

COVID-19 RISK ASSESSMENT

FOR CORPORATE WORSHIP AT

WISEWOOD METHODIST CHURCH

Revision 01 – 7th September 2021

	28 th July 2021	Previous document withdrawn and replaced by separate Risk Assessments for Corporate Worship and Use of Community Rooms.
Revision 01	7 th September 2021	Minor text changes and link to additional Methodist Church guidance. Restrictions on access to kitchen and other rooms and use of toilets eased.

INTRODUCTION

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

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 Worship Area and Community Rooms by community groups is considered in a separate document.

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 the initial versions of this risk assessment informed the contents of a 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.

This document reflects the latest [Government guidance for places of worship](#) published on 16th July 2021 and [Methodist Church guidance](#) updated on 22nd July 2021, which includes [Guide to managing your church building](#) (version 1 – 19th July 2021).

In summary, face coverings and social distancing of at least 1 metre are still advised on our premises.

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 wearing face coverings and ensuring minimum 1 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, wearing face coverings and ensuring minimum 1 metre social distancing. 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 - 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 wearing face coverings and ensuring minimum 1 metre social distancing. 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 throughout the service, and a maximum of two people are allowed to access the raised dais area during the service at any one time. 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 1 metre away from the pulpit or a second temporary lectern positioned adjacent to the choir stalls. The preacher and reader should remove their face coverings when speaking from either the pulpit or lectern. Congregational singing will be limited and as directed by the preacher. 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=ColRm5HQGFg>, 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 – Wear a face covering and maintain minimum 1 metre social distancing with limited or no physical contact. 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 minimum 1 metre social distancing plus wearing a face covering down the corridor and across the foyer and forecourt. See General Notes 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 – Wear a face covering and maintain minimum 1 metre social distancing. 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 1 metre social distancing to be maintained between the lectern and any other person in attendance. Only 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 wearing a face covering and ensuring minimum 1 metre 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 and Methodist Church guidance now permit congregational singing. Any singing during services should be as instructed by the preacher/worship leader. Face coverings should NOT be removed for congregational singing.

The playing of brass and wind instruments may take place in our worship if agreed by the preacher/ worship leader.

The organ can be played during the service and also 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. 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.

In order to maintain minimum 1 metre social distancing around the organist, the pew seating immediately behind the organ should be reserved for use by the organist and individuals from the organist's household.

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 and maintain minimum 1 metre social distancing. Socially distanced route to the sound desk and a clear 1 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 to be worn when moving about the worship area ensuring minimum 1 metre social distancing at all times. Wearing face covering, take 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.
- USING THE SOUND DESK
 - Risk - Social and tactile contamination.
 - Precautions - Equipment to be antiseptically cleaned 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.

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 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 test 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 minimum 1 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 - Wear a face covering and maintain minimum 1 metre social distancing. 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 should walk to and sit to maintain social distancing of at least 1 metre. Wear a face covering and maintain minimum 1 metre social distancing when moving around. Face coverings should 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 at least 1 metre between individuals or households. Face coverings should be worn during the service. The congregation will remain seated throughout the service, other than standing for congregational singing as advised by the preacher. 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 immediately 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 should 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, 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 spaced, 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 should remain seated until asked to move by the stewards. Face coverings to be worn throughout and minimum 1 metre social distancing maintained. 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 - Numbers of people allowed into the toilet areas at the same time should be limited to prevent crowding, and therefore 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 building.
- **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 to observe social distancing indoors. 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 - Retrieval of mail and placing the unopened mail in the vestry 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

GENERAL NOTES

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

1. The lock on the main entrance has been changed and the keys are 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. Although numbers attending church services will continue to be limited for some time due to the requirements for social distancing, booking in for services is no longer required.
3. 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 minimum 1 metre social distancing complete with the wearing of face coverings. 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 Test 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 available in the foyer for scanning with the NHS Covid 19 mobile phone app.
7. Face coverings should 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 should also be worn in the worship area. Socially distanced occupation of the 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, and pews typically filled from the front rearwards. 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 other than for congregational singing as advised by the preacher, and congregational speaking will be kept to a minimum. There will be no pew Bibles and Hymn Books, etc. in the worship area. Personal Bibles may 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 immediately prior to the service.
11. Where singing takes place, it should follow the Government's latest [Covid 19 – guidance for the safe use of places of worship](#) and [Methodist Church guidance](#) which includes [Guide to managing your church building](#) (version 1 – 19th July 2021).
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/our-faith/reflecting-on-faith/faith-and-order/holy-communion-responding-pastorally-in-the-light-of-covid-19/>.

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 period on the forecourt or steps. 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 should be left open at all times during the service to improve ventilation. Similarly, all windows in the worship area should be open during the service to improve cross ventilation. The single door between the worship area and the corridor should also be left open during the service.
16. If it is anticipated that any activity will last longer than fifteen minutes, then any ventilation in the room in which it is taking place should 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.
17. When open for worship, limited access will be allowed into the hall, kitchen, Owlerton Room, Wadsley/Wesley Room and the corridor between the accessible toilet and the Owlerton Room.
18. 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 should 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. Numbers of people allowed into the toilet areas at the same time should be limited to prevent crowding
19. 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.

20. To minimize physical contact with surfaces, all doors, where possible, should 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. Where necessary, the 'fogger' should be used to disinfect specific areas and items of furniture, etc. After use of the fogger, the room should not be accessed for a minimum of one hour.
21. When use of any of the rooms has finished, all open windows and external doors must be securely closed and locked by the users.
22. Other than the banner above the pulpit, all banners and non-laminated notices etc. have been 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.
23. The Church Stewards will act as Covid-19 Co-ordinators.
24. 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.
25. In the event of notification of a positive Covid-19 test, NHS Test 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 follow current Government and Methodist Church guidance, 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.