

Name & Address of Church	Silverdale Methodist Church Earl St. Silverdale Staffs ST5 6NF	Assessment undertaken by the Church Leadership Team prior to Church Council approval (Minister, Stewards, Worship Leaders, Children & Families Worker, Secretary/Safeguarding Officer)
Area of Building Assessed	Areas used within the church building for access to, and participation within, worship	Date of initial assessment: 7 August 2020 (updated 2 September 2020) Date to be reviewed: 16 September 2020 (next L/T mtg.)

The focus of this Risk Assessment is COVID-19, and is compiled within the guidance given to the Methodist Church regarding safe practice during the pandemic. The church continues to adhere to all existing Risk Assessments linked to the Health & Safety of all individuals on the premises.

Risk of infection Risk to social distancing	Persons Affected	Risk rating 1-2 low 3-4 medium 6-9 high priority	Additional COVID-19 Controls (Reducing Risk)	Action Plan; What needs to be done by whom?

<p>1. Entering the church building</p>	<p>All</p>	<p>1-2</p>	<p>Stewards to be present at entrance and exit to direct worshippers to use hand sanitizer provided by the Leadership Team, before proceeding to the worship area. Stewards to advise worshippers of the requirements regarding social distancing, the need to wear a face-mask (unless exempt), and to follow the signage in-order to promote a safer environment for worship.</p>	<p>J Glover to complete steward rota for door management.</p> <p>(Hand sanitizer & wipes already in-stock – and will be replenished as & when req'd. by a member of the L/T Team)</p> <p>L Leighton to provide signage required to adhere to social distancing, entry and exit.</p>
<p>2. Contact Tracing</p>	<p>All</p>	<p>1-2</p>	<p>To support the Track & Trace guidance, a list will be provided by the Secretary and given to door stewards. The steward will tick people off as they enter.</p>	<p>Worshippers will contact Chris Benson with name and contact details, prior to each service. A total of 20 people will be adhered to for any one service.</p>

<p>3. Social Distancing on entry and exit</p>	<p>All</p>	<p>3-4</p>	<p>Stewards to advise individuals to adhere to the signage on entry, which indicates safe distancing. Worshippers will be directed to their allocated seat by a steward. No seats should be moved from where they have been placed to comply with social distancing. Worshippers to exit when directed by the stewards to avoid any queuing or clustering. On leaving the building, worshippers may collect the weekly newsletter from a table placed by the exit door.</p>	<p>J Glover to complete steward rota and duty list.</p> <p>Lee Leighton to provide signage for worship area, regarding social distancing. Also, to allocate seats to worshippers.</p> <p>Lee Leighton to provide weekly newsletter, and ensure that it is available for collection on exiting the building.</p>
<p>4. Collection</p>	<p>All</p>	<p>3-4</p>	<p>Worshippers to be encouraged to use direct giving to avoid cash collections. For those who wish to contribute by cash donations, a plate will be placed by the exit so that offerings can be made as people exit the church building.</p>	<p>Duty steward to be responsible for putting the plate on a table by the exit door.</p> <p>J Glover to collect donations and adhere to guidance on safe handling of money.</p>
<p>5. Shared Resources</p>	<p>All</p>	<p>3-4</p>	<p>The projector will be used for hymns and aspects of shared worship. Written notices will be available, and individuals should take these home.</p>	<p>Any shared resources will be taken home by worshippers.</p>

<p>6. Restricted areas</p>	<p>All</p>	<p>1-2</p>	<p>The rooms which are not being used as part of worship will be locked and made unavailable. This will include the kitchen and vestry. One toilet will be open for use, and wipes will be provided so that any person using the toilet will wipe down all areas touched, including door handles and tap. Signage in the toilet area will outline safe handwashing and hand sanitizer will be available.</p>	<p>L Leighton to provide signage to ensure best practice for cleaning and place in toilet areas.</p> <p>The toilet in use for the service will be closed for at least 72 hours before further use.</p> <p>E Glover to provide wipes for use in toilet area.</p>
<p>7. Worship Leaders</p>	<p>Leaders of worship</p>	<p>1-2</p>	<p>The Minister, Worship Leaders or Local Preachers will lead each service. The weekly Circuit Service will be provided, should the leader of the service wish to use it. Circuit Services will still be available for pastoral visitors, and these services will be distributed as they are currently, so that those who do not or cannot attend church can access worship on a weekly basis. Our focus is fellowship and community, and this is our guide at the time of re-opening.</p>	<p>C Legge to distribute lectionary service materials to pastoral leaders who will sustain contact with those in their group who prefer to worship from home.</p> <p>Contact between C Legge and L Leighton or the designated Local Preacher as to who may lead the service.</p>

8. Young people	Parents & children	1-2	In-line with government guidance, young people and children should be supervised by parents. This may be developed to include a focus for them within the service as an act of inclusion and encouragement. Children will need to sit with parents, as no activities will be provided.	Stewards to inform parents of responsibilities. Worship Leaders or Preachers to plan for attendance of young people within the service.
9. Number restrictions	All	3-4	The church is able to provide seating for 20 worshippers, whilst keeping to social distance guidance. This will be by a booking system.	Those wishing to attend worship to contact C Benson the previous Thursday (12pm to 8.30pm) or Friday (11am to 8.30pm). Booking will close when 20 people have booked in on a first come, first served basis.
10. Cleaning	All	3-4	Following the service, the building will be closed for at least 72 hours.	n/a