

COVID RISK ASSESSMENT for Services at Marazion and Ludgvan Version 2: written by Canon Nigel Marns after discussion with clergy colleagues and church wardens 5/8/20

(Written Sources: NHS online 30/6/20, Gov.uk guidance 4/8/20, Church of England guidance 5/8/20)

Area of Focus	Controls Measures CHANGED MEASURES ARE HIGHLIGHTED IN GREY	Person involved in action (coloured = action needed each Service)
Preparation for church services	At the start of each month, a letter is sent to all known possible worshippers giving updated advice related to attending services.	Rector
	This Risk Assessment is displayed in porch and on Benefice website	Clergy
	The opening of public places following Covid-19 outbreak is being supported by the NHS Test and Trace Service. In line with other government guidance for other venues including the retail and hospitality sector, we will be assisting this service by keeping an accurate temporary record of visitors for 21 days (we will also be supplementing this with a detailed seating plan) so as to able to assist NHS Test and Trace with requests for data if needed for contact tracing and investigation of local outbreaks.	
	Service leaflets and hymn sheets sent to all known possible worshippers	Administrator/ Rector
Preparation of the church for services	Waste paper bin is emptied using gloves and a new disposable liner is installed (providing 72h since last church entry- this can be checked in the track and trace book).	Church warden/clergy
	Tissue Box on display for general use	Church warden
	Signs displayed regarding 2m social distancing, track and trace, hand sanitiser, face covering requirement	Church warden
	4 Hand sanitisers in a suitable place near the entrance, on the altar, and altar steps, and in the lady chapel/ side chapel	Church warden
	Door panels, handles and light switches to be cleaned on entry (and exit) No other areas to be cleaned unless there has been an entry in church within 72h – check track and trace book for details (Cleaning equipment of spray, paper and gloves is ready at hand in the back of church)	Church warden/ clergy

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Flags to indicate safe possible places for individuals/household/bubble groups to sit after 2m measuring and aisle distance consideration	Church warden
Collection plate at entry to church	Church warden
Double doors left open well in advance of service	Church warden/clergy
Items removed: children's toys/equipment/tables, pew bibles, all leaflets except single-use leaflets, no communal prayer book	Church warden
Prayer board can be used with individual laid-out prayer sheets and unused pens (subsequently left for 72h after use)	Church warden
Track and trace person identified in order to record the name, phone number or address and seating position of everyone in church	Church warden
Visiting clergy made aware of and to expected read and discuss the risk assessment with church warden	Church warden
Procedures for the service in general and for administering communion to be shared and discussed by clergy /warden team at the start of each service	Church warden/clergy
1 singer to be in a position that does not interfere with communion administration movement and at 3m+ distance from facing the congregation, using a face-covering or a plexiglass screen (other band members to be behind /at the side at 2m distance)	
Host (bread/wafers) on the altar 72h before the service. Not touched by anyone until the consecration by the priest. (No lay support at the altar for before, during or after communion)	Clergy
Plexiglass screen installed at entrance to church for 'Track and Trace' person to use to talk to visitors	Church warden/clergy
Service sheets and hymn leaflets available to visitors are laid out individually with sanitised hands/or 72h prior so that they can be picked up from the top of a surface (pew/table)	Church warden
Microphone use and preparation discussed and shared to avoid more than one person touching	Church warden/clergy
Disposable Face-coverings available to give out	

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As people arrive for the service	Track and Trace person complete book and seating plan behind a Perspex screen (If no screen available use a face covering and stay at 1m+)	
	Church warden to use 2m social distancing or alternatively 1m+ social distancing with a face covering, in order to direct people to flagged 2m places .Movement will be one way on entering and reversed on leaving with supervision. No movement will be allowed once people are in their places.	Church warden
	Clergy to greet and to manage the queue with 2m social distancing outside porch in the air, using an umbrella/anorak if necessary.	Clergy
	Clergy to direct to hand sanitiser.	Clergy
	Visitors advised to pick up any necessary leaflet (see above)	Clergy
During communion service	Clergy to ask congregation to: <ul style="list-style-type: none"> • Remain in places • No touching during the 'peace' • Maintain 2m social distance • Maintain face covering (if able to wear face covering) in church-however, • Advise people to remove their face-covering if they are becoming faint, breathless or otherwise ill/distressed • Speak words gently rather than loudly/forcefully • Remain silent to listen to hymns being sung (recorded or by a singer) • Remind about collection procedure 	Clergy
	Face-coverings not to be worn by clergy leading the service, readers, speakers or those leading the prayers	
	Movement allowed by readers/clergy to the microphone on the lectern	
	Communion: <ul style="list-style-type: none"> • Clergy to explain the following measures • Clergy to hand sanitise thoroughly before removing the lid off the ciborium (lid to stay on during speaking) • Clergy to use a face-covering to distribute communion 	Church warden/clergy

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	<ul style="list-style-type: none"> • Clergy to hand sanitise after touching their face covering • Worshippers invited by church warden to come individually (or in household groups) to the hand sanitiser table prior to receiving the Host. They are asked to remove mask before hand-sanitising. They are then directed in a one-way system that has previously been agreed by the clergy/church warden team (see above). They are to hand-sanitise after replacing their mask, using a sanitiser in the lady-chapel/side-chapel • Church warden to be at 2m distance at the lectern to make sure this happens smoothly • Host administered at arm's length by clergy to individual (or household members) who remain standing • After receiving worshippers return to place by one-way system • Host to be administered at altar rail in Ludgvan or near pulpit in Mz • Communion will be administered in one kind (the host) • Host administered at arm's length to person unable to stand/ walk to the front 	
	<p>If anyone becomes unwell with symptoms of Covid19, they will be sent home and advised to follow the NHS guidance to self-isolate and get a test. They should use the NHS 111 online coronavirus service if they are worried about their symptoms and/or are not sure what to do. They should call 111 if they cannot get help online. They should not visit places such as a GP surgery, hospital or pharmacy.</p> <p>Other people who have been in contact do not need to take any action other than washing their hands, unless they subsequently experience Covid19 symptoms or are contacted by the NHS Test and Trace.</p>	
Notices	<p>Congregation:</p> <ul style="list-style-type: none"> • informed of routine for leaving safely- on the direction of the church warden on a microphone 	Church warden/clergy

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	<ul style="list-style-type: none"> • asked to hand sanitise on leaving • asked not to enter the hall unless absolutely necessary (see below) • reminded of church opening times, and asked not to enter the church at other times • advised to wash hands thoroughly on returning home 	
Murley Hall (Ludgvan)	<p>Murley Hall:</p> <ul style="list-style-type: none"> • Waste paper bin is emptied by using gloves and a new disposable liner is installed prior to opening for Sunday /Thursday opening • One toilet available for occasional use • Sandra to use the 'men's toilet, which is closed for all other users. • Sandra to use and empty her own waste paper bin • Window/front door left open during services • Hall not to be entered for other use except by Sandra (administrator), church wardens and clergy • Track and Trace book in place • Everyone leaving/locking up to clean hall surfaces, handles etc (equipment and notices on chair in entrance) • Liquid soap and paper towels to be used • Everyone using toilet facilities to clean surfaces etc in toilet and cubicle (equipment and notices on chair near toilet cubicle door) 	<p>Clergy/ church warden</p> <p>Clergy/ church warden</p>
Church Hall (Marazion)	<p>Church Hall:</p> <ul style="list-style-type: none"> • Waste paper bin is emptied by using gloves and a new disposable liner is installed prior to opening for Sunday /Wednesday opening • One toilet available for occasional use • Front door left open during services • Hall not to be entered for other use except by church wardens and clergy • Track and Trace book in place 	<p>Church warden/clergy</p> <p>Church warden/clergy</p>

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	<ul style="list-style-type: none"> • Everyone leaving/locking up to clean hall surfaces, handles etc (equipment and notices on chair in entrance) • Liquid soap and paper towels to be used • Everyone using toilet facilities to clean surfaces etc in toilet and cubicle (equipment and notices on chair near toilet cubicle door) 	
End of Service	<ul style="list-style-type: none"> • Clergy to speak to people at 2m social distancing in car park (Ludgvan) or near 'Joan's family bench' (Mz) only • Church warden to dismiss congregation from lectern using microphone • Any used leaflets/books to be left untouched for 48h • Altar cross and candle stands to be left on the altar for the next service • Collection plate removed to vestry with gloves • Treasurer to count after 72 h on a church opening day • Clergy (only) to tidy altar and to set up for next communion • Ludgvan Prayer ministry in the prayer corner is suspended • Last person locking up follows displayed notice showing cleaning routine- door handles, door panels switches cleaned using spray, paper and gloves 	Church warden/clergy
	<ul style="list-style-type: none"> • 	