

COVID RISK ASSESSMENT for Supervised Individual Prayer at Marazion and Ludgvan Version 1: 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 5/8/20, Church of England guidance 5/8/20)

Area of Focus	Controls Measures	Person involved in action (coloured = action needed each prayer)
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 be able to assist NHS Test and Trace with requests for data if needed for contact tracing and investigation of local outbreaks.	
Preparation of the church for supervised individual prayer	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 supervisor
	Tissue Box on display for general use	Church warden
	Signs displayed regarding 2m social distancing, track and trace, hand sanitiser, face-covering	First supervisor
	Hand sanitiser in a suitable place near the entrance and prayer board (Mz)	First supervisor
	Door panels, handles and light switches to be cleaned on entry	First supervisor
	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)	
	Double doors left open	First supervisor
	Roped off area restored	First supervisor
Items removed: children's toys/equipment/tables, pew bibles, all leaflets except single-use leaflets, no communal prayer book	Church warden	

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	Prayer board (Mz) laid-out with individual prayer sheets and unused pens (subsequently left for 72h after use)	First supervisor
	Candle lit on altar and candle stand with 'HAND SANITISER IS FLAMMABLE' sign clearly displayed	First supervisor
	(Toilet facilities remain closed to all visitors)	
As people arrive for prayer /visiting	Track and Trace book completed by supervisor if someone sits or touches surfaces (not if someone stands and looks only)	supervisor
	Supervisor to ensure 2m social distancing, hand sanitising, face-coverings and keeping to restricted area	supervisor
	Supervisor to arrange mobile contact with a key holder if they are not one themselves	supervisor
	Supervisor to mark their own chair with a cross sign to inform subsequent supervisors of their (used) sitting place	supervisor
	Supervisors ensure that any used single-use leaflets are binned, removed by the visitor or put to one side for 48h	supervisor
	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.	
End of supervised prayer	Candle extinguished on altar and candle stand	Final supervisor
	Door handles, panels and light switches cleaned on exit with spray, gloves and paper	Final supervisor