

COVID RISK ASSESSMENT for Services at St Hilary and Perranuthnoe Version 2: written by Father Jeff Risbridger 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 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. Copies available in the churches for visitors to use and take away or leave for 48h.	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/nominated person
	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	Church warden/clergy

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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)	
Green tick signs to indicate safe places for individuals/household/bubble groups to sit after 2m measuring and aisle distance consideration	Churchwarden/nominated person
Collection plate at entry to church (and at exit door at St Hilary)	Church warden/nominated person
Entry door (and exit door at St Hilary) left open well in advance of service and during the service if possible	Church warden/clergy
Items removed: children's toys/equipment/tables, all leaflets except single-use leaflets, no communal prayer book	Church warden/nominated person
Prayer board can be used with individual laid-out prayer sheets and unused pens (subsequently left for 72h after use)	Church warden/nominated person
Track and trace person identified in order to record the name, phone number or address and seating position of everyone in church	Church warden/nominated person
Visiting clergy made aware of and expected to read and discuss the risk assessment with church warden	Church warden/nominated person
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) taken from the Vestry to the altar by the priest before the service. Not touched by anyone until the consecration. (No lay support at the altar for before, during or after communion)	Clergy
Perspex screen installed at entrance to church for 'Track and Trace' person to use to talk to visitors	Church warden/nominated person/clergy
Service sheets and hymn leaflets available to visitors laid out individually so that they can be picked up from the top of a surface (pew/table)	Church warden/nominated person

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	Disposable Face-coverings available to give out	
	Preparation checked on a paper copy of the risk assessment	Church warden/nominated person/clergy
	Votive candles may be lit at the prayer stations using individual tapers that are then left for 72h.	
As people arrive for the service	Track and Trace person completes book and seating plan behind a Perspex screen (If no screen available use a face covering and stay at 1m+)	
	Church warden or nominated person to use 2m social distancing or alternatively 1m+ social distancing with a face covering, in order to direct people to flagged 2m places	Church warden/nominated person
	Movement will be one way on entering and reversed on leaving with supervision at Perranuthnoe, and via separate exit door at St Hilary. No movement will be allowed once people are in their places except to receive communion.	
	Clergy to greet and to manage the queue with 2m social distancing outside porch in the air, using an umbrella if necessary.	Clergy
	Clergy to direct to hand sanitiser.	Clergy
	Visitors advised to pick up any necessary leaflet from separately displayed row on table	Clergy
During communion service	<p>Clergy to ask congregation to:</p> <ul style="list-style-type: none"> • Remain in places except to receive communion • 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 all liturgical words gently rather than loudly/forcefully 	Clergy

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	<ul style="list-style-type: none"> • Remain silent to listen to hymns being sung (recorded or played on the organ) • Remind about procedure for receiving monetary offerings 	
	<p>Movement allowed by individual readers/clergy to the microphone on the lectern</p>	
	<p>Communion:</p> <p>Clergy to explain the following measures:</p> <ul style="list-style-type: none"> • 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 • 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 • They are then directed in a one-way system that has previously been agreed by the clergy/church warden team (see above) • Churchwarden/nominated person to be at 2m distance from all congregational members 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 in front of Chancel screen at both St Hilary and Perranuthnoe • Communion will be administered in one kind only (the host) • Host administered at arm's length to person unable to stand/walk to the front 	<p>Church warden/clergy</p>

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	<p>If anyone becomes unwell with symptoms of Covid-19, 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 Covid-19 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/nominated person • asked to hand sanitise on leaving • asked not to visit the toilet unless absolutely necessary (see below) • reminded of church opening times, but asked not to enter the church at other times • advised to wash hands thoroughly on returning home 	Church warden/clergy
Toilets:	<p>St Hilary and Perranuthnoe (toilet in adjacent buildings):</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 (St Hilary) and Sunday/Thursday (Perranuthnoe) opening • Window/front door left open during services • Liquid soap and paper towels to be used • Everyone using toilet facilities to clean surfaces etc in toilet and cubicle (equipment and notices in toilet cubicle) 	<p>Clergy/ church warden</p> <p>Clergy/ church warden</p>
End of Service	<p>Clergy to speak to people at 2m social distancing outside entrance to Barlowenath (St Hilary) or Church Room (Perranuthnoe)</p> <p>Churchwarden/nominated person to dismiss congregation from lectern</p> <p>Any used leaflets/books to be left untouched for 48h</p> <p>Collection plate(s) removed to vestry with gloves</p>	Church warden/clergy

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	Treasurer to count after 72h on a church opening day Vessels used for communion to be washed in hot, soapy water by the priest Clergy (only) to tidy altar and to set up for next communion	