / Church Meetings (incl. Time to Discover) / Other Meetings | | | | | <i>(M Shaw)</i> | | | |
| 1 | Managing the capacity to hold the numbers wishing to attend | 5 | 4 | 20 | <ul style="list-style-type: none"> For most church meetings, the capacity of the hall or church should be sufficient. Based upon the expected number of attendees, the secretary/organiser should book the most appropriate room for their meeting ie church or hall. Where the number attending could potentially exceed the maximum capacity – allowing for those from the same household - the secretary/organiser should confirm those planning to attend and, if still likely to exceed the capacity, will need to restrict numbers within the capacity limit. | 2 | 2 | 4 |
| 2 | Maintaining social distancing entering and exiting the building | 4 | 4 | 16 | <ul style="list-style-type: none"> All attending the meeting should follow the guidance in Section 1 C (above) Attendees should be advised to arrive no earlier than 15 minutes prior to the meeting and to observe social distancing if they need to queue to enter (see Section 1A.1) (NOTE : Only the organiser of the meeting needs to fill in the Foyer Log – see 4 below) Depending upon the size of the meeting, the organiser may decide to use a one-way system for exiting – via the Hall fire door or Selby Lane church entrance (See Appendix C) – and should inform attendees, and co-ordinate exiting so that it is staggered to allow social distancing. | 2 | 2 | 4 |
| 3 | Maintaining social distancing during the meeting | 3 | 4 | 12 | <ul style="list-style-type: none"> The organiser needs to prepare the room being used in advance with chairs appropriately spaced and allowing groups of 2 chairs where couples from the same household are expected . A ‘distance pole’ is available in the store room to help with this. Use of tables may help with social distancing | 2 | 2 | 4 |
| 4 | Person attending subsequently found to test positive for Covid-19 | 3 | 5 | 15 | <ul style="list-style-type: none"> The organiser needs to enter details of the meeting on the Foyer log to record the meeting has taken place. (No other attendees needs to enter details) They also need to keep a register of everyone who attends the meeting, and their contact details, if unknown. (Forms to allow new people/visitors to record their details are available on the Cleaning Station tables) (See Section 1C.3) In the event that someone attending the meeting tests positive for Covid-19, they will advise the contact tracer of the meeting and provide the organiser’s details. When the organiser is contacted by the tracer, they can provide details of the attendees, and may advise the attendees in advance of the situation. | 3 | 2 | 6 |
| 5 | Use of microphone during the meeting which is shared | 3 | 5 | 15 | <ul style="list-style-type: none"> The use of microphone(s) for some larger meetings may be preferred so that all attendees can hear what is being said. Normally, the chair will use a dedicated clip-on microphone so they can be heard by all. If possible, use of hand-held microphones which are passed around people are to be discouraged. | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|---------------|---|------------|---|----|--|-------------|---|---|
| | | L | I | R | | L | I | R |
| | | | | | <p>However, if hand-held microphones are considered essential to the meeting, everyone should follow the safe protocol of :</p> <ul style="list-style-type: none"> ○ One person ('distributor') designated to move the microphone between people who remain seated. This person should wipe the microphone with an anti-bac wipe as they pass to the next person at arms length. <i>(The distributor may choose to wear disposable gloves for this role until the end of the meeting. Otherwise, they should hand sanitise as they think appropriate, and certainly immediately at the end of the meeting.)</i> ○ Person using the microphone should avoid putting their mouth too close to the head of the microphone so that it may touch their face ○ Once they have passed the microphone back to the distributor, they should ideally use personal hand sanitiser, while remaining seated (or hand sanitise after the meeting finishes) <p>After the meeting is finished, all microphones should be wiped down with anti-bac wipes before putting away.</p> | | | |
| 6 | Lack of clarity from a main speaker due to wearing of a face mask | 4 | 4 | 16 | <ul style="list-style-type: none"> • If the meeting involves one person requiring to do a significant amount of speaking (eg doing a presentation, giving a verbal report), they may choose to use a microphone (<i>see 5 above</i>). However, if a decision is taken not to use microphones, the speaker could choose to change from a face mask to a face visor for the period when they will be speaking for most of the time. This should be organised in advance so that the face visor is available, and the person should revert to a face mask when appropriate, and certainly by the end of the meeting. | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|-----------------------|--|-----------------|---|----|---|-------------|---|---|
| | | L | I | R | | L | I | R |
| H. Music Group | | <i>(M Shaw)</i> | | | | | | |
| 1 | People arriving together and assembling themselves in appropriate places for playing and risking close contact | 5 | 4 | 20 | <ul style="list-style-type: none"> • <u>Prior to rehearsal or playing as part of a service</u>, the space to be used should be set up so that chairs are ideally 2m apart (including from the piano) (minimum distance should be 1.5m) and, where possible, all facing in the same direction. Music stands (and lights, if applicable) should be put in position. (NB There is a 'distance pole' available in the store room off the hall to help with this.) This should ideally be done by one person to avoid closeness of contact with others. • If both the piano and organ are both being used, either the piano should be moved to allow ideally 2m between each player or each player should wear a face covering if less than 1.5m apart • If a singer/singers are involved, they should be positioned 2m away from the musicians, and 2m from each other (if 2 singers). These positions should be identified prior to the group arriving. Singers may sit in these positions throughout or move to them when required. • Rehearsals should be limited to a maximum of 1 hour (NB Face coverings are required to be worn entering, exiting and moving around the building. However face coverings can be removed whilst playing/singing, or a face shield used instead of a face mask, if preferred.) | 3 | 2 | 6 |
| 2 | People arriving at the same time or setting up too close to each other | 4 | 4 | 16 | <ul style="list-style-type: none"> • People may need to queue on entry (see Section 1A) • Members of group should go to their allocated positions and sit before removing an instrument from a case or setting up music stands. Where this is not possible, they should remove case/set up stand in a suitable space not close to others then take their instrument/stand to their chair and sit down. • Musicians should take up their positions one at a time to avoid unnecessary close proximity | 3 | 2 | 6 |
| 3 | Handing out or sharing music | 3 | 3 | 9 | <ul style="list-style-type: none"> • Each member should bring their own copies of music with them and not share with others. • Distribution of music at a rehearsal should be discouraged and should be supplied in advance, if possible. Where music is distributed at a rehearsal, the person distributing should use hand sanitizer before handing it out. • Copies of music should not be passed between members | 2 | 2 | 4 |
| 4 | People requiring to move from their 'performing' position during the rehearsal | 3 | 3 | 9 | <ul style="list-style-type: none"> • If anyone needs to move from their position during the rehearsal (eg toilet), they should wear a face covering until they return to their position and are to resume playing/singing. Social distancing should be maintained if more than one person is moving. | 2 | 2 | 4 |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|---------------|---|------------|---|----|---|-------------|---|---|
| | | L | I | R | | L | I | R |
| 5 | Recording of music group may compromise maintaining social distancing | 3 | 3 | 9 | <ul style="list-style-type: none"> Where a performance is to be recorded (audio or video) for use in a service, the recording equipment should be handled by one person who should set up the equipment before the rehearsal begins. Starting, stopping and adjusting during the recording period(s) should be done by one person to avoid the risk of contamination between people. If a second person needs to be involved, then both people should hand sanitise after touching the equipment. | 2 | 2 | 4 |
| 6 | Limitations of space create issues for live performances in services | 5 | 3 | 15 | <ul style="list-style-type: none"> Due to the number of musicians, it is unlikely that the whole music group could perform in a live act of worship unless there was an acceptable trade-off with a reduced size of congregation – due to the limited space in the church. A smaller group (sub-set) of musicians could more practically set up and perform in live worship without significant effect on the congregation size. As with other participants in worship (preacher, readers etc), the front row of the congregation should be 3m+ from the nearest musicians' seats. | 3 | 2 | 6 |
| 7 | People leaving after the rehearsal and exiting the building | 5 | 4 | 20 | <ul style="list-style-type: none"> When the session ends, each person should resume wearing a face covering and pack up their instrument/music where they are seated, or move away to a suitably distanced position to do this. Each person should be aware of others so as to avoid two or more people moving together and impacting the social distancing of 2m. The organiser should wait until everyone has moved away from their chairs / positions and then carry out any cleaning tasks for the chairs & music stands before returning them to their normal positions. Each person should stagger their exiting of the building, as normal social distancing practice. | 2 | 2 | 4 |

| Hazard / Risk | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | | |
|-----------------------------------|---|---|---|---------------------|--|---|---|---|
| | L | I | R | | L | I | R | |
| I. Worship – Junior Church | | | | <i>(A Proffitt)</i> | | | | |
| 1 | Maintaining social distancing and good hygiene during the session | 4 | 4 | 16 | <ul style="list-style-type: none"> Junior Church involves a small number of children (up to 8) and 2 leaders. Some members are siblings. Most activities can incorporate social distancing, e.g. listening to a story or paper based activities sitting at tables. Other activities can be adapted to fit in with social distancing. There is sufficient space in the hall to allow for 2 metres social distancing between each member / family group. Face coverings must be worn by adults and any children 11 or over. Under 11s do not need to wear face coverings. Where weather permits, windows and possibly doors can be left open for additional ventilation The maximum number of adults and children permitted in the hall will initially be set at 20. This may be reviewed at a later date. Ideally, the layout should allow suitable routes for entry and exit to the tables, and to the toilet At the end of the session, the leader will stagger the handover of children to parents and encourage everyone to maintain social distance | 3 | 2 | 6 |
| 2 | Oversubscription | 3 | 4 | 12 | <ul style="list-style-type: none"> Junior Church is a small group and there is still potential for new members to join. All children will be booked in advance. | 2 | 2 | 4 |
| 3 | Being aware of someone attending subsequently becoming ill and testing positive for Covid-19 (Test and Trace) | 3 | 4 | 12 | <ul style="list-style-type: none"> Telephone numbers for each family are recorded at the time of booking. This is done by the person taking bookings for Sunday worship. If there are any last minute bookings/arrivals, these will be accommodated if possible and contact details will be taken, if not known, when the register is completed. The register will be completed by the leader during each session. Details held by the church will be provided to the NHS Test and Trace service, if required. | 3 | 2 | 6 |
| 4 | Maintaining social distancing on leaving main worship to go to the hall | 4 | 4 | 16 | <ul style="list-style-type: none"> Where those attending Junior Church are initially in the church as part of main worship, they require their own chairs which will (normally) be next to part of their household/bubble. As they leave church to go to the hall, assisting adults should help control the flow to avoid people getting too close to each other and forming an unnecessary queue. Children need to be directed to appropriate seats in the hall and asked to sit and remain on their seats during Junior Church. | 2 | 2 | 4 |

| Hazard / Risk | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|--|------------|---|----|--|-------------|---|---|
| | L | I | R | | L | I | R |
| 5 Sharing of items between members | 4 | 4 | 16 | <ul style="list-style-type: none"> If any materials are needed for the session they will be provided in individual containers so that no sharing is required. Members will be asked to return all items they have used to the container at the end of the session and leave on their table. If items have been made by children during the activity, they should take these home and not leave at church. All items will be cleaned before the next session. | 2 | 2 | 4 |
| 6 Maintaining social distancing when going into /returning to main worship | 4 | 4 | 16 | <ul style="list-style-type: none"> The leaders need to control the children and other adults helping to maintain suitable social distancing as everyone leaves the hall to go into the church. Each person should have an allocated seat for them to go to when entering main worship | 2 | 2 | 4 |
| 7 Possible contamination of the hall or toilets | 4 | 4 | 16 | <ul style="list-style-type: none"> Junior Church leaders will wipe down all of the tables, tops and edges of chairs used and any other surfaces/equipment touched during Junior Church. (See Section 1 B2) Anyone using the toilets should wipe the surfaces they have touched. Leader will clean toilet surfaces after everyone leaves Any chairs or tables used during the session will be cleaned by the leader before being put away at the end of the session. | 2 | 2 | 4 |

| Hazard / Risk | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | | |
|---|--|---|---|--------------------|---|---|---|---|
| | L | I | R | | L | I | R | |
| J. Funeral services | | | | | | | | |
| Funeral services will follow many of the same risks associated with normal Worship Services held in the church – see Section 2B above. However there are some additional / different risks which are covered in the following section of the Risk Assessment. This should be read in conjunction with the relevant parts of Section 2B. Current regulations limit the total number attending a funeral service to 30 (excluding those working ie minister, organist, stewards) | | | | | | | | |
| 1 | Management of the numbers of mourners attending the service | 5 | 5 | 25 | <ul style="list-style-type: none"> The person arranging the funeral (the arranger) needs to take responsibility for controlling the number of people who will be attending (friends and family) and should have a list which : <ul style="list-style-type: none"> Identifies no more than 30 attendees Shows attendees that can be seated together because they belong to the same household/bubble. Is provided to the church in advance of the funeral so that chairs can be arranged accordingly If the number is 30, there should be no additional mourners arriving at the service otherwise they will not be able to enter. The arranger is responsible to communicate this to friends and family. If the number expected and listed is below 30 and unexpected mourners arrive that could be accommodated without exceeding the limit of 30, the church will make every effort to allow them to attend the service. The arranger should log in on the Foyer log to record the event | 2 | 2 | 2 |
| 2 | Having the correct set-up of chairs for the expected mourners | | | | <ul style="list-style-type: none"> Based upon the list provided by the arranger, the church will lay out chairs accordingly ensuring correct social distancing between each chair/group of chairs and allowing space at the front the church for positioning of the coffin (if applicable) A steward from the church will identify chairs for family mourners, based on the list by putting “Reserved” cards on appropriate chairs. | | | |
| 3 | Visitors to the church are unfamiliar with the building | 5 | 5 | 25 | <ul style="list-style-type: none"> It is likely that at least some of the mourners will be unfamiliar with KMC. The church will organise stewards to cover the foyer (1 door steward – reminding about face coverings and hand sanitising) and just inside the church (1 seating steward - to direct attendees to appropriate chairs dependent upon the size of their ‘bubble’. Family members will be directed to the chairs marked ‘Reserved’ (<i>see 2 above</i>) | | | |
| 4 | Contact details for some attendees are not known | | | | <ul style="list-style-type: none"> It will be the responsibility of the arranger to have contact details of all attendees to support NHS Test and Trace in the event that an attendee tests positive for Covid-19. (The church will not keep a register of attendees) This person should request contact details (if not already known) when compiling their list of attendees. | | | |
| 5 | Possible transmission from those leading or participating in the service | 3 | 3 | 9 | <ul style="list-style-type: none"> The minister needs to remain 3m+ from front row of mourners and does not need to wear a face covering. A face covering should be worn while entering into the church, leading the coffin, and only removed once positioned on the platform. | | | |

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|---------------|--|------------|---|----|--|-------------|---|---|
| | | L | I | R | | L | I | R |
| | | | | | <ul style="list-style-type: none"> Members of the undertaker's team should wear face coverings while handling the coffin into the church. No family or friends should participate in the moving of the coffin or flowers Those assisting / participating who need to speak (eg readers, prayer leaders) do not need to wear a face covering while speaking providing they are 3m+ from the congregation (ie at lectern) but should wear a covering to and from the lectern. They should avoid touching the microphone. If they are reading from their chair, they will be supplied with a separate microphone. They can remove their face covering to read and then replace it afterwards. The microphone should be left by their chair for the PA operator to sanitise afterwards.. | | | |
| 6 | Possible contamination from cash, donation envelopes, or message cards | 4 | 3 | 12 | <ul style="list-style-type: none"> Monetary donations requested may be placed on a plate or in a box inside the church entrance. These will normally be managed by the funeral director or possibly by the arranger (or their nominated person). They should assess the risk of handling these after the funeral which can be typically managed by bagging and leaving for 72 hours before opening / counting. <i>(For church member funerals, this will be managed as in Section 2B.7)</i> Message cards used for mourners to record their attendance/condolences should be managed by the funeral directors | | | |
| 7 | Controlling people at the end of the service | 5 | 5 | 25 | <ul style="list-style-type: none"> At the end of the service, people will be asked to remain seated while the undertaker's team collect the coffin & flowers and exit via the main foyer down the east path. The family party* will then follow on after the coffin via the same exit. After departure of the family party, one door steward opens up the Selby Lane foyer doors for other mourners to exit onto Selby Lane via the steps. (* One or two family members may wish to position themselves near this exit to speak briefly to mourners as they leave. However, this should respect social distancing and be brief so as not to stop the flow of people from the building.) The other mourners will then be allowed to leave by the Selby Lane foyer# as a gradual flow to maintain social distancing. Stewards should monitor this so as to avoid people getting up too early and creating an unnecessary queue. <p><i># Where it is difficult for someone to leave via the steps onto Selby Lane, the door steward will manage the situation so that they can leave via the main foyer i.e. the same route for entering the church.</i></p> | | | |
| 8 | Possible contamination of surfaces touched by people during worship | 4 | 4 | 16 | <ul style="list-style-type: none"> After all mourners have left the church, the stewards will carry out cleaning of all areas touched or potentially touched by those attending. This will include : chairs, pulpit, lectern, collection plate, vestry furniture, door handles, door push plates, switches, sockets. PA operator will clean down all equipment used (microphones & stands, laptops) and the PA desk area before putting equipment away. | | | |

SECTION 3 Risk Assessment considerations for non-KMC groups (ie hirers / Brownies / Rainbows)

| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|----------------------------------|--|-----------------|---|----|--|-------------|---|---|
| | | L | I | R | | L | I | R |
| A. General Considerations | | <i>(M Shaw)</i> | | | | | | |
| 1 | Size of group and nature of the group's activities are acceptable to meet requirements for 'Covid safe' meetings | 3 | 4 | 12 | <ul style="list-style-type: none"> Each group needs to have their own risk assessment which addresses their needs in relation to KMC's facilities and this needs to be shared with KMC before re-starting The risk assessment should determine whether the size of the group and/or their activities are compatible with the restrictions in place. Where the potential group numbers exceed the maximum number to maintain acceptable social distancing, the group leader needs to determine a method whereby the maximum number will not be exceeded at any session (eg pre-booking, allocation of members to separate cohorts which meet on different weeks etc) Groups need to recognise that face coverings need to be worn whilst on the premises (<i>For children's groups, only those 11+ or adults need to wear face coverings</i>) Additional ventilation of the hire room is encouraged by opening windows and external doors, where possible, during the session. | 2 | 2 | 4 |
| 2 | Group members being fully aware of how their group will operate in the 'new normal' | 3 | 3 | 9 | <ul style="list-style-type: none"> The lead person/organiser will need to agree to the additional Terms & Conditions detailed by KMC before their group can resume their meetings. They will need to take responsibility for communicating these requirements, and any changes they need to make to their activities, to their members before, or at, the first meeting – as appropriate. (<i>See Keyworth Methodist Church – Additional Conditions of Hire due to Covid-19 crisis</i>) The lead person/organiser is responsible for ensuring the safety of their members by seeing that they follow the requirements and also that their activities do not compromise the premises for other users who follow on (mainly following cleaning procedures properly) | 2 | 2 | 4 |
| 3 | Groups which meet consecutively maintaining safe practices | 3 | 4 | 12 | <ul style="list-style-type: none"> Where one group follows on closely after another group, there may be issues with the flow of people into or out of the premises. Where possible, the risk may be reduced if the time between Group 1 finishing and Group 2 starting can be increased – this can be discussed between groups and with Graham Payne (Bookings contact) Where some potential overlap cannot be avoided, groups should consider the use of one-way systems so that the exiting group leave by a different route to the arriving group (<i>see Appendix C</i>) | 2 | 2 | 4 |
| 4 | Groups which meet concurrently (eg hall and church) maintaining safe practices | 4 | 4 | 16 | <ul style="list-style-type: none"> Where groups normally meet at the same starting time, both groups should discuss the possibility of staggering start and finish times to avoid difficulties of queuing and social distancing on arrival or departure. Alternatively, groups can consider use of different entry/exit doors for their respective groups eg the 'hall' group using the main entrance; the 'church group' using the Selby Lane entrance – for both their entry and exiting. | 2 | 2 | 4 |

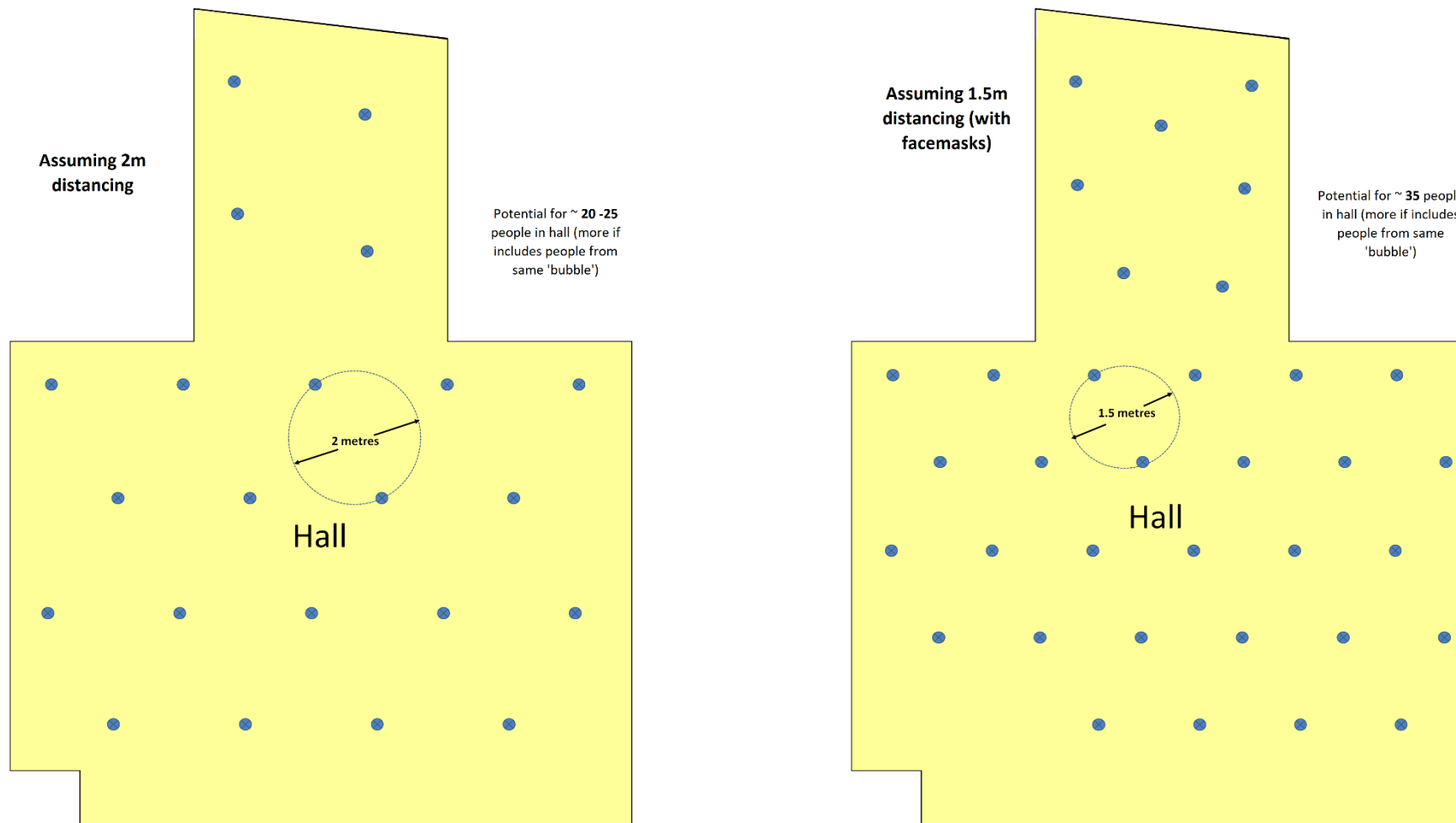
| Hazard / Risk | | Pre-Mitign | | | Mitigating Actions | Post-Mitign | | |
|---------------|---|------------|---|---|--|-------------|---|---|
| | | L | I | R | | L | I | R |
| | | | | | <ul style="list-style-type: none"> Where possible, hall users should use the hall toilet and church users should use the Easy Access toilet (in the main foyer) While the kitchen is out-of-bounds, there should not be an issue with shared use. However, if and when the kitchen is re-opened and both groups intend using it, both group leaders should: <ul style="list-style-type: none"> agree in advance when they will make use of the kitchen facilities during their session so that these times do not overlap respect the limit of 2 people maximum in the kitchen at the same time and with appropriate social distancing keeping the roller hatch closed wiping down surfaces touched when they finish their period of use | | | |
| 5 | Groups needing access to filing cabinets / equipment stored in the JC Room (LHS room off the hall alcove) | 3 | 3 | 9 | <ul style="list-style-type: none"> The JC room (LHS of hall alcove) is closed off as out-of-bounds as it is being used to store excess furniture to make the use of the hall and church easier for social distancing arrangements. KMC also wants to avoid any ambiguity about whether surfaces may need cleaning - if no-one has access, then there should be no need for cleaning. However, it is still possible for hirers who have some of their equipment/ materials stored in this room to have access and should contact Graham Payne to discuss their requirements and how to access before going into this room. If access to this room is required by someone hiring the church and there is another group booked to use the hall, they should plan to do this at a time acceptable to the other group so as not to compromise social distancing or safety measures. | 3 | 2 | 6 |
| 6 | Handling a fire emergency during a group session | 1 | 5 | 5 | <ul style="list-style-type: none"> In the unlikely event that a fire occurs in part of the building during a session, the priority will be to safely evacuate everyone as quickly as possible. This takes precedence over Covid-19 safety measures so normal evacuation procedures and routes should be followed including use of <u>all</u> exits from the building, as appropriate. This includes the exit through the Storeroom (RHS of hall alcove) where tape can be snapped to gain instant access through the room to the fire exit. | 1 | 3 | 3 |

Appendix A - Potential capacity for use of the Hall subject to social distancing rules

The schematics below are to scale and show the potential capacity for use of the Hall under the limitations of social distancing. They show two scenarios –

1. everyone maintaining 2m distance from every other person : Approx 20-25 people / positions
2. everyone maintaining 1.5m distance from every other person but wearing a face covering : Approx 35 people / positions

Capacity may be higher if the group contains people who are part of the same 'bubble' and can therefore be/sit closer together



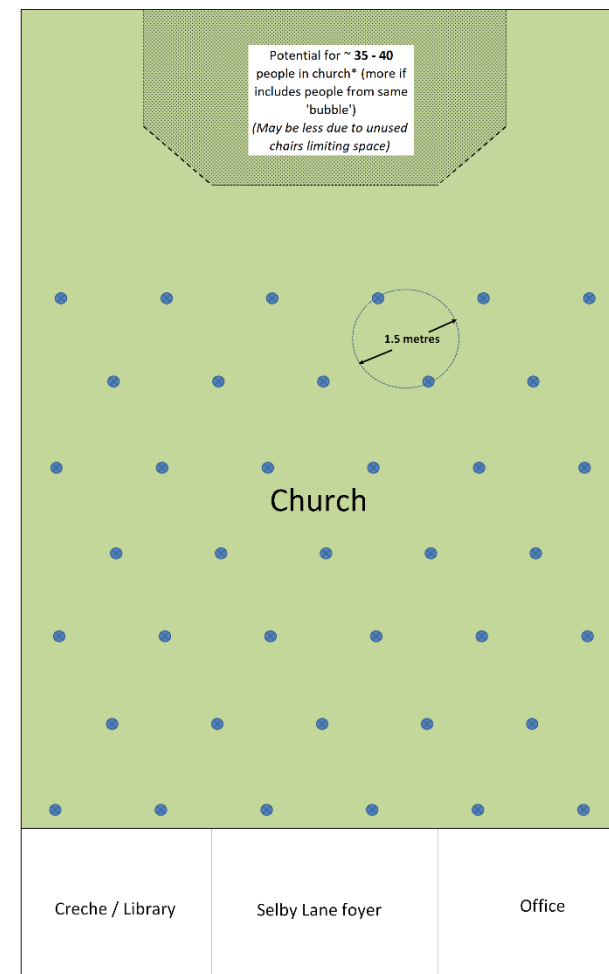
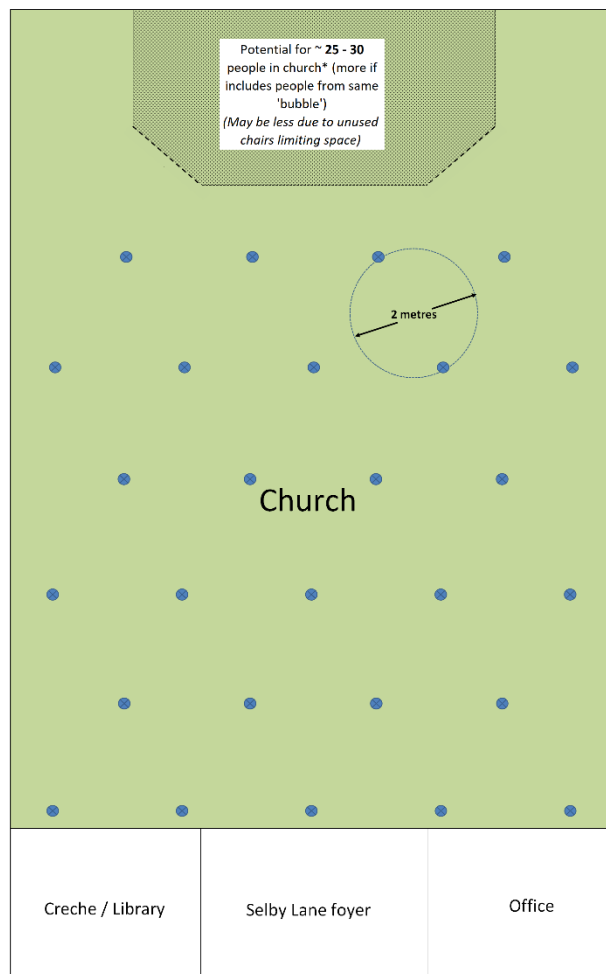
Appendix B - Potential capacity for use of the Church subject to social distancing rules

The schematics below are to scale and show the potential capacity for use of the Church under the limitations of social distancing. They show two scenarios –

1. everyone maintaining 2m distance from every other person : Approx. 25 – 30 people/positions
2. everyone maintaining 1.5m distance from every other person but wearing a face covering : Approx. 35 – 40 people/positions

Capacity may be higher if the group contains people who are part of the same ‘bubble’ and can therefore be/sit closer together.

(As church chairs are not as easily stacked or stored compared to hall chairs, the ‘working’ area of the church for seating may reduce the above numbers by 5 – 10 positions)



Appendix C - Routes for One-Way System – in Hall and Church

For some events it may be appropriate to use a one-way system for entering and exiting of participants – to avoid issues of social distancing. This will generally be where there are larger groups meeting or where people may be possibly entering and exiting the premises at the same time.

In these situations, the Hall and Church both have potential for creating a one-way route as follows :

CHURCH **Blue route**

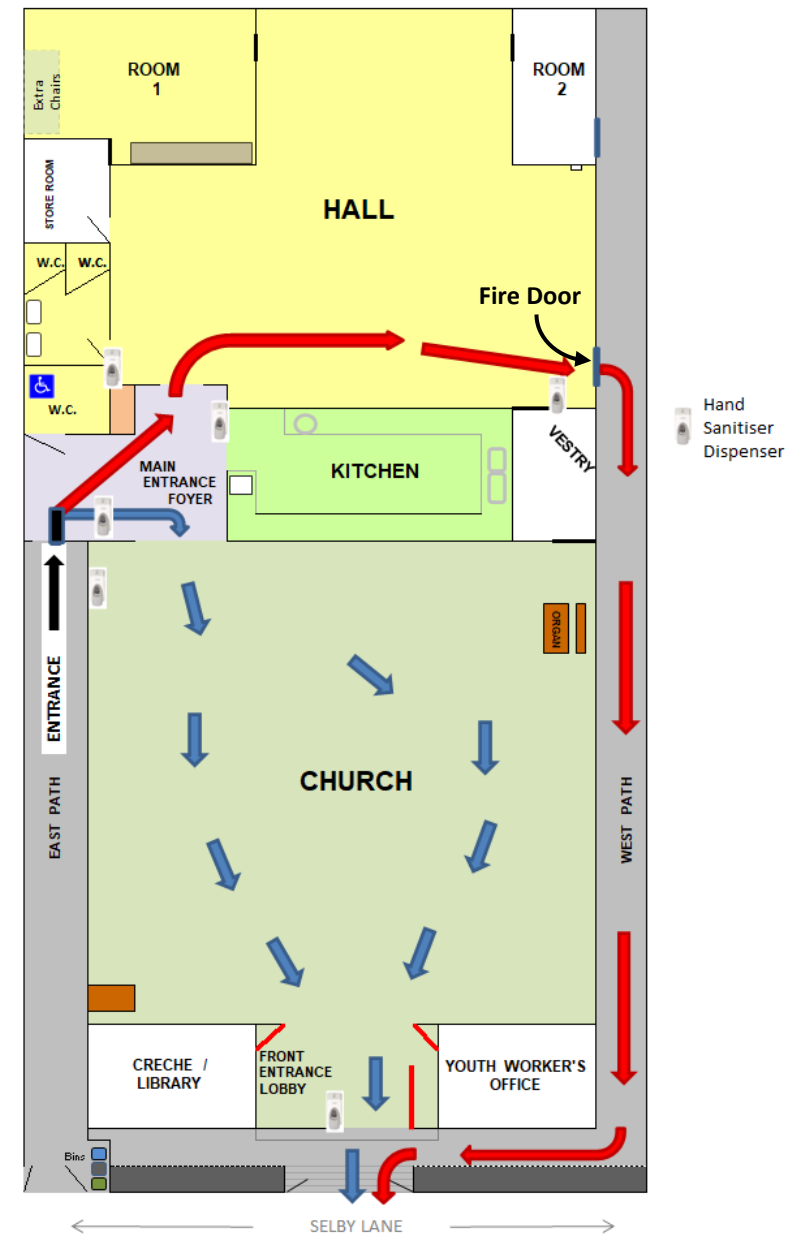
Entry will be via the Main Entrance Foyer and directly into the Church.
Exit will be via the Front Entrance Lobby by opening the left-hand main door and going down the steps* onto Selby Lane.

HALL **Red route**

Entry will be via the Main Entrance Foyer and directly into the Hall.
Exit will be via the Fire Door in the Hall, turning right down the West path, and then along the front of the building and down the steps* onto Selby Lane.

(* NB Where a person will have difficulty negotiating the steps, or has a wheelchair or wheeled walker, they can leave via the Main Entrance Foyer providing this is done so as to minimise contact with others who are in the foyer, or entering the building via the East path.)

There are hand sanitiser dispensers at all entrances and exits to the building



Appendix D - Toddler Praise routes into church

The route into the church for Toddler Praise sessions will depend upon whether the child is in a buggy or not:

➡ Blue route

If the children are walking or being carried without a buggy, the parent/minder should turn straight into the church after sanitising their hands.

➡ Red route

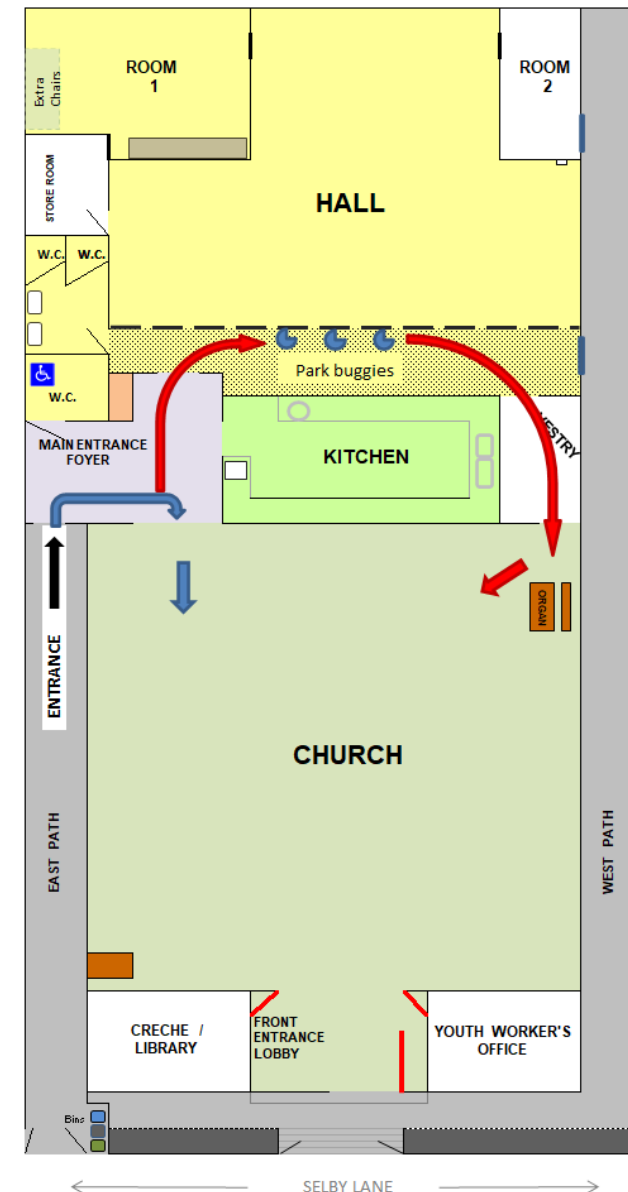
If there is a child in a buggy, the parent/minder needs to go **straight across*** the Main Entrance foyer straight into the Hall where an area will be cordoned off for parking buggies.

* *Hand sanitising can be done using one of the dispensers in the Hall i.e. don't use the hand sanitiser dispenser in the Entrance foyer.*

Once the buggy is parked, follow the One-Way arrows, through the Vestry and into the church

At the end of the session, parents/minders should exit via the same routes that they used to come into the church i.e.

- non-buggies - straight out via the Entrance Foyer
- buggies - through the vestry, pick up buggy in the Hall, then leave via the Entrance Foyer



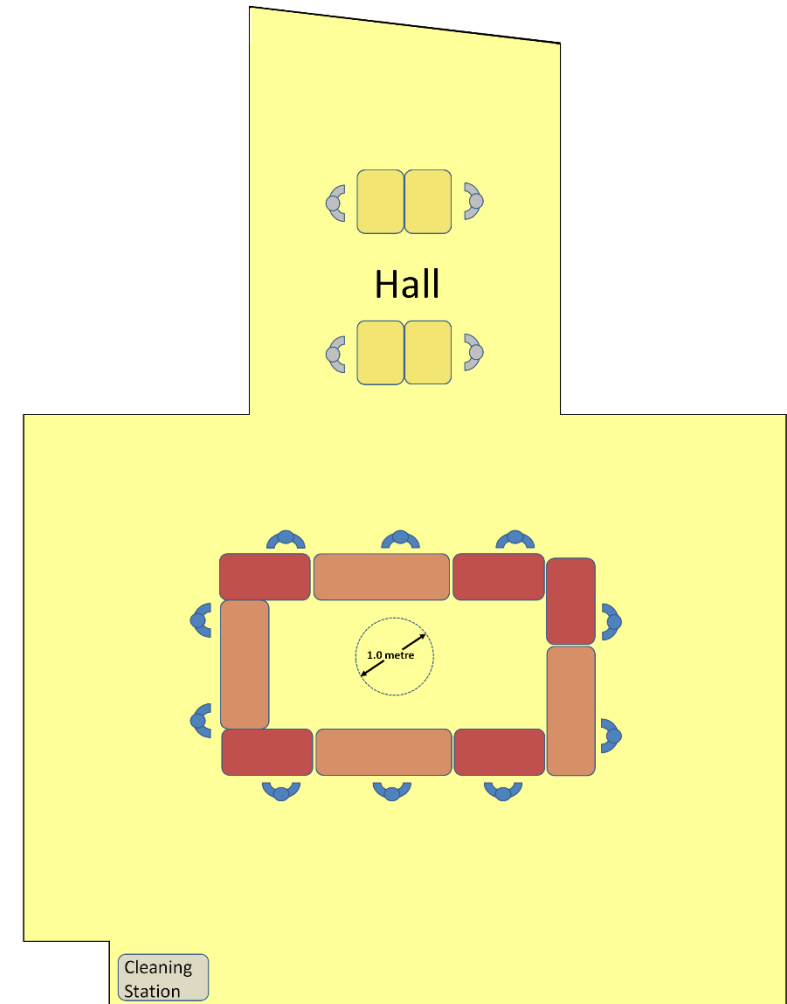
Appendix E - Craft Group layout arrangement in Hall

The Craft Group will need to spread out to maintain acceptable social distancing. As it is important for this group to enjoy the social aspects of the group and be able to converse with several members, the proposed arrangement allows everyone to be facing inwards to see each other and be able to speak to those adjacent and near by. While this is a 1m+ distancing, they will remain seated throughout so will maintain this distance, and are wearing face coverings throughout.

The schematic diagram shows how 10 members could be accommodated in the main part of the hall with 5 small and 4 large tables arranged in a rectangular shape.

Additional members could be accommodated in the alcove sitting opposite each other as shown (*using lower tables*)

Movement within the hall (eg to the toilet) should not be a problem as members can move from their position, keeping their distance, and will be wearing a face covering. This should be done one at a time.



Appendix F - Instructions for Stewarding - Worship Service

Two (8.30am) or three (10.15am) stewards are required for services and, for the purposes of this procedure are described as 'Door Steward', 'Vestry Steward' and 'Seating Steward' (both these roles may be combined for an 8.30am service)

BEFORE THE SERVICE (*one of the stewards on duty – normally the one opening up*)

1. Log in on the Foyer logging sheet to record the event (only one steward needs to do this.)
2. Open windows in church and wedge door open (**after switching off door mechanism**)– depending upon weather – to improve ventilation. If weather permits*, also open Selby Lane church door. Also to unlock kitchen in case anyone needs water ahead of or during the service (eg fainting) – key is in the vestry cupboard.
(NB * Will need to close door(s) once people have arrived, if cold/noisy)
3. Chairs – single or 2s/3s etc - will be set up at positions 2m* apart after Toddler Praise has finished on Friday, in line with the booking list for the service i.e. to reflect the mix of households due to attend (*see 6a below*). Some free space should ideally be allowed in the church near the Selby Lane foyer exit for ease of access to the foyer at the end of the service (see 7). [* Chairs can be grouped 2m apart in rows and 1.5m apart row from row, if necessary, to allow a greater space between the front row of chairs and the stage)

NOTE: Chairs will be arranged for the 10.15am service bookings. Where there is an Early Communion service preceding, the Seating Steward should direct attendees to appropriate chair groupings i.e. there should be no need to re-arrange chairs between services. (NB The 'used chairs' should be wiped after the 8.30am service)

4. Vestry Steward duties (before the service) :
 - a. Put out collection plates on table near entrance (use the Cleaning Station table) – **SEE POINT A**
 - b. Check PA operator has order of service (if there is one) and knows requirements for Powerpoint/audio
 - c. No hymn board is required or carafe of water at the pulpit.
 - d. Check readers/prayer leaders have order of service and know when they are required

(Normally readers/prayer leaders will go up to the lectern taking their own bible /notes and still wearing a mask. Once there, they can remove their mask to read and should not touch the microphone which will already be ON. After finishing, they should replace their mask and return to their chair. Where the reader is remaining seated, they will have a separate microphone with them to use. They can remove their mask to read, then replace when finished.)

- e. Switch on the lights at the cross(es)
 - f. Put candle on the communion table and light just prior to starting the service – **SEE POINT B**
 - g. Pray with the preacher in vestry just before service
 - h. Remind preacher that offertory will remain on Cleaning Station table and not brought forward – **SEE POINT A**
5. Door Steward in the main foyer to :
 - a. Control entry of people – only ONE household/bubble at a time in the foyer. If necessary, wedge open door so that it is easier to communicate with and direct people queuing down the path.
 - b. Welcome people. If anything is handed out, they should be advised to take it with them after the service and not leave in church.
 - c. Check they have a face mask on (spare masks available on Cleaning Station in church)
 - d. Ask them to hand sanitise from one of the foyer dispensers, or one just inside church (by Cleaning Station)
 - e. Register them as present on the booking list for that service (or mark absent anyone who you are advised will not be coming). Add any people who have not booked but can be accommodated.
 - f. Manage any social distancing issues where people are coming into or through main foyer eg for toilets
6. Seating Steward – just inside church beside Cleaning Station - to :
 - a. Direct person(s) to appropriate seat(s)* for the number in their household/bubble **booking**. (If someone is not coming, although booked, still direct to the group of seats for **their booking**) (The steward should have a second copy of the service booking list to help with this.
 - b. Monitor adherence to social distancing rules – polite reminder, if necessary, about not stopping for conversations, getting up to talk to someone seated or switching seats after being seated!

START OF SERVICE

At the start of the service, the Vestry Steward will welcome preacher from the lectern and give reminders to the congregation about wearing masks and not singing along to any music or hymns played (but quiet humming or mouthing the words is OK.) – **SEE POINT C**

AFTER THE SERVICE

7. At the end of the service, the preacher will explain* that:
 - a. exiting will be via the Selby Lane foyer (or via main foyer, if mobility issues)
 - b. the stewards will direct each person/group to leave in turn, starting at the back, so as to stagger the departures.
 - c. people are free to converse with others who are seated near by them while waiting to exit **but must remain seated** so they are socially distanced until invited to depart and
 - d. people should leave any conversations they want to have with anyone they see as they depart until they are outside
(***SEE POINT C**)
8. The Seating Steward opens the Selby Lane door as the main point of exit (one-way system) and then returns into the church and waits until the preacher takes their position in the Selby Lane foyer.
9. Once the preacher is in the foyer so that they can have a short word with people as they leave, the Seating Steward starts to control the exiting of the congregation starting with the back row and gradually working to the front row.
People should remain seated until invited to get up and leave – the Seating Steward controls this. If someone needs to leave via the path, the Seating Steward will direct them towards the Door Steward who will be by the main foyer.
10. The Door Steward positions themselves near the Cleaning Station and monitors the situation to help control the exiting of people so that they remain socially distanced. **They should discourage people getting up too early and moving from their seat for conversation.** Where people need to leave via the main foyer and down the path, the Door Steward will control this flow, reminding everyone to hand sanitise as they leave.
After everyone has left, the Door Steward should put their register of attendees into the Covid-19 folder, in the vestry
11. Vestry Steward duties (after the service) :
 - a. Put all the contents of the collection plates directly into a cloth money bag and put into the designated place at the bottom of the vestry cupboard. Put plates back in cupboard - **SEE POINT A**
(The bag will be collected by the Church Treasurer the following Thursday who will check and count the contents with the chair of the Finance Committee and will record envelope collections and loose cash into the church record book rather than the church stewards)
 - b. Extinguish the candle and return to the vestry cupboard – **SEE POINT B**
 - c. Switch off the lights at the cross(es)
12. Once everyone has vacated the church, the stewards can carry out the cleaning requirements as listed on the Cleaning Station table. (NB The organist and PA operator should wipe down their own areas prior to finishing .)
Also the kitchen should be locked again and the key returned to the vestry cupboard.
(NB Where the service is an Early Communion service followed by a normal service, the ‘used chairs’ need to be cleaned before arrival of people for the later service.)

Stewarding Duties for Worship Services POINTS TO NOTE :

- A. If there is an 8.30am and a 10.15am service, the collection plates should be put out for the 8.30am service and will stay on the Cleaning Stations table until after the 10.15am service (ie will accept both services’ collections.
- B. If there is an 8.30am and a 10.15am service, the candle will be put on the table for the 8.30am service and put away after the 10.15am service.
- C. Two checklists of reminders/info for the congregation are provided – one at the lectern for the Vestry Steward at the start of the service and one at the pulpit for the preacher for the end of the service
- D. Where the service involves any additional collections eg Harvest, MHA etc, separate instructions will be provided to those who are stewarding for that service.