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| **Crown Lane Free Methodist Church, Bartle.****Outside services.** | **Assessor’s name:****Derek Rosendale****Pastor D. Lurrie** | **Date completed:****18/7/2020** | **Review date:****20/7/2020** |
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| **Area of Focus**  | **Controls required**  | **Additional information** | **Action by whom?** | **Completed – date and name**  |
| **Preparation for outside services** | Outside services will need to conform to safe distancing rules. | All members of the congregation will be told not to attend if they have any Corona virus symptoms.Should any member of the congregation be taken ill during the service they will be initially attended to by the First Aider who will ensure they are isolated from others. If the First Aider considers that the individual has Corona virus symptoms, an Ambulance will be called and Government guidelines followed.Car park will be marked out with car spaces. No go zones will also be marked.Cars will be parked by stewards and will observe a last in first out system. (see separate car park plan.)Sound equipment will be cleaned before and after use.Any microphones used will be cleaned. If anyone other than the Pastor uses a mic, this will be a different mic set a safe distance from the Pastor and sound technicians. It will be sanitised between each use.People may bring their own chair to sit on next to their car or they may sit in their car.People who have walked to church will be seated in a socially distanced marked out area.Government guidelines advise against singing outside. Singing in cars is acceptable.Use of the toilets will be according to the procedures set out in this assessment.An offering box will be placed near to the church front door. The box will be removed after the service and stored, and opened after 72 hours have passed. | Pastor and Stewards to mark out car park.Sound technicians to operate and clean equipment.First Aider | 18/7/20PastorDerek RosendaleJames Rosendale / PastorJames RosendaleDerek / James RosendaleStewards |
| **In event of poor weather**  | Sound equipment | Equipment will be covered or moved into an Estate car. |  | Stewards |
|  | Pastor | A gazebo will be used to cover Pastor. |  | Stewards |
|  | Seated congregation | The extension of the church will act as a refuge. Entry point will be the front door to the extension.Seating will have been prearranged according to social distancing procedures.The exit from the building will be the extension fire doors. The exit route will be to turn left and follow the path around to the front of the building. Other exits will be cordoned off. Hand sanitiser stations will be placed at the entry and exit points.Toilets can be accessed by the exit route from the extension. Members will need to join the taped off queue section at the front of church. | Stewards | Stewards11/7/20Thomas Parkinson |
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| **Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism** | Cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). | Whole building sterilisation before first use by congregation | Pastor (via outside contractor) | 7/7/20 |
|  | Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit. | Main door for ingress, organ fire door for egress. | Derek/ Pastor | 18/7/20 |
|  | Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | Taped off area will indicate queuing positions and route of entry. Stewards to supervise if necessary. | James Rosendale | 18/7/20 |
|  | Where possible, doors and windows should be opened temporarily to improve ventilation. | When church is used for a service, doors and windows will be opened when temperature inside church is appropriated  | Stewards/ Pastor |  |
|  | Remove Bibles/literature/hymn books/leaflets | All literature, bibles and hymnbooks will be removed and stored in the vestry. | Stewards | 10/7/20Pastor, Derek, James Rosendale |
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|  | Remove or isolate children’s resources and play areas | Prayer room store cupboard to be emptied or locked.All children’s toys kept in the shed. |  | 10/7/20Pastor, Derek, James Rosendale |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)**Advice on | If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces. | Normal cleaning should take place after the 72 hour period. | Janet Hogarth | Ongoing after each use, not before Thursday of each week.Janet Hogarth and team. |
|  | If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. |  | Janet Hogarth |  |
|  | Set up a cleaning rota to cover your opening arrangements. | Cleaning rota exists | Janet Hogarth. |  |
|  | All cleaners provided with gloves (ideally disposable). | Disposable gloves will be available | Stewards | 11/7/20 |
|  | Suitable cleaning materials provided, depending on materials to be cleaned. | General Church cleaning equipment is stored in the Kitchen | Janet Hogarth |  |
|  | Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Bins will be emptied after each service. | Duty stewards | Ongoing after each service. Derek Rosendale |
|  | Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | After each use. | Stewards |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. | This will be implemented. | Pastor /Stewards | Ongoing |
|  | If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | If closure is not possible a cleaning team will be assigned | Stewards / Cleaning supervisor. | As needed |
|  | If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. |  | Janet Hogarth |  |