**Manor Mission Church**

**Corona Virus Risk Assessment**

**Amended 27th August 2021**

Activity covered by this risk assessment

Visits to the building to cover maintenance / security matters.

Visits to the church for services.

Visits to the church for other activities.

Hazards / Risks

Spread of Coronavirus to members of the church / visitors / contractors.

Communication

Prior to reopening members of the church were contacted informing them of the steps required to permit reopening and details of these steps are provided online at https://www.manormissionchurch.org.uk/reopening.html.

Signage will be displayed at entrances reiterating the key points.

Control measures in place for all meetings

People should follow current government advice on social distancing.

Sanitizer is available at entrances and people entering the church are to use this on entrance and departure. (Ensure this is topped up before locking up as necessary).

A deep clean was performed prior to publicly reopening for the first time and if there is a suspected case of covid a deep clean will be taken out in line with Government Guidelines.

Follow Government guidance including the use of PPE – provided in the kitchen.

Internal doors where not needed for security purposes are to be pinned back to minimise contact and maximise ventilation.

Consider the opening of windows and external doors to maximise ventilation.

People to only come to the church if not displaying symptoms.

Whilst queuing to enter the building people should distance appropriately from each other.

Markings to be provided on footpath.

If anyone develops symptoms whilst at the church, they should immediately leave and arrange a test. Everyone else to also leave, with the person in charge taking note of who is present in case a positive test result is returned to aid the track and trace system.

If there is a positive test following a visit to the premises a full deep clean is required along with a review to ensure that all PHE advice has been followed. Deep clean to follow Government guidelines in place at the time.

Creche room is only to be used by one family bubble at a time.

Toilets - one at a time in each set of toilets with people to wait in the main area of the hall, not in the corridor. If used they must be cleaned down afterwards. Signage will be displayed to reinforce this.

Weekly cleaning – to be undertaken once a week using normal cleaning materials for the toilets and kitchen areas, plus the addition of virabact on contact surfaces. If government advice on regular cleaning changes this will be reviewed.

For ‘public’ visits after each session all contact surfaces are to be cleaned.

Maintenance/Admin Visits

For maintenance visits, all surfaces used, including door handles, must be wiped down with

provided cleaning materials.

Sunday Services from September 2021

Infra-red thermometer used to check people’s temperatures on entrance to the building for Sunday Services. If too high, then they should be refused access and told to arrange for a test.

Minimise the number of people in the vestry, keep to 1m separation / staggered seating to minimise risk.

For services - people encouraged to wear a mask whilst moving around the building but not required to wear one whilst seated / singing.

For services – pre-booking is required where seating is organised to ensure the integrity of bubbles by leaving 2 seats between bubbles. If people don’t book and turn up on the day, only permit access if there is sufficient space to maintain bubble gaps.

Track and trace – as part of our booking procedure we require the contact details of those attending. People to consent to sharing that information with track and trace as required.

QR code is provided to use the NHS track and trace app for those with a smart phone.

Tea/Coffee will be provided for those who wish at the end of the service via the kitchen door. Those serving will do a LFT test, wear masks and gloves. There will be a one way system with people queuing socially distanced to then drink / chat outside. All items used to be cleaned in dishwasher where possible.

Communion is provided in service as a pre-sealed communion cup, disposed of in the bin at the end of the service.

Singing is permitted for the congregation and worship group. Anyone who is uncomfortable with removing masks can request to sit near the back.

Preaching to take place from the lectern which is in excess of 2m from the front row.

Other meetings

For other meetings in the week – use the virabact cleaner at the start and end of the session on any tables/chairs/high touch surfaces that you are going to come into contact with.

Use hand sanitiser provided on entrance and exit.

To wear masks / distance as per government guidelines/advice for the nature of the activity taking place.

Track and trace QR code is provided – ensure that you maintain your own accurate records as necessary.

Coffee Pot

Coffee Pot will restart in September with the following guidelines

* People are not to be sat next to each other, instead maintaining a gap
* Tables to be put two deep to again help with the distancing
* Tea/Coffee to be served by someone wearing gloves/mask rather than helping yourself and in line with Sunday services would ask that person serving has done a lateral flow test
* Hand sanitiser to be used on entry
* Log of who attends to be kept