

COVID RISK ASSESSMENT for Supervised Individual Prayer 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 5/8/20, 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 prayer time)
Preparation for individual prayer	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.	
	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).	First steward
Preparation of the church for supervised individual prayer	Tissue Box on display for general use	Churchwarden/nominated person
	Signs displayed regarding 2m social distancing, track and trace, hand sanitiser, face coverings	First steward
	Hand sanitiser in a suitable place near the entrance	First steward
	Door panels, handles and light switches to be cleaned on entry	First steward
	No other areas to be cleaned unless there has been an entry in church within 72h – track and trace book to be checked for details. (Cleaning equipment of spray, paper and gloves is ready at hand in the back of church.)	
	Church door(s) left open	First steward
	Roped off area restored if necessary	First steward
	Items removed: children's toys/equipment/tables, pew bibles, all leaflets except single-use leaflets, no communal prayer book	Churchwarden/nominated person

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	Sanctuary candle lit at all times on prayer station, with 'HAND SANITISER IS FLAMMABLE' sign clearly displayed	Churchwarden/nominated steward
	Track and Trace book completed by steward if someone sits or touches surfaces (not if someone stands and looks only)	Steward
As people arrive for prayer /visiting	Steward to ensure that new taper for lighting a votive candle is available alongside basket for used tapers, which are quarantined for 72h	Steward
	Steward to ensure 2m social distancing, hand sanitising and keeping to restricted area	Steward
	Steward to arrange mobile contact with a key holder if they are not one themselves	Steward
	Stewards ensure that any used single-use leaflets are binned, removed by the visitor or put to one side for 48h	Steward
	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. 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.	
	Door handles, panels and light switches cleaned on exit with spray, gloves and paper	Final steward
End of supervised prayer		