# **Risk Assessment for Opening All Saints Canterbury for Public Worship**

**Version Control**

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| Issue Date | Version Number | Issued by |
| 8th July 2020 | 1 | All Saints MLT |
| 14th July 2020 | 2 | Post All Saints PCC |
| 23rd July 2020 | 3 | Phil Greig |
| 6th August 2020 | 4 | Phil Greig |

**All Saints Canterbury propose reopening the church for public worship on SUNDAY 26th JULY 2020 with two services:**

**9am: Holy Communion Service  
11am: Family Worship**

**RISK ASSESMENT**The church of England has said there is no numerical cap, but people must sit in households by 2m distance.

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| **Area of focus** | **Controls required** | **Actioned by** | **Date completed** |
| **Reopening the building for worship:** | We will open the concertina doors into the hall and from the church to increase air flow. We will move everything that we can from the children’s area, and anything else surplus to requirements into the chapel to make more space in the church. | PG & WG | 18th July 2020 |
| **CLEANING** | We are cleaning the space on the 18th July – including disposing of the sofas and soft furnishings. Will is going to order the skip.  Between services – touch points and chairs will be cleaned by the team. After church – no need to clean as the church space is not going to be used for 72 hours. This will change once the hall reopens and shared spaces will need proper cleaning.  After the service people must leave the church immediately, a small team will clean chairs and touch points – IF the church is being used in the following three days.  We will also do a rehearsal / run through on the 18th and practice the tech then too. | WG  Team | 18th July 2020  18th July 2020 |
| **Services and worship** | The 9.30am service will move to 9am and will take place in the main body of the church. A separate worship space has been created; the altar rail wiped down after the service.  Service books will be placed three days before the service, and regulars will be asked to take them home and bring them back each Sunday.  We will stream the 9am service through Facebook Live.  The 11am service will also be streamed via Facebook Live; we will continue to make ‘worship at home’ resources including Superstars to be placed online.  **ACTION**: speak to people who need to record elements for these videos and make the resources/videos for the online worship that are needed.  The existing rota will stand – if people are on it who don’t want to be in church, they can record their bit and we can play it in church.  **ACTION**: Communicate to the people on the rota that if they’re not coming to church can they record their bit.  During the service, singing will not be allowed.  Collection will not be taken during the service – there will be a collection point with a tap to donate, and a plate for envelopes.  There will be a hand sanitizer next to the collection station.   **ACTION**: get this set up. | BL  PG  PG  PG  PG | 18th July 2020  22nd July 2020  Ongoing  22nd July 2020 |
| **Children and Families** | People will have to sit in their family groups (households) – children won’t be able to run around. We will do intergen worship all through summer. We will make up age appropriate bags for children to use in their family group. If we plan two weeks in advance, we can repack the bags for the following week on a Sunday.  We know that this will significantly affect the decision of some families coming to church as we operate a ‘free’ space for children to use.   **ACTION**: Bee to take oversight of this. | BL | Ongoing |
| **Accessing the building** | It is not possible to have one point for entrance and one for exit because of access issues. Everybody will come in by the North door, all able bodied people can leave by the fire exit next to the PA desk, and others by the main North door. We will close the gate by the bus stop, rope off the steps, and signpost people up the ramp. Put up signs.  **ACTION**: find a way to block off the steps. | PG  WG | 18th July  18th July |
| **Signage and welcome** | We need a poster on the door saying you cannot come in if you have symptoms of COVID-19.   **ACTION**: make these posters. There will be posters asking people to practice social distancing, dots on the floor in the Narthex to encourage this.   **ACTION**: We need to make a template for the ‘posters’ and put these up. We’ll do this on the clear out day.  People will be met by welcomers – one outside and one inside. People will be told to use hand gel on their way and taken to their seats.  A register will be kept for 21 days as stipulated by the Government for track and trace purposes.  **ACTION**: rota for people cleaning between services, people on the door, and for people in the church adapting the chair layout if necessary.  **ACTION:** Make a register pro-forma  **ACTION**: Do we have enough hand gel? YES (PG) | PG  PG  PG  CJ  PG  PG | 14th July 2020  18th July 2020  18th July  18th July |
| **Face coverings** | In England, face coverings are currently required by law to be worn in shops, supermarkets, indoor transport hubs, indoor shopping centres, banks, building societies, post offices and on public transport. From 8 August, face coverings are also required by law to be worn in a greater number of public indoor settings including places of worship, museums, galleries, cinemas and public libraries.  There are valid exemptions for some individuals and groups to not wear a face covering in these settings. In particular, those who are leading services or events in a place of worship, and those who assist them (for instance by reading, preaching, or leading prayer) do not always need to wear a face covering, although one should be worn especially if physical distancing cannot be maintained (i.e. distributing consumables). This exemption does not apply to worshippers, who should wear face coverings consistent with the requirements for any other public space.  **Face coverings during weddings**  In England, face coverings are currently required by law to be worn in shops, supermarkets, indoor transport hubs, indoor shopping centres, banks, building societies, post offices and on public transport. From 8 August, face coverings are also required by law to be worn in a greater number of public indoor settings including places of worship, registry offices, museums, galleries, cinemas and public libraries.  There are valid exemptions for some individuals and groups to not wear a face covering in these settings. In particular, those who are leading services or events in a place of worship. Those exemptions will also cover the bride and groom at a wedding and those officiating/leading the wedding. This exemption does not apply to those observing the wedding, who should wear face coverings consistent with the requirements for any other public space.  **ACTION:** Notify the PCC, and the congregation | PG | 6th Aug 20 |
| **At the end of the service** | People need to leave once the service has finished in a managed way – if they want to have a socially distanced chat, they can do this outdoors in the car park or grass area. Cleaning will take place only if the church is being used in the next three days. |  |  |
| **Toilets and Kitchen** | People are allowed to use the toilets – but one person at a time, and they need to clean the space after them. We need to take the lids off the bin so that people aren’t touching the bin tops. We need dots on the floor leading up to the toilet. We will prop the left-hand door open and put a poster on the right-hand door (from the hall into the corridor) with rules on:   * -  Only one person at a time * -  Keep your distance * -  Clean the space after you   **ACTION**: make posters for the toilets – telling them what to put in bins and telling people to clean the space after them.   **ACTION**: Make a poster for the toilet door saying, ‘one person at a time’.   **ACTION**: Buy cleaning materials for the toilets. When we’re setting up on the 18th/19th we’ll put all the cleaning materials out.  The kitchen is out of bounds unless for emergencies. (Or for leadership team accessing it for cleaning materials). | PG  PG  PG  CJ | 18th July  18th July  12th July 2020 |
| **Preparing people for the Sunday 26th July 2020** | We can make a ‘returning to church’ video with guidance. Saying ‘do not come to church if you have symptoms. Tell people there won’t be refreshments – bring your own bottle of water to church. Tell people they can wear masks if they want to, people who are shielding can attend if they want to but should be advised of the risk, a register will be taken.   **ACTION**: make and share the video. | PG, WG, HA, KG, DB | 18th July 2020 |
| **Other actions** | Carole needs to let the water company know the date we are reopening. Soft furnishings in the Narthex will need to be roped off. Will is going to fix the cupboard door under the bell. | CJ |  |
| **Holy Communion** | For communion, we will do the following:   1. Use the church space for worship 2. Provide email copies of the service book 3. The Priest will cover the bread and wine, use hand sanitiser, and wear a mask for distribution of the bread 4. We will have communion in one kind 5. The Priest will clear up the vessels after the service |  |  |