

## St Giles Church –Ministry Leaders Risk Assessment

**Activity:** Events being held in our church buildings or in the churchyard (Covid-19)

**Creation Date:** 10/08/20

**Updated:** 25/08/20

**Location:** St Giles Church, Northampton

**Time/frequency:** Before any event

**Leader:**

**Review:**

What are the hazards?	Who might be harmed?	How can we mitigate the risks? <i>Items marked with an asterisk * to be communicated by the Event Leader at the start of the event</i>	Action by whom?	Action by when?	Done
Covid-19 on church building door handles and internal surfaces (not applicable to outdoor events)	Those attending a specific ministry event	<p>Ensure door handles/surfaces have been cleaned before ministry event occurs.</p> <p>Keep church door open (where possible) to prevent touching the door handle</p> <p>Discourage touching of any surface – *</p> <p>Hand sanitiser to be available at the designated entry and outside the toilets (with poster to strongly advise use)</p> <p>Event guests to sign in either via ChurchSuite or on a paper form. Form to include a consent column. (Consent is essential for Test and Trace purposes)</p> <p>Handles/surfaces to be cleaned after use if a further event will occur within 72 hours</p>	<p>Ministry Leader/RB</p> <p>Ministry Leader</p> <p>Ministry Leader</p> <p>RB/ Ministry Leader</p> <p>Ministry Leader</p> <p>RB</p>		
Covid-19 spread through social contact whilst at indoor church event	Those attending a specific ministry event	<p>Confirm which booking mechanism will be used for the event</p> <p>Calculate the optimum seating arrangement</p> <p>Publicise in advance the maximum number of attendees possible in order to maintain 2 meter physical distance</p> <p>Arrange seating accordingly</p> <p>Everyone coming in to sign in either via ChurchSuite or on the paper form. Form to include a consent column. (Consent is essential for Test and Trace purposes)</p> <p>Advise those attending to wear a mask - *</p> <p>No leaflets to be handed out/ no sharing/distribution of papers/books - *</p>	<p>Ministry Leader</p> <p>RB/ Ministry Leader</p> <p>Ministry Leader</p> <p>RB</p> <p>Ministry Leader</p> <p>Ministry Leader</p> <p>Ministry Leader</p>		

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		Crèche (church) to be kept locked  If the event is indoors, keep the building well ventilated before and during use  Explain toilet arrangements - * (including: queue on the ramp outside the toilets, respecting 2m physical distancing)  Hand sanitisation station at the toilets  Advise people to avoid holding onto chair edges as they walk – *  Infant baptism – clergy person to wash hands before the event <ul style="list-style-type: none"> <li>- child to be held by a member of their family</li> <li>- apply small amount of water to be applied to avoid splashing</li> </ul>	RB  Ministry Leader  Ministry Leader  RB  Ministry Leader  Ministry Leader		
Covid-19 spread through social contact whilst at outdoor church event	Those attending the event/passers by	Ensure the event is planned more than 2m away from public rights of way  Remind those present to keep 2m physical distancing at the event – *  Advise those attending to wear a mask - *  No handshaking, hugging or other greeting involving physical contact.*  No distribution of leaflets, books, food, drink or anything else hand to hand *	Ministry Leader  Ministry Leader  Ministry Leader  Ministry Leader  Ministry Leader		
Covid-19 spread through hand-to-hand contact	Those attending a specific ministry event	No handshaking, hugging or other greeting involving physical contact – *  No leaflets to be handed out/ no sharing/distribution of papers/books - *	Ministry Leader  Ministry Leader		
Covid-19 spread through traces on soft fabrics.	Those attending a specific ministry event	Remove unnecessary soft fabric items. (Children’s play bags/cushions)  Soft fabric items left after an event (clothes) to be removed by designated person only, wearing gloves	RB  RB		

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Covid-19 spread through serving refreshments	Those attending a specific ministry event	Refreshments before / after and during events to be placed on hold- * (Attendees can bring water in bottles, strictly for personal use).	Ministry Leader		
Covid-19 spread through hand-to-hand contact during opening church building, set up and participating in event.	Ministry leaders/ministry team members	A designated person to open the building for each event – (sanitise hands before opening or wear gloves).  (If Communion is involved) - one person only to set up communion, wearing gloves  Radio mikes to be fitted by the person wearing them. (Clean with wipe provided before using.)  Sound technician to wash hands before fitting microphones on stage  Sound technician to clean sound desk with antibacterial wipe provided (Ensure these are available)  If the event has activities such as games and crafts, each guest to have their activities in a personalised folder	RB/ Ministry Leader  Ministry Leader  Sound Technician  Sound Technician Sound Technician  Ministry Leader		
Covid-19 spread through singing in church building (social distance: 5m)	Those attending a specific ministry event, Occasional worshippers	No congregational singing in church buildings.  Physical distance of 5m to be kept by any soloist	Ministry Leader  Ministry Leader		

