
STARTING SERVICES AFTER LOCK-DOWN

Booking ahead



We will ask you to **book in** to say that you will be attending the service, in order that we can know how many people to expect and to allocate socially distanced seating arrangements. It will also help us be aware of who has been present in the event that we need to assist NHS Test and Trace.

It would help us make best use of the hall, if all regular members notify us beforehand of their intention to be present for worship. Upon confirming that you hope to be present for worship, you will be allocated a specific seat location within the hall.

You can notify us that you will be present for the service each Sunday by filling in the brief online [form here](#).



Please do not come to church if you have any symptoms of Covid-19, or have had in the last 7 days, or if someone in your home / bubble has had in the last 14 days.

Arrival and Departure



When you arrive at the St. John's Hall car park, please either wait in your car or within the car park until you are sure nobody else is entering the building. When you are sure no one else is entering the building, please go through **main doors**, use the hand sanitizer provided and make your way to the seat that you have previously been notified, as having been allocated to you.

It is always important to arrive for public worship on time, but the present circumstances add to this. It will take you longer to enter the building and when you do you will need to proceed directly to your seat. Please do arrive in good time, in order that you can be seated prior to the service starting. It will be far harder to admit people to the building once we have started worship. The service will last for approximately one hour.



Face coverings are required at all meetings. Each family will sit together in units and each unit will be socially distanced from all other units by 2m in all directions. According to the published guidelines this removes the requirement for further mitigation.

It will be especially hard for children to adapt to what church will look like for the immediate future. Children should sit with their parents. Should children require to use the toilet during the service, they will need to be accompanied by an adult.

After the service has finished, the government guidelines ask us to move on promptly. Remain in your seat until notified and then leave as you are directed, avoiding the temptation to congregate in the car park to talk. While it is only natural that we will want to socialise with others, our primary aim in gathering together is to worship God as he has commanded. We will ask people / families to leave in an orderly manner, via the **Fire Exit doors** where you will be given hand sanitizer.

General Hygiene Information



Regardless of the weather, we will seek to keep external doors and windows open, which will help with airflow. You may therefore want to bring a jumper in case it is a little cooler.

The toilets will be available for use and will have hand soap, but you may wish to additionally bring your own hand gel for your own personal use.

For our initial gatherings, we will not be singing together due to a lack of clarity on whether there are any additional risks arising from congregational singing. As Christians we love to sing, and it is a God-given ordinance for our encouragement in worship of God. However, unlike, prayer, the word and the sacraments, it is not an essential part of worship – it is often seen as a form of prayer or word ministry, which we can do in other ways. We will say a responsive psalm at times during the morning.

Please also seek to use the order of service you are given to respond to the confession of sin and the Lord's Prayer.

If you have a Bible you may like to bring it with you. There will be sheets available if you do not have a Bible and we will seek to use the overhead screen where we can. If you make use of any sheets that are handed out we ask you to please take them, as well as any other items that you bring, home to dispose of yourself.

Live Streaming and our Podcast



While our live streaming setup ended when the period of prescriptive shielding came to an end; we have started to amplify and also record our services, and so there will be a degree of additional equipment that will be set out in the hall. Our live streamed service can be viewed on our [YouTube channel](#), while our Podcast can be accessed on [iPhone](#), Android, [Overcast](#) or on our [website](#).



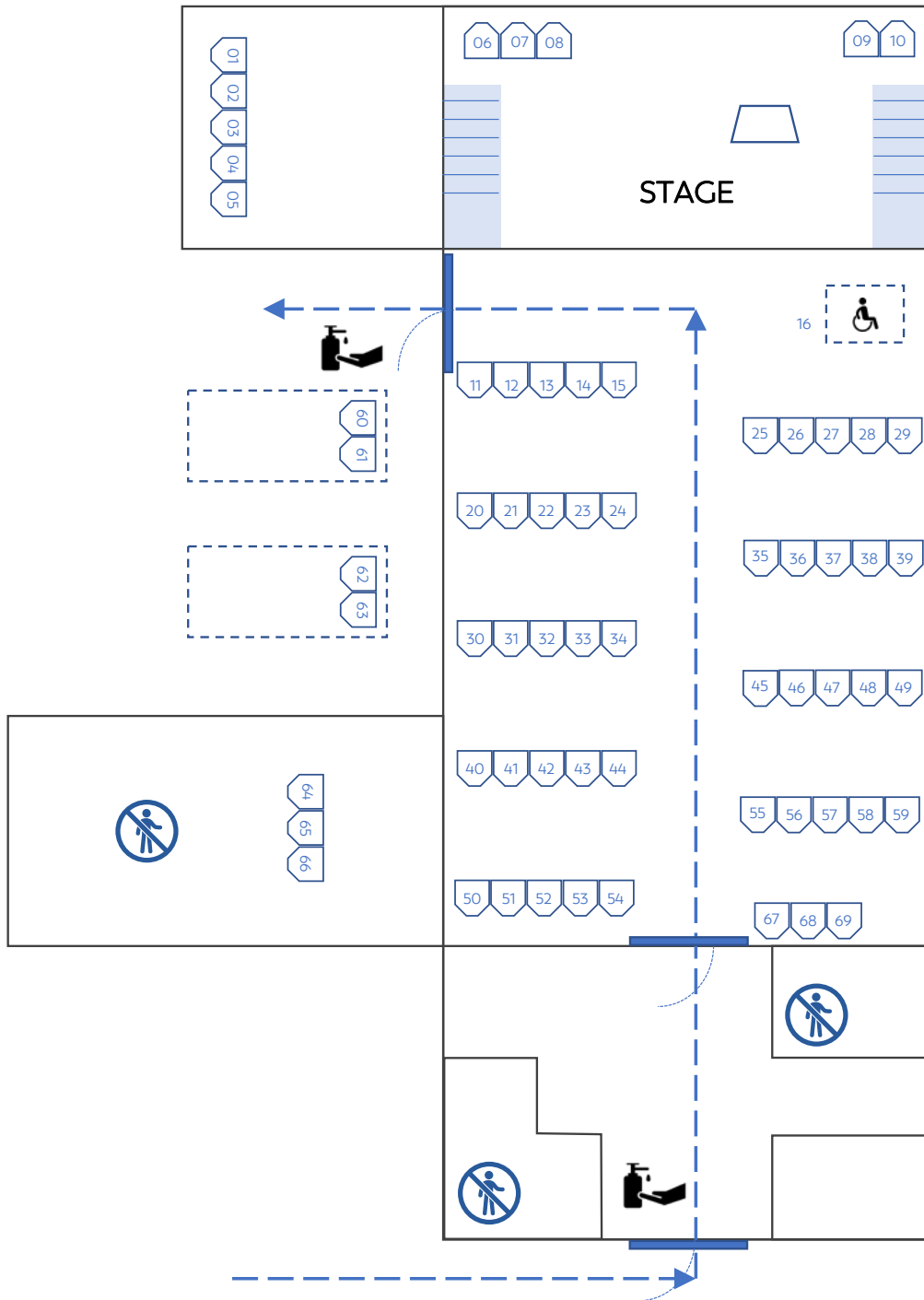
Emergency Action Plan

- Q.** What if someone becomes unwell whilst in a church building.
- A.** If anyone becomes unwell with symptoms of COVID-19 in a church building they should go home immediately and be advised to follow the stay at home guidance. If they need clinical advice, they should go online to [NHS 111](#) (or call 111 if they don't have internet access).

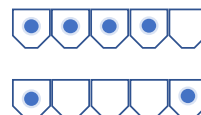
In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit a GP, pharmacy, urgent care centre or hospital.

Other people who may have been in contact with the person who has become unwell should wash their hands thoroughly after the interaction, but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by NHS Test and Trace. If they do develop symptoms they should follow the stay at home guidance.

PROPOSED 2M DISTANCED SEATING PLAN



In this configuration, seats can be filled either by 1 larger household or 2 individuals thus:





IMPORTANT

Guidelines for attending worship services



Please put on your face covering before entering the building. We are also checking all temperatures upon entry,



Should you feel unwell, please stay at home. If you begin to feel unwell during the service, please tell someone.



For your safety please follow the one way system when you enter the building, doors will be propped open, avoid touching surfaces unnecessarily.



Follow the 'catch it, bin it, kill it' advice, and keep a safe distance from others, avoid touching your eyes, nose and mouth.



Should you get COVID19 symptoms within 7 days of attending our worship service, please let us know immediately to allow us to follow the government 'Test and Trace' guidelines.



IMPORTANT

Guidelines for using this toilet



1 This facility is open for emergency usage only, please seek to use your home facilities instead if possible.



2 Children under 11 should be accompanied by an adult at all times.



3 Avoid touching surfaces where possible, please spray any touched surfaces after use, but before you wash your hands.



4 Please wash your hands for at least 20 seconds when you are finished. See instructional posters over sink.



5 Finally, please use supplied hand sanitiser after leaving the toilet and before returning to your seat.



IMPORTANT



**THIS AREA
IS OUT OF
BOUNDS**

Return to Gathered Worship Risk Assessment

The following is an abridged version of our risk assessment document, the full version of which is available upon request.

The tables below give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individuals. This goes to emphasis the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

Likelihood / Probability
5. Likely to occur at least once in any 12 month period
4. Likely to occur at least once in a 3 year period
3. Likely to occur at least once in a 10 year period
2. Likely to occur at least once in a 50 year period
1. Unlikely in a 50 year period

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
SEVERITY / SIGNIFICANCE / CONSEQUENCE						

Score = Severity x Likelihood + 2 x Severity
(this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

Return to Gathered Worship Risk Assessment

Risk: Coronavirus entering the premises and potentially infecting users of the building

Persons at risk Ministers, leaders, members, attendees, contractors, cleaners

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	
	Severity	
	Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y		
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/ returning from foreign travel.	Y		
3. Verbal symptom checks on entry	Y		Verbal symptom and temperature checks with information logging on entry
4. Ask vulnerable not to attend in person	Y		
5. Everyone to use hand sanitiser on entry to the building	Y		
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y		
7. Temperature/symptom checks on entry	N		Verbal symptom and temperature checks with information logging on entry
8. Undertake the Ellis Whittam's 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches).	Y		
9. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y		
10. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y		
11. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	N		There are no contractors that we are aware of that will make use of the building as we gather for church.

Return to Gathered Worship Risk Assessment

Risk: Transmission of Coronavirus to an individual direct from an infected person

Persons at risk Ministers, leaders, members, attendees, contractors, cleaners

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	
	Severity	
	Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or "1m plus mitigations")	Y		2m
2. No physical contact between persons from different households/bubbles	Y		
3. All attendees required to wear a face covering	Y		Face coverings will be required in addition to the 2m rule and ensuring the building is well ventilated.
4. One-way system of flow through building to avoid pinch points	Y		
5. Areas marked out of bounds where appropriate	Y		Posters in place marking out of bounds areas
6. Seating arrangements adapted for social distancing	Y		
7. Capacity monitored and entry stopped when capacity reached	Y		Maximum capacity of 43 with 2m distancing in place, weekly capacity to be reduced according to household sizes and seating plan
8. No singing during services	Y		
9. Signage in place to remind people of safe practices	Y		
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Y		
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y		
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Y		

Return to Gathered Worship Risk Assessment

Risk: Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)

Persons at risk Ministers, leaders, members, attendees, contractors, cleaners

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	
	Severity	
	Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y		
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y		
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y		
4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y		
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y		Landlord notified of this advice but out of our direct control for other groups
6. No serving of food and drink items prior to, during or after the service.	Y		
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y		
8. Microphones and other equipment kept to a single individual	Y		
9. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y		
10. Keep Register of attendees	Y		

Return to Gathered Worship Risk Assessment

Risk: Transmission of Coronavirus to an individual via toilet facilities

Persons at risk Ministers, leaders, members, attendees, contractors, cleaners

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	
	Severity	
	Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y		
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y		
3. Undertake the 'Pre-Event Checklist' (Appendix 2 of Guidance on Re-opening churches) and Cleaning Checklist (Appendix 3 of Guidance on Re-opening churches)	Y		
4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y		
5. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y		
6. Ask people to spray clean toilet after use	Y		Posters in place
7. Children under 11 to be accompanied to the toilet	Y		

Return to Gathered Worship Risk Assessment

Risk: Transmission of Coronavirus to an individual via contaminated waste

Persons at risk Ministers, leaders, members, attendees, contractors, cleaners

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	
	Severity	
	Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y		
2. All waste to be assumed contaminated and handled appropriately	Y		
3. Anyone handling waste to be trained in suitable working practices	Y		
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y		
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y		
6. Lidded bins operated by foot-pedal to be provided	N		As bins are supplied by landlord, access to bins will be restricted and discouraged where possible
7. Keep Register of attendees	Y		

Return to Gathered Worship Risk Assessment

Risk: Transmission of virus through preparation of and participation in the Lord's Supper

Persons at risk Ministers, leaders, members, attendees

Risk Rating before control measures	Likelihood	5
	Severity	5
	Overall Risk	35

Risk Rating after control measures	Likelihood	
	Severity	
	Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Wash hands and apply sanitiser prior to preparing bread away from church premises. Ensure all surfaces and utensils used to prepare bread and wine cleaned beforehand.	Y		
2. Wear mask while preparing bread and wine.	Y		
3. Place bread in plastic see-thru sealable bag to cut into individual pieces within bag, and seal.	Y		
4. Prior to service, place pieces of bread / wine / grape juice into individual cups on serving plate.	Y		
5. Hard covering placed over all elements between preparation and serving. Minister administrating at table to keep elements under covering until ready to distribute.	Y		
6. Face covering to be worn and hand sanitizer to be applied by distributor of elements.	Y		
7. All used cups to be disposed of with waste from gathering for worship. No cups to be taken away by individual members.	Y		

Pre-event checklist

Date:

This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed prior to the event day starting and should be fully communicated to all team members. It is the responsibility of the Church Trustee to ensure that the site is safe to open and that controls are put in place.

Leader name:

Item	Y / N	Comments	Reported to
Has the latest government guidance been checked and followed?			
Have any members of team reported any symptoms of COVID-19?			
Has the Cleaning Checklist been completed and cleaning materials put in place?			
Is there adequate hand soap, paper towels and running water in place?			
Has hand washing facility or sanitiser been provided in all locations needed			
Are bins available for disposal of any rubbish?			
Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place			
Are stewards briefed on agreed procedures for arrivals, departures and emergencies?			
Have chairs/pews been laid out and marked in line with social distancing requirements?			
Procedures in place to record names and contact details of attendees			
Building ventilation set in line with recommendations to maximise air flow			
Is there any other information to consider?			

After carrying out the above checks, please sign below.

I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19.

Leader signature:

Date:

Cleaning checklist

Date:

Completed by:



The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Action	Guidance	Complete (tick)	Comments
Confirm PPE worn before cleaning commences	Where possible, wear disposable or washing up gloves and aprons.		
Hard surfaces have been cleaned prior to disinfecting?	Clean hard surfaces with warm soapy water using a disposable cloth.		
Disinfect all surfaces with usual disinfectant	Pay attention to any frequently touched areas and surfaces, e.g. doors, toilets, stair rails and phones.		
Clean any areas of heavy contamination (bodily fluids, or sleeping areas) as above using additional PPE where possible	Additional PPE would include protection for the eyes, mouth and nose, as well as gloves and apron.		
Any PPE used is double bagged and to be stored securely for 72 hours before being thrown away in general waste	Use plastic bin bags where possible.		
Hands washed with soap and water for 20 seconds, after removing PPE	Hand wash using warm water after cleaning and regularly throughout the day.		

Additional guidance, information and instruction when cleaning



- Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with one of the following options below:
- A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or
- A household detergent followed by disinfection (1,000 ppm av.cl.). Follow the manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.
- NB: If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned using detergents or laundered (for example, upholstered furniture and mattresses), steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

Laundry

- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry – this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

- Waste from cleaning areas should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours