

COVID-19 RISK ASSESSMENT

FOR CORPORATE WORSHIP AND USE OF COMMUNITY ROOMS AT WISEWOOD METHODIST CHURCH

July 2020 – revision 07: July 2021

Revision 01	20.07.2020	Minor typographical changes
Revision 02	11.08.2020	Changes to include face coverings in worship area, use of PPE visors in-lieu of perspex screens, accommodation of mobility scooter users, etc.
Revision 03	20.08.2020	Notes added regarding use of vestry as office during the week. Other minor changes to text.
Revision 04	20.10.2020	Format changed to include risk ratings. General Notes, item 6 updated to include reference to NHS Covid 19 QR Code.
Revision 05	14.03.2021	Changes to allow for limited use of building other than for church services and also use of hall and kitchen areas. Minor amendments following opening for worship Oct 2020.
Revision 06	June 2021	Changes to allow for social gathering in front of church after services, use of Owlerton and Wadsley/Wesley rooms and other changes following easing of Government and Methodist Church restrictions and guidance.
Revision 07	July 2021	Holy Communion and slight amendments to reflect current practice following changes to guidance.

INTRODUCTION

The purpose of this risk assessment is to ascertain the impact of Covid-19 on opening up Wisewood Methodist Church premises for corporate worship and community use, and to determine what protocols and regimes could be established to reduce and minimise any dangers to the health and wellbeing of those attending for worship and other activities.

It is, therefore, necessary to consider the various individuals and functions associated with worship, and the format of this assessment lists those individuals, the Covid-19 risk that they are exposed to in carrying out their function and purpose before, during and after worship and then sets down what practical measures can be taken to protect them from the virus.

Use of the Community Rooms is also considered.

Risk ratings for the various individuals and functions are based on assigning two numerical values to each risk – one for the likelihood of the risk, and one for the severity of the risk.

Likelihood of risk

1. Seldom
2. Frequent
3. Certain or near certain

Severity of risk

1. Low (minor injury)
2. Medium (serious injury)
3. High (fatality)

Based on the numbers above, the overall Risk Rating can be found by multiplying the likelihood of the risk by the severity of the risk:

		Potential consequences of risk		
		1 (Low)	2 (Medium)	3 (High)
Likelihood of risk	1 (Seldom)	1 (Trivial risk)	2 (Tolerable risk)	3 (Moderate risk)
	2 (Frequent)	2 (Tolerable risk)	4 (Moderate risk)	6 (Substantial risk)
	3 (Certain)	3 (Moderate risk)	6 (Substantial risk)	9 (Intolerable risk)

The protocols and regimes set down in this risk assessment informed the contents of the letter sent out by the Church Stewards to the congregation in September 2020 outlining the impact of anti- Covid-19 procedures on corporate worship at Wisewood Methodist Church.

Updated July 2021

MINISTERS AND PREACHERS

- ACCESSING THE BUILDING
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes.
- ACCESSING THE VESTRY
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes. Escorted by steward down corridor ensuring 2 metre social distancing.
- STORING CLOTHES AND PERSONAL EFFECTS IN VESTRY
 - Risk - Social and tactile contamination.
 - Precautions - Designated space for storage. Natural ventilation and antiseptic cleaning of vestry and designated storage space.
- TIME SPENT IN VESTRY
 - Risk - Social and tactile contamination.
 - Precautions - Max. 2 people, including the preacher, in the vestry at any given time. Time spent in the vestry to be kept to a minimum. Vestry window to be opened immediately after the premises are opened and closed last thing before exiting the building.
- FITTING MICROPHONES AND HEAD-SETS
 - Risk - Social and tactile contamination.
 - Precautions - Antiseptically cleaned equipment will be delivered to the vestry by the sound box operative ensuring social distancing and left for the preacher to fit themselves.
- ACCESSING THE TOILET
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes. Preacher to use the toilet by the rear fire escape door after ensuring social distancing along the corridor.
- ACCESSING THE WORSHIP AREA
 - Risk - Social and tactile contamination.
 - Precautions - Preacher escorted by steward along offshoot corridor ensuring social distancing of 2 metres. See General Notes regarding antiseptic cleaning of the premises.
- LEADING WORSHIP
 - Risk - Social and tactile contamination.
 - Precautions - Preacher to access the dais and either immediately occupy the pulpit or sit behind the lectern. Only one person is allowed to use the pulpit and/ or lectern throughout the service, and a maximum of two people are allowed to access the raised dais area during the service. If the lectern is not being used by a reader, then it can be used by the preacher to lead the service from. However, if a reader is involved in the service, either the preacher should use only the pulpit and the lectern will be moved at least 2 metres away from the pulpit or a second temporary lectern positioned adjacent to the choir stalls. The service is to include no congregational singing. The preacher is to bring their own bible etc. for use in the service. If requested, a bottle of still water will be provided for the use of the preacher. Preacher to remain on the dais during the service. See General Notes regarding antiseptic cleaning of the premises.

- Holy Communion. Before the service, the Minister is to advise/work with the Communion Stewards about the setting up for Communion. It is advised for sharing the peace to use the British Sign Language for ‘Peace be with you’ <https://www.youtube.com/watch?v=CoIRm5HQGFg>, the sharing of the peace by physical means of touch is not advised. Before starting the Communion prayers, the Minister and others distributing should wash and sanitise their hands. During the prayers, the elements are to remain covered and the Minister stands to the side of the table. If elements are to be lifted during the prayer, they must either be empty vessels or not used during the distribution. Before the distribution, the Minister and those assisting should put on their mask/face coverings and sanitise their hands. Each element will be taken out separately and carefully, each element is uncovered before use and then covered again after use (i.e. the bread is covered before the wine is distributed) between distributing each element and at the end of serving, the Minister and those assisting re-sanitise their hands. When distributing the bread, the Minister drops the wafer into the hands of those receiving without touching, for the wine the Minister offers a cup on the communion cup tray for each member to pick up ensuring that they will not touch or pass another cup. The Minister will ensure they keep as much distance from those receiving as possible. The Minister and those distributing receive Communion at the end of serving (either after distributing each element or after distributing both, whatever feels more appropriate). At the end of Holy Communion, unused elements are ‘put to ground’ and **MUST NOT** be reverently consumed or returned to either the bottle or loaf/pot of wafers. Guidance about the preparation of Communion is contained in General Note 12.
- IMMEDIATE POST SERVICE
 - Risk - Social and tactile contamination.
 - Precautions - Maintain 2 metre social distancing with no handshakes, hugs, or kisses. Collect personal effects from the pulpit area and vestry. See General Notes regarding antiseptic cleaning of the premises.
- EXITING THE PREMISES
 - Risk - Social and tactile contamination.
 - Precautions - Employ social distancing of 1.5 metres plus face covering down the corridor and across the foyer and forecourt. See General Note regarding antiseptic cleaning of the premises.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

READERS

- ACCESSING THE BUILDING
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes.

- **ACCESSING THE WORSHIP AREA**
 - Risk - Social and tactile contamination.
 - Precautions - A reserved space will be left on the front right-hand pew for the reader which will be accessed from the offshoot corridor. Only one reader will be appointed. See General Notes regarding antiseptic cleaning of the premises. The reader to be responsible for bringing their own personal Bible.
- **USE OF LECTERN**
 - Risk - Social and tactile contamination.
 - Precautions - A minimum of 2 metres social distancing to be maintained between the lectern and any other person in attendance. Only the one person allowed to use the lectern throughout the service. See General Notes regarding antiseptic cleaning of the premises and equipment.
- **ACCESSING THE TOILET**
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes. Reader to use the toilet adjacent to the rear fire exit door after ensuring social distancing along the corridor.
- **EXITING THE BUILDING**
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes regarding the regime for a controlled exiting ensuring social distancing. The front right-hand pew will likely be the last asked to exit.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

MUSICIANS AND MUSIC

Government regulations and Methodist recommendations state that congregational singing should not take place in worship as this generates water droplets and aerosols that can transfer and deposit the Covid-19 virus. There will, therefore, be no congregational singing in worship at Wisewood MC until regulations permit this.

Similarly, the playing of brass and wind instruments may generate water droplets and, therefore, will not take place in our worship until regulations permit this.

The organ can be played before and/or after the service provided that the congregation are able to hear instructions from the supervising stewards regarding entering and leaving the worship area. An organ solo could also take place during the service. If the preacher/ worship leader is the only other person on the dais (i.e. there is no reader), a musical solo could also be played on the keyboard which would be located on the raised dais at the front of the worship area by the choir stalls. The choice of music should be carefully considered so as to not encourage congregational singing until this is allowed.

In order to maintain social distancing around the organist, the playing of the organ could result in reducing the available seating in the pews by at least 2. Therefore, the pew seating immediately behind the organ should be reserved for use by the organist and individuals from the organist's household.

Music can be embedded in the PowerPoint presentation but with no accompanying congregational singing until allowed by the regulations.

A group of up to six singers may perform as part of the act of worship. Performances should take place at the front of the place of worship to a seated audience. See General Note 11.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

POWERPOINT OPERATORS

- ACCESSING THE WORSHIP AREA
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes on access. Prior to the service and whilst setting up the PowerPoint and sound system, the operator should wear a face covering. Socially distanced route to the sound desk and a clear 2 metre zone around the operator when behind the sound desk. Once seated at the sound desk, the operator should wear a PPE visor or face covering. See General Notes on post-use antiseptic cleaning.
- SETTING UP THE EQUIPMENT
 - Risk - Social and tactile contamination.
 - Precautions - Face covering and surgical type gloves to be worn when moving about the worship area ensuring a minimum of 1 metre distancing at all times. Wearing face covering and gloves, take antiseptically cleaned headset and microphones through to vestry and place in a designated location. Leave the vestry immediately and do not assist the preacher in securing the equipment to their person. All equipment to be antiseptically cleaned after use.
- USING THE SOUND DESK
 - Risk - Social and tactile contamination.
 - Precautions - Equipment to be antiseptically cleaned before and after use. Only one person is to be seated at the sound desk unless both parties are from the same household, in which case, both are to take the above precautions. They will be required to wear a PPE visor or face covering when sat behind the desk. Wearing of gloves to be maintained.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

OFFERING STEWARDS

This function will be dispensed with as there is a high risk of tactile contamination. The congregation is to be encouraged to make use of Standing Orders or Bank Transfers. Any monies or envelopes that are brought are to be placed in a designated box located on a table at the rear of the Worship Area. The offering can be acknowledged in the service in a prayer of blessing, but the box would remain at the rear of the worship area and then transferred and kept in the safe for at least 72 hours prior to being counted by 2no. stewards and then deposited at the bank. A rota and regime for this is to be set up allowing for Covid-safe precautions.

PORCH (RECEPTION) STEWARD(S)

The existing Porch Steward rota will be temporally suspended and a new rota of "RECEPTION STEWARD" or marshals created whose function and protocol is described below.

- ACCESSING THE BUILDING AND TOILETS
 - Risk - Social and tactile contamination and having their authority challenged.
 - Precautions - See General Notes.
- WELCOMING AND MONITORING THE CONGREGATION
 - Risk - Social and tactile contamination.
 - Precautions - Only one steward wearing face covering or PPE visor to be located in the foyer behind the desk and to be responsible for filling in an attendance register to facilitate future track and trace. There will be no handing out of any written material including notices. The steward is to encourage the congregation to move swiftly into the worship area maintaining a minimum 1.5 metre social distancing. For security and monitoring purposes, the steward located behind the desk to remain there during the service.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

SUPERVISING STEWARDS IN THE WORSHIP AREA

- Their function would be to deal with queries and direct the congregation to their seats according to a structured seating procedure, see General Notes.
 - Risk - Social and tactile contamination and having their authority challenged.
 - Precautions - Face coverings to be worn. See General Notes for the regime of filling and emptying the pews. Supervising stewards to be sat at the back of the worship area during the service so as to be aware of any activity and to respond accordingly.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

CONGREGATION

- ACCESSING THE BUILDING AND TOILETS
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes.
- ACCESSING THE WORSHIP AREA
 - Risk - Social and tactile contamination.
 - Precautions - Instructions to be given by the Supervising Stewards as to where a member of the congregation must walk and sit to maintain social distancing of 2 metres. Face coverings must be worn at all times when seated. See General Notes regarding antiseptic cleaning of the premises.
- THE ACT OF WORSHIP
 - Risk - Social and tactile contamination.
 - Precautions - Seating locations will be organised to ensure social distancing of 2 metres between individuals or households. Face coverings must be worn during the service. The congregation will remain seated throughout the service with no singing. There will be no papers, hymn books, bibles etc. to be handled. Personal bibles may be brought in but must be removed from the premises at the end of the service. Congregational speaking will be kept to a minimum. When printed content is needed to aid members of the congregation with visual impairment or items to be given out as part of the service, these should be printed and quarantined 72 hours in advance of the service. If there is more than one service on a Sunday or the worship area is used for another purpose within 72 hours of a service, antiseptic cleaning of the worship area furniture and pews will take place between services/activities. To reduce possible contamination both inside and outside the premises there will be no fresh flowers on display. As no refreshments will be served and the kitchen is out of bounds, the congregation are asked to bring their own water drinks if required for consumption during the service. Children will be asked to stay with parents or an adult member of their household.
 - When Holy Communion takes place as part of the service, the congregation will remain in their seats and the elements brought to them. Marshalls shall ensure there is a pew between each row to allow the Minister to distribute. The Minister will distribute the elements after washing/sanitising their hands, wearing gloves if possible, wearing a mask or face covering and keeping as much distance as possible. Those receiving communion will briefly remove their mask to receive the elements and encouraged to sanitise their hands before receiving if possible. Wafers will be 'dropped' into their hands by the Minister, communion cups will be space and congregation members will be offered the cup nearest to them without passing/touching another cup. Used cups will be collected in a basket by the Minister distributing. If members only want to receive Communion in one kind (i.e. just the bread), then that is acceptable within our traditions. If members do not want to receive Communion they should indicate to the Minister by leaving their hands in their laps. Services including Holy Communion will take longer, due to distribution in this way taking longer. Guidance about the preparation of Communion is contained in General Note 12.

- **EXITING THE WORSHIP AREA AND PREMISES**
 - Risk - Social and tactile contamination.
 - Precautions - Supervised exiting of the worship area under the direction of the stewards will start at the back of the worship area and work row by row towards the front. The congregation must remain seated until asked to move by the stewards. Face coverings to be worn. Refreshments will not be served, and the congregation will be encouraged to exit the foyer as quickly as possible and not to involve themselves in conversation in the foyer. See General Notes 13 and 14.
- **ACCESSING THE TOILETS**
 - Risk - Social and tactile contamination.
 - Precautions - Only one person at a time will be allowed into the toilet areas and users may experience having to wait on occasion. See General Notes on antiseptic cleaning of the premises.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

WHEELCHAIR USERS and MOBILITY SCOOTER USERS

Mobility scooters can either be parked under the front canopy or alternatively in the proposed holding area in the foyer if there is space and the mobility scooter user is from the same household as anyone else using the holding area, or if the holding area is not required by another person. Alternatively, the mobility scooter can be driven directly into the worship area and parked along the rear wall in the designated spaces for wheelchair and mobility scooter users, providing that social distancing can be maintained.

- **ACCESSING THE BUILDING**
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes.
- **ACCESSING THE WORSHIP AREA**
 - Risk - Social and tactile contamination.
 - Precautions - To maintain social distancing wheelchair users and their household will be seated at the rear of the worship area under instruction from the supervising steward. A holding area for wheelchair users and their household will be established in the foyer while they wait their turn to enter the worship area. Wheelchair users will be amongst the first to leave the worship area and premises.
- **ACCESSING THE TOILET**
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes on usage and antiseptic cleaning of the premises.
- **EXITING THE BUILDING**
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

JUNIOR CHURCH

A separate Covid-19 strategy for implementing Junior Church has still to be formulated. In the meantime, no Junior Church will take place.

PHOTOCOPYING

- Risk - Social and tactile contamination.
- Precautions - Controlled access to the building either before, during or after the service or on a Wednesday. Since Church Notices and other literature will not be handed out then photocopying will be minimal. Antiseptic cleaning of equipment and touched surfaces to take place after use.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

USE OF VESTRY AS OFFICE

- Risk – Social and tactile contamination.
- Precautions - Controlled access to the building either before, during or after the service or on a Wednesday. Antiseptic cleaning of equipment and touched surfaces to take place after use. Not to be used for 72 hours both before and after services.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

CLEANING AND GARDENING TEAMS

- Risk - Social and tactile contamination.
- Precautions - Teams to make use of hand sanitizers and wear face coverings (not required for the Gardening Team) and to observe social distancing of minimum 1 metre if both parties are wearing face coverings and minimum 2 metres if not. Teams to bring their own personal drinks and refreshments from home. Teams to carry out their duties on Wednesday and between services on Sunday if required.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	2	4	1	2	2

HANDLING MAIL

- Risk - Tactile contamination.
- Precautions - Regular antiseptic cleaning of the letter box flap and surround internally and externally. Retrieval of mail using gloves and placing the unopened mail in a designated marked up space for a minimum of 72 hours prior to opening.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
1	2	2	1	2	2

USERS OF COMMUNITY ROOMS

- ACCESSING THE BUILDING AND TOILETS
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes.
- ACCESSING THE HALL, KITCHEN, OWLERTON ROOM AND WADSLEY/WESLEY ROOM
 - Risk - Social and tactile contamination.
 - Precautions – See General Notes 16 to 24. Numbers in each area to be limited to ensure that required social distancing can be maintained. Instructions to be given as to where people must walk and sit to maintain social distancing. Face coverings must be worn at all times when standing or seated. For singing (performance or rehearsal) see General Note 11. Access to Owlerton Room and Wadsley/Wesley Room and rear corridor to be carefully managed. See also General Notes regarding antiseptic cleaning of the premises.
- EXITING THE PREMISES
 - Risk - Social and tactile contamination.
 - Precautions - See General Notes regarding the regime for a controlled exiting ensuring social distancing.
- ACCESSING THE TOILETS
 - Risk - Social and tactile contamination.
 - Precautions - Only one person at a time will be allowed into the toilet areas and users may experience having to wait on occasion. See General Notes on antiseptic cleaning of the premises.

Before precautions			After precautions		
Likelihood	Severity	o/a risk rating	Likelihood	Severity	o/a risk rating
2	3	6	1	2	2

GENERAL NOTES

In our drive to minimize Covid-19 transmission via social and tactile contamination we will be adopting the following protocols and regimes:

1. The lock on the main entrance will be changed and the keys will be in the possession of a limited number of people whose details will be listed and available. This approach is to eliminate unknown access into the premises which may compromise the sterility of the building. Any authorised access will require antiseptic cleaning of any touched surfaces. The side door entry into the premises is not to be used except as a means of fire escape.
2. As numbers attending church services will be strictly limited due to the requirements for social distancing, everyone wishing to come to service will be required to book prior to their attendance.
3. People arriving by car are asked to observe 2 metre social distancing when leaving their car and walking from the road or church car park. The side door is not to be used for the loading or unloading of materials.
4. Controlled access into the building via the main entrance will mean the observance of 1.5 metre social distancing complete with face covering. Queuing and admission to services will be supervised by Stewards. Ministers, preachers, Church Stewards, readers, porch stewards and PowerPoint operators will be given priority access and will follow their own Covid-19 protocols and regimes as set down elsewhere in this document.
5. Hand sanitizers will be available at key points throughout the building with a request that they be used by everyone.
6. On entering the foyer, the congregation will be entered on a register, subject to their consent, and this register along with information on the pastoral roll would enable Track and Trace to be implemented. Visitors would be asked to provide their name and contact details. The register will be kept in the safe and destroyed after 21 days. Additionally, a copy of the NHS Covid 19 QR code is mounted on the main entrance doors and is available for scanning with the NHS Covid 19 mobile phone app.
7. Face coverings must be worn by everyone in the foyer, corridors, and toilets. No written notices will be handed out and the congregation will be encouraged by the Supervising Steward to move swiftly into the worship area without loitering in conversational groups.
8. Face coverings must also be worn in the worship area. Occupation of the 2 metre socially distanced pews will be under the control of the Supervising Steward and will be as described in 9 below.
9. All access to be down the central aisle, left-hand front pew filled, then left-hand second available pew filled followed by right-hand second available pew, then left-hand third available pew followed by right-hand third available pew and finally left-hand fourth available pew followed by right-hand fourth available pew. On both sides of the central aisle, alternate pews have been closed off to assist with social distancing. One of the two available spaces on the front right-hand pew to be left for use by the reader, but if no reader is being used then this would be filled immediately after the left-hand front pew. Wheelchair and mobility scooter users would be accommodated last at the rear of the worship area along with the Supervising Stewards who would occupy chairs along the rear wall or the fourth pews.

10. There will be no standing in services, and no congregational singing, Congregational speaking will be kept to a minimum. The worship area will be devoid of all pew Bibles and Hymn Books etc. Personal Bibles can be used but must be taken away after the service. The PowerPoint screen will be used for information and service content. When printed content is needed to aid members of the congregation with sight impairment or items to be given out as part of the service, these should be prepared and quarantined 72 hours in advance of the service.
11. Where singing takes place, it should follow the Government's latest [suggested principles of safer singing](#).
 - a. Indoors: a group of up to 6 amateur singers can perform or rehearse for performance with social distancing being maintained at all times. Performances should take place at the front of the place of worship to a seated audience. Indoor communal singing should not take place.
 - b. Outdoors: a group of up to 30 amateur singers may perform or rehearse for performance with social distancing being maintained at all times. When worship takes place outdoors, the congregation may join in with singing in multiple groups of up to 30. Congregation members should continue to follow social distancing rules. For guidance on singing outdoors outside of acts of communal worship, please refer to the latest 'performing arts guidance'.
12. When Holy Communion takes place, the following guidance from the Methodist Church is to be reflected and acted upon in a way that works safest for our context - <https://www.methodist.org.uk/media/18298/guide-for-holy-communion-10820.pdf> . When communion takes place the Minister will work with the Stewards and Communion Stewards to ensure Holy Communion is safe and still as worshipful as possible. Guidance for this to happen is set out elsewhere in this document. For the preparation of the elements, it is advised that gluten free wafers are used for bread, as they do not need to be handled. For wine, cups are to be spaced around the communion cup tray so that people will not need to pass or touch another cup other than the one they are offered (this works best when alternating the cups around the tray), the cups should be filled using the communion wine filler bottle and the cups should not be touched. When elements are prepared, those preparing them should wash and sanitise their hands before preparation and wear a mask or face covering. The elements should be set out on the table and covered before the congregation arrive. After the service, the unused elements should be 'put to ground' (put in the bin/down the sink) they **MUST NOT** be reverently consumed or returned to the container/bottle. The washing up of the glasses and the plate, must be done with washing up liquid that is anti-bacterial and whilst wearing a mask or face covering, those washing up must ensure they wash their hands thoroughly afterwards for their own safety.
13. At the end of the service the congregation will remain seated. Exiting of the worship area will then follow a strict regime under the control of the Supervising Steward. The congregation are to remain seated until asked to move by the Supervising Steward. Exiting will commence from the rear of the worship area and work forward pew by pew in rows. Swift exiting to the outside will be encouraged with no conversational groupings in the foyer.
14. After exiting the building at the end of the service, people may gather for a short period on the forecourt or steps, in accordance with current regulations. People may bring their own drink and snacks to consume outside the building after service.

15. The pairs of doors at the main entrance and between the foyer and the worship area will be left open at all times during the service to improve ventilation and the removal of virus laden water droplets in the atmosphere. Similarly, all windows in the worship area will be open during the service to improve cross ventilation. If it is anticipated that any activity will last longer than five minutes, then any ventilation in the room in which it is taking place must be implemented immediately upon entering the area and allowed to continue for as long as possible after the end of the activity prior to terminating upon leaving the premises.
16. When open for worship, no access will be allowed into the hall, kitchen, Owlerton Room, Wadsley Wesley Room and the corridor between the accessible toilet and the Owlerton Room.
17. When the Community Rooms (Hall, Owlerton and Wadsley/Wesley Rooms) are being used, all opening windows should be fully opened to maximise natural ventilation.
18. Where possible, no-one should remain in any of the Community Rooms or kitchen for more than 30 minutes without a break.
19. In the event of a particular group of people wanting to use the Community Rooms, the number of people in a room at any one time should be limited to ensure adequate social distancing. All activities, particularly singing or strenuous activities, e.g., Zumba, dancing, etc. must be strictly in accordance with Government and Methodist Church guidance, particularly regarding social distancing and wearing of masks.
20. Up to two people may be in the kitchen at a time, provided that social distancing is maintained or masks worn. The kitchen extract fan should be switched on. If possible, the kitchen fire exit door should be opened when the kitchen is occupied and closed when not.
21. The difficulties in maintaining social distancing of 2 metres in the narrow corridor outside the Owlerton and Wadsley/Wesley Rooms mean that access, both entry and egress, must be carefully supervised.
22. People should enter the hall via the main double doors from the foyer and exit either directly via the snooker area double fire exit doors or by the single fire exit door and down the corridor back into the main foyer area.
23. In order to improve ventilation in the hall, the windows in the snooker area should be fully opened for the duration of the activity, as should the double doors between the hall and foyer and the main entrance doors into the foyer. The fire exit door between the foyer and the main corridor should be held open on the magnetic hold-open device.
A supervisor should be present at the reception desk in the foyer for security reasons and to ensure that people entering the building are practicing social distancing and wearing face coverings.
24. Users of the Community Rooms should undertake their own risk assessment, based on the proposed activity and this document.
25. Toilets in the foyer and the disabled toilet will be made available for all building users, although access down the corridor may entail giving way to someone already in the corridor in order to maintain social distancing. The foyer and offshoot corridor can be used as waiting areas in this eventuality. Face coverings are to be worn in all areas including the worship area unless particular groups are exempt. The toilet immediately by the rear fire exit door is to be used only by those involved in services.

26. Toilets will have hand sanitizers for use on entering and leaving the toilet area along with soap dispensers, paper towels and antiseptic wipes. Open waste bins will be provided. Spray and wipes will be available in the toilet cubicles for use on the sanitary ware both before and after use. The toilet lid should be down before flushing the toilet. It is imperative that this protocol be observed by everyone. Where toilets have mechanical extract, the fan will be left on continually and any window left shut to avoid short circuiting of the air movement. Where toilets only have opening windows, these will be left open.
27. To minimize physical contact with surfaces, all doors, where possible, will be wedged open. This will require extra vigilance where fire procedures and security are compromised. All surfaces that can reasonably be expected to have been touched during occupation of the building must be antiseptically wiped down before and after each use of the building.
28. When use of the room has finished, all open windows and external doors must be securely closed and locked by the users.
29. Other than the banner above the pulpit, all banners and non-laminated notices etc will be removed from walls and stored. Informative and directional signage will be employed to help users to safely negotiate the premises. The building should be checked weekly to ensure that informative and directional signage is still in place.
30. The Church Stewards will act as Covid-19 Co-ordinators.
31. No-one who currently has Covid-19 symptoms or has had a positive Covid-19 test within the last ten days should attend the building. In the event of someone developing Covid-19 symptoms within 48 hours of having visited the building, one of the Church Stewards should be notified immediately.
32. In the event of notification of a positive Covid-19 test, NHS Track and Trace will implement their procedures and we may need to consider closing the building for 72 hours. If 72 hours closure is not possible, then Public Health England guidelines on cleaning in non-healthcare settings should be followed.

It should be appreciated that whilst this proposed regime is prescriptive and somewhat alien to our usual experience of corporate worship, it has been arrived at as a result of trying to comply with Government requirements, the Methodist Church recommendations, and a desire to make our corporate worship as safe from Covid-19 infection as is possible.

Advice on these matters is frequently changing and will, of necessity, require constant monitoring and the making of changes to our protocols. Similarly, changes will have to be made in the light of our own experiences in using the building, and this can only be successful with the complete co-operation of all concerned. This risk assessment is a 'living document' and will be presented to each Church Council as the Managing Trustees to show of any amendments or updates undertaken.