

## St John's Church Devizes – Sunday Worship, Funerals & Weddings - Covid-19 - Risk Assessment – Risk is High

To Whom at Risk	Preventative action	Responsibility
<p>It is possible that all attending congregational services, including officiants (and others for silent prayer) may contract CORVID-19 from others present, or by way of contact with un-sanitised surfaces.</p> <p>There is no prescribed *maximum of people permitted to gather for worship.</p> <p>See Funerals &amp; Weddings below</p> <p>Also at risk.....  <del>....when sanctioned to accompany services,</del> are the Director of Music and attending choir members.</p> <p>For use of Organ, see below.</p>	<p>Whenever possible (weather permitting) <b>north and south doors to remain open before start of service</b> (Fresh air advised) to prevent unnecessary touching of doors and door handles. <del>Gates to south door to remain closed but not locked – escape route.</del>  <b>Choir will enter by south door. Congregation will enter by way of Entry via north door.</b>                      Sidesmen to wear <del>disposable gloves and if advised,</del> masks.</p> <p>Hand sanitiser to be made available on entry                      Sidesmen <del>must to encourage the wear of disposable gloves/masks</del>                      Sidesmen to control entry maintaining social distancing.</p> <p>Routing through body of church arranged in agreed fashion to ensure minimum contact with third parties.</p> <p>Seating arranged to ensure 2m distancing between singles attending. Seating indicated by 'stickers' applied to pews. Similar space arrangement for couples from same household.</p> <p><del>Stewards</del> Sidesmen to manage egress via west door only maintaining 2m distancing.                      If in attendance, arrangements for choir members to be advised.  <b>Choir to exit via South door upon instruction from DoM</b></p>	<p>Sidesmen.                      Sidesmen to remain at post adjacent to unlocked doors if doors remain open throughout service                      Otherwise, usual security arrangement to be in place at commencement of service.                      **See note 'Stewards' below.  <b>Masks are mandatory all 11+ except when exempt.</b></p> <p>Sidesmen.  <b>Sidesmen will ensure all entering wear masks (Hidden disability excepted)</b></p> <p>Sidesmen will direct all to turn right upon entry from north door and follow a one way system to pew, as indicated.</p> <p>Sidesmen to be placed in centre and south aisles and direct attendees to seats.</p> <p><del>Stewards</del> Sidesmen to manage and use discretion about using north and/or south doors.   <del>To be discussed with Director of Music.</del></p>
<p>All attending services – including wardens, <del>sidesmen</del> stewards LLMs and clergy.</p>	<p>A record of those attending must be made, to help contact tracing should someone attending public worship <del>be known</del> later contract CONVID-19.</p> <p>Discipline to be maintained for minimum of three weeks following attendance at church <del>after first opening for worship</del></p>	<p>Worshippers requested to advise Administrator of intention to attend service, in advance. Assurance will be given that any personal data remains secure and is governed by the General Data Protection Regulation.                      Attending Church Wardens and Stewards to check list of worshippers provided by the Administrator.</p>

Readers – Lessons and & Prayers	Use <del>freestanding</del> microphone. Not to be handled.	Microphone positioned by duty warden.
All.	Hymn books, and all other items commonly used, e.g. collection plates, seat cushions, kneelers to be removed into storage.	Church Wardens <del>and H&amp;S Officer</del> . NB Books may be distributed but must be retained by the recipient or returned and put into storage for minimum of 72 hours. <b>Must not be handled by those attending weekday services</b>
Treasurer/Wardens/ <del>Sidesmen</del> . Stewards	Congregation should be advised not to use coins for retiring collections <del>arranged collection</del> .	Can be previously advised via on line pew sheet.
Cleaner/s  <b>See also final entry on 4/4</b>	Cleaners to hold own keys. Cleaners should wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away with the regular rubbish after cleaning is finished. .	Cleaners to follow guidance and instruction provided by Wardens/ <del>H&amp;S Officer</del> Parish Administrator
Flower arrangers – following approval to proceed.	Flower arrangers to hold own keys. Handle minimal equipment; use disposable gloves. Arrangers should observe the 72 hour rule.	Own responsibility once advised on procedure but must be aware of weekday services taking place.
All	All using the church for whatever reason, are advised to wash their hands as soon as practically possible.	Own responsibility.
All	The weekly on line ‘pew sheet’ (and where possible by any other means) should be used to notify all about the procedures worshippers should follow to reduce the risk of the spread of CORVID-19  <b>Procedures to be followed for weekday services are contained in separate Risk Assessment</b>	Parish Administrator.

Funerals – all attending Weddings – all attending	The maximum permitted to attend funerals is 30 and for <b>Weddings 15</b> All prescribed disciplines must be in place . <del>If funeral takes place within 72 hours of a Sunday service a full sanitising clean must take place.</del> <del>If Sunday service takes place within 72 hours of a funeral, a full sanitising clean must take place.</del>	Attending steward/church warden to oversee.  <b>A full sanitising clean following services must take place.</b>  <del>If clean required, the Administrator will arrange.</del>
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<p>**Stewards</p>	<p>Place chairs (in advance of service) for stewards seating at commencement of service. Place by all doors maintaining 2m distancing.</p>	<p>Attending stewards.</p>
<p>*Organist</p> <p style="text-align: right;">Music</p>	<p>Organ – bench, keyboards and stops - must be sanitised in advance of being played, and afterwards.</p> <p>Appropriate music is permitted but there will be no <b>congregational</b> singing until it is advised otherwise in the CofE guidelines.</p>	<p>Director of Music responsible.</p>
<p>**Choir and all attending church.</p> <p>((Parents will not be permitted entry unless attending the service))</p>	<p>Choir will split into two groups at the discretion of the DoM each attending on alternate Sundays.</p> <p>The DoM will arrive in advance of the choir to open doors and to ventilate the building.</p> <p>Choir members entry will be by the South door at 0930/0935</p> <p>Hand sanitiser will be made available at the South door.</p> <p>Music and the order of service will be positioned by the DoM in each choir member's place previously decided by the DoM.</p> <p>The DoM will maintain a register of those attending.</p> <p>Places will be named and indicated on a map to be seen at the organ desk.</p> <p>All members aged 11 and over will wear a mask which can be removed when singing. (Hidden disability excepted)</p> <p>Choir members will turn inward to angle their singing position away from colleagues.</p> <p>At the end of the service, the choir will remain seated until the voluntary is concluded; the DoM will then dismiss the choir who will leave, once clear of congregation members, via the South door.</p> <p>Following the leaving of the choir, the DoM will be responsible for the collection and sanitising of all documents used.</p>	<p>Director of Music responsible together will all choir members <del>once notified of the procedures in place.</del></p>

Choir Robing	At all times choir members will maintain the 2m distancing rule. <del>Once approved,</del> Members will collect their robes under distancing supervision and retain possession following services.	
All	Worshippers will not offer the sign of Peace in the prescribed way.	Clergy to advise.
All	Parish room toilets to remain <b>closed to all except choir members</b>	Administrator to inform all on line in advance of service/s.
<b>Sanitising and cleaning of church</b>	<b>Following the introduction of weekday services the church will require a thorough sanitised clean following Sunday services.</b>	<b>Duty warden</b>
		<b>4/4</b>

This risk assessment has been drawn up by the appointed Health & Safety Officer following consultation and agreement with St John's Church Wardens. Access to St John's has been agreed from July 4<sup>th</sup> 2020. However we recognise that CORVID-19 remains a threat to our congregation, many of whom are in the 'at risk' category and aged over 70.

H&S Policy reviewed and ratified by St John's PCC 8<sup>th</sup> July 2020

Risk Assessment updated 11<sup>th</sup> October 2020

Reissued 25<sup>th</sup> November in advance of Sunday Worship recommencing 6.12.20 following second lockdown