

Stanley Park Free Evangelical Church, Carshalton

Unlock Risk Assessment – Sunday Services

Version Draft 1.0	Initial Draft containing all risks known so far with initial mitigations
Version 1.1	Second Draft to Diaconate
Version 1.1	Third Draft published

Relevant Documents

The latest government guidance at the time this risk assessment document was written can be found here - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july#introduction>

Introduction

Before we get to the risk assessment, the following are specific to Stanley Park Evangelical Church, Carshalton and are the mitigations that the leadership team are putting in place: -

- We aim to create an environment that makes it easy for people to adhere to government guidance.
- We aim to create a culture for the new-normal way that adheres to the government guidance
- The church leadership will lead by example.
- We will expect people to adhere to the guidelines because we will not be policing adherence to the rules.

Although all are welcome to come along in line with government guidelines it is recommended that those who are in the at-risk groups and over 70s do not attend.

The plan is to have a service at 10:30am with SPARKS running in the back hall concurrently.

No other groups to meet without prior approval of the church leadership and with their risk assessment in place

Capacity

- Seating in the main hall will be placed to ensure all family groups/individuals are seated 2m apart.

Building Management Checklists & Personnel

- Cleaning schedule to be documented – weekly/on Sunday's

Building Usage Plans

- Out of Bounds areas
 - Back hall (used by SPARKS) – except to walk through to the toilets
 - Kitchen
 - Side rooms

PPE

- It is mandatory for the congregation to wear face coverings.

Risks and Mitigations

Risks	Mitigations
Lingering infection in the building prior to opening	<ul style="list-style-type: none"> • Ample ventilation prior to opening • Building not in use for 72 hours prior to meeting
Close contact on entry, while seated and on exit	<ul style="list-style-type: none"> • Clear guidelines to be advised by Steward • Prior explanation to people by letter • Clear signage showing 2m distance rule • Seating layout which aims to leave 2m between families/bubbles.
Incoming people infecting surfaces	<ul style="list-style-type: none"> • Ample hand sanitizer on entry and around the building • Leave doors open where possible to avoid touching handles
Others using the building afterwards and infection transferring between multiple services on Sunday	<ul style="list-style-type: none"> • Ample ventilation • Thorough cleaning between services or use • Tamil churches not to meet until we are safe to go back to normal.
Toilets	<ul style="list-style-type: none"> • Clear guidelines to be created • Minimise numbers in the toilets to 1 person at a time • Clear signage showing one person at a time • Cleaning materials to be left out if people want to clean the seat prior to use.
Capacity / Over-crowding / Distancing	<ul style="list-style-type: none"> • Clear guidelines to be created • Clear Signage showing 2 metre rule • Capacity assessment • If numbers go over capacity a list of church members who would be willing to leave.
Exit Clashes	<ul style="list-style-type: none"> • Direct people when to leave
Good congregation behaviour once seated <ul style="list-style-type: none"> ○ Children 	<ul style="list-style-type: none"> • Parents to be responsible for their children at all times including food. • Educate and inform parents of their responsibilities both prior and if necessary, after the service • Parents to bring their own toys and books. Shared church toys are not available
Terror	<ul style="list-style-type: none"> • Avoid all queuing outside church grounds i.e. On pavement
People wandering around during the service	<ul style="list-style-type: none"> • Encourage people to remain seated.
People ignoring rules	<ul style="list-style-type: none"> • Create a culture of what it should be like so that people are on autopilot; rather than a set of do's and don'ts
Infection transferred by shared items	<ul style="list-style-type: none"> • Remove all possible shared items – Bibles, hymn books and leaflets
Infection transferred through cash collection	<ul style="list-style-type: none"> • Encourage use of direct debit, cheques • If cash is received in receptacle provided not to be handled until after 72 hours
Communion	<ul style="list-style-type: none"> • TBC •
Baptism	<ul style="list-style-type: none"> • No Baptisms •
Raising Voices	<ul style="list-style-type: none"> • No loud music, singing, corporate prayers or readings • No music group

Congregation Participation	<ul style="list-style-type: none"> • Pre-planned • Sit participants in allocated seats • Do not touch shared surfaces e.g. lecterns • Leader leaves the platform while others participate
Need to identify who was at the service for track and trace	<ul style="list-style-type: none"> • Register to be kept for period of 21 days • GDPR forms to be updated / completed for permission to pass information on to track/trace
Emergencies – Fire	<ul style="list-style-type: none"> • Fire safety preferences social distancing
First Aid	<ul style="list-style-type: none"> • No first aider • Mask and gloves available at the first aid point
Visiting Speaker / Pastor / AV interaction	<ul style="list-style-type: none"> • Needs to be done before congregation is allowed in. • No last-minute interaction as this will clash with congregation entry
Refreshments / Water	<ul style="list-style-type: none"> • No refreshments available and kitchen will be closed • People to bring their own water if required.