



Places of Worship

Premises Details

Premises: St Giles Church	Name of primary contact: Rev Steve Kelly (Renee Dixon-PA)
Address: St Giles Terrace, NN1 2BN	Contact/ correspondence address:
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Main Activities:Religious services	No. of employees & volunteers: 11 employees

Risk Assessment

Have you carried out a COVID-19 risk assessment which considers the specific risks of transmission of Coronavirus? **Yes**

Have you engaged with staff and volunteers in carrying out the assessment and shared the findings with relevant people? **Yes**

Are arrangements in place to train volunteers and staff on anything they need to do to keep safe? **At this point in time a very limited number of events are planned. "Our Covid Task Force" members are all trained and a designated member of staff who has been trained will take responsibility for each event. This will be reviewed at the point when we need other volunteers to assist with events.**

Do the key findings of you risk assessment include:

Determination of number of people who can safely attend the premises? **Yes**

Maintaining safe distancing (2m wherever practicable)? **Yes**

Handwashing, cleaning & hygiene procedures? **Yes**

Communication between all parties? **Yes (Covid Task Force)**

Notes:

- *HSE risk assessment guidance available at: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>*
- *It may be helpful to include worshipers and other stakeholders such as neighbouring tenants or property owners in the consultation*
- *Faith leaders should communicate with their community to ensure they are familiar with public health advice and the provisions in place at the premises. It is recommended to make risk assessment available online **We have a dedicated Covid 19 guidance page on our website which will include the Risk Assessment document. See <https://www.stgilesnorthampton.org.uk/about-us/covid19/>***

Key principles

Are the premises only used for religious purposes, or other activities currently permitted by the law (e.g. music performances in front of a live audience are not permitted)? **Wellbeing Cafe**

What limits have you set for the number of people who can gather at the premises? **Seating respecting 2m**

How was this determined and how will you ensure numbers are not exceeded? **Measured/booking system**

Are arrangements in place for fair and equal access to the premises? **Yes**

How do you remind volunteers, visitors and worshipers not to attend if they have symptoms of COVID -19 or anyone in their household is symptomatic? **The event booking system includes a booking confirmation email and a reminder just before the event happens. Each of these will state the safety requirements. The information is also communicated more widely via our weekly newsletter.**

Have you considered the impact of events on neighbouring premises and what mitigation have you introduced to reduce numbers of people in these areas? **Outdoor events at 2m distance from any contact with public**



What arrangements are in place to keep ceremonies as short as possible and to encourage attendees to leave promptly? **Following guidance/Verbal request at start of event**

Have you considered streaming events to avoid large gatherings and to reach vulnerable people? **Yes, since end March**

How are you recording contact details (name & contact number) of attendees and ensuring this is stored securely for 21 days? **Via our GDPR compliant Management System or on hard copy (including consent)**

What facilities are provided for volunteers, visitors and worshipers for cleaning hands (hand washing facilities or where this is not practicable, hand sanitizer)? **Posters encouraging frequent washing of hands/toilet facilities /sanitiser available at entry points**

Notes:

- *Premises must operate within locally set capacity limits as determined by risk assessment, but ensuring less than 30 people are permitted for marriage, funerals or other life ceremonies;*
- *Capacity will be determined on 2m distancing or 1m+ with mitigation - consider floor space, pinch points, busy areas, entrances, one way routes, etc;*
- *Consider staggered entry times with other venues to avoid congestion in surrounding areas, car parks, etc*
- *A booking system for attendees helps to control numbers and assists with collection contact details*
- *Posters etc should be used to remind everyone to wash their hands/ use sanitizer and provide guidance on good hand washing techniques and good respiratory hygiene;*
- *Sanitizer should be provided in multiple locations*

Social distancing

How are you ensuring people adhere to safe distances of 2m separation between family groups/social bubbles or where this is not possible, 1m with additional mitigation? **Seating at 2m physical distance arranged according to bookings**

What arrangements are in place to control the flow of people into and out of the premises to ensure safe distances are maintained? **The seating has been arranged to provide a clear flow of pedestrian traffic upon arrival. Instructions will be given verbally to ensure safe departure.**

How do you limit close contact between people? **Verbal reminders by Event leader**

What arrangements are in place to prevent touching or contact with communal objects or items that belong to other people (devotional items, collection plates, orders of service, books, etc)? **All removed from the building/posters and verbal reminders for things like not leaning on backs of chairs.**

How do you prevent risk of droplet spread from raised voices, singing, chanting, musical instruments, etc? **No congregational singing. Soloist at 5m distance**

How do you maximise ventilation in the premises? **Ventilate before-hand and keep doors open where possible**

What controls are in place manage risk of contamination from any water rituals? **We will be following the C of E guidelines with respect to baptismal services**

What arrangements are in place for cash handling (collections, etc)? **Cash being collected weekly by a designated person wearing gloves**

Do you provide any childcare or children's facilities? If so, what arrangements are in place to control these areas? **None being provided at this time.**

How are you controlling toilet facilities? **Sanitiser outside toilet, instructions re queuing/poster to remind to wash hands**

Notes:



- 2m spacing marked on the floor in frequently used areas, provision of seating appropriately distanced encourages people to adhere to safe distances;
- Mitigations to reduce distancing include orientation of seating to avoid face to face, improving ventilation, use of protective screens, etc as detailed in the risk assessment;
- Multiple entry points, one-way flow in and out, controlling leaving one row at a time can help to control the flow of people;
- Use of different spaces or areas can reduce the density of people in one area;
- Barriers and or signage should be provided to remind people not to touch communal or devotional items;
- Remind congregants to limit contact between households;
- Close contact should only be permitted for faith practices and this should be kept to a minimum;
- Encourage worshippers to bring their own items, If it is necessary to provide books etc, arrangements must be in place for quarantine after every use;
- To reduce risks from singing or musical instruments, use of recorded music is recommended where possible. However, avoid playing this loudly to prevent the need for people to raise their voice;
- Where it is essential to the act of worship, only one individual should sing, and it is recommended this is behind plexi- glass screens;
- Organs should be thoroughly cleaned before and after use;
- Where water rituals are required, do not wash body parts of others, apply small volumes of water, avoid full immersion, keep people out of range of splashing;
- Washing rituals should be carried out prior to arrival at the place of worship
- Infants should be held by a member of their household;
- Individuals should wash hands thoroughly before and after;
- Encourage online or contactless donations rather than cash, handle by one person only, use gloves to handle cash handling;
- Open doors and windows to improve ventilation;
- Toilets should be kept open and arrangements in place to manage entry and frequent cleaning;
- Ensure children supervised;
- Remove any soft toys, soft furnishing in shared facilities used by children;
- Pay particular attention to cleaning frequently touched surfaces at child height;
- Follow Department for Education guidance for children's activities or formal childcare/education
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Government guidance on staying alert & safe: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Provision of food

How do you avoid sharing of food or communal vessels? **At this point in time we will not be catering for our guests and in the distribution of Communion there are no communal vessels at this time. Distribution of bread or communion wafers will be done according to the C of E guidelines.**

Notes:

- If it is necessary to share food for devotional reasons, ensure thorough hand washing before and after, or wear gloves release consumables into the hand only
- Provide prewrapped foodstuffs and prevent individuals from touching them
- Keep consumables covered and wash hands prior to opening

Any cafes or hospitality spaces must be operated in line with guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

Cleaning

Do you remind attendees of hygiene measures: to wash hands thoroughly and regularly, sneeze into single use tissues or crook of arm, etc.? **Yes**



Do you provide hand washing facilities/ sanitizer at a number of locations? **Yes**

Are arrangements and materials available to regularly clean and disinfect objects and surfaces touched frequently (e.g. doors and handrails) **Yes**

Are arrangements in place to follow specific guidelines for cleaning after a known or suspected case of COVID-19? **Yes**

Notes:

- *PHE guidance on cleaning: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>*

Face coverings

Do you remind worshippers face coverings are not an alternative to social distancing and good hygiene? **We will maintain social distancing, we will encourage good hygiene AND IN ADDITION the wearing of face coverings will be required.**

Notes:

- *It is mandatory to wear face coverings on public transport and the public should wear a face covering in hospitals;*
- *If anyone chooses to wear face coverings, they must be used properly (wash hands before putting on and after taking off, avoid touching the covering).*

Protecting the vulnerable

Have you identified if your staff, volunteers, congregation or visitors are particularly vulnerable (clinically vulnerable, extremely clinical vulnerable or protected characteristic such as age, expectant mothers)? **We have no staff members in the vulnerable category. We rely on congregation members making their own assessment and thus far we are confident that those in this category will “stay away or take precautionary measures”.**

Can you make alternative arrangements for those who are vulnerable, such as set aside times for individual devotions? **Yes**

Do you remind congregants of good hygiene: handwashing, respiratory hygiene and staying at home if they or family members have symptoms? **Yes**

Notes:

- *Advice on those more at risk: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>*

Additional considerations

Have you considered protective security as part of your risk assessment, such as where social distancing may create issues such as multiple queues? **N/A because of booking system and limited capacity**

Notes:

Further Advice

Detailed guidance is available: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>

Completed by:
Renee Dixon/Steve Kelly

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