

Organisation name: **St Thomas' Church High Lane** RISK Assessment carried out by: **Stuart Scoffins on 6/8/20: OBJECTIVE** : To provide a safe place of worship during COVID-19 pandemic by ensuring all hazards related to coronavirus have been assessed and actions implemented thereby allowing the safe use of St Thomas' as a place of worship with effect from 6 September 2020.

	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Hygiene- Members of the congregation not to attend the service if symptomatic or have been in contact with someone who has tested positive for Covid-19 within the last 14 days	Other members of the congregation	Signage at point of entry to the church. Service sheet to include suitable entry.	September Parish magazine to carry suitably worded paragraph advertising the commencement of services along with website.	Churchwardens (venue managers) and magazine editors.	Signage 5 September Magazine editors by 12 August.	
Safe Distancing- restrictions on capacity to avoid transmission.	Members of the congregation	A safe capacity of 42 members of the congregation inc. Readers has been established based on a minimum safe distance of 2 metres per person can be maintained and	Review designated safe capacity taking account of potential changes to reduce the risk of transmission by reducing the safe distancing level to 1 metre for people from the same household.	Churchwardens/venue manager.	After 6 August.	

		taking account of available open floor space.				
<b>Wearing of face coverings.</b>	<b>These are intended to protect other people and not the wearer</b>	<b>The CorE strongly advises that face coverings should be worn by all those attending for worship inc. churchwardens/venue managers Ministers and Readers. This advice will be followed by St Thomas' with the exception of children under 11, Readers/Ministers when leading worship and people with a condition that exempts them from wearing such safeguards.</b>	<b>Congregation to be advised in advance in Parish Magazine, on entering church by signage, on website and on Service Sheet.</b>	<b>Churchwardens/magazine editors/website manager.</b>	<b>Magazine editor by 12 August Website Manager by 1 September. Churchwardens by 5 September.</b>	
<b>Communal Resources</b>	<b>Worshippers through transmission</b>	<b>Prayer Cushions to be removed from worship area along with communal prayer books and donation envelopes/pens</b>	<b>None</b>	<b>Churchwardens/venue manager</b>	<b>Before 5 September</b>	
<b>Register of Attendees to facilitate Track Trace should it be required</b>	<b>Members of Congregation in contact with attendees who</b>	<b>A record is maintained of all those entering the church which is retained for 21 days</b>	<b>Upon entering the Church via the main doors for worship, attendees will be required to enter their name and contact</b>	<b>Church Wardens/Venue Manager will oversee the process sanitising pens used to register before</b>	<b>At each service of worship.</b>	

	subsequently test positive	before being destroyed.	details in a book. Attendees awaiting to enter their details will sanitise their hands using gel and wipes provided and remain 2 meters from the person in front of them in the queue	reuse.		
<b>Access and Egress</b>	Members of the congregation as a result of Transmission through failure to maintain Social Distancing.	A one way system will be in operation whereby attendees will enter via the main doors and exit via the hall leaving the building via the door at the end of the corridor.	The event manager will control the flow of attendees exiting the building by clearing a row of pews at intervals to avoid queuing and facilitate attendees maintaining social distancing. The process will be advised to the congregation by the minister/Reader.	Event Manager/Reader/Minister		