

St James' Alderholt

Covid-19 Risk Assessment

What are the hazards	Who might be harmed now	What are we doing to control the risk?	Who needs to carry out the action?	When is the Action needed.	Done
Narrow entrance, no room for 2-way traffic	All attendees	CW as and sides persons to control distancing and dispense hand sanitiser.. 2m posts positioned from Car Park	Stewards	At each service	
Transmission of virus on objectsbooks,toys, collection bag	“	Remove all Bibles and other papers from pews and toys. Overhead projector for hymn words, responses etc, offertory into donations box	Cleaners, sides persons	“	
Seating needs to take account of social distancing rules at the time	“	Tape off alternate pews. Use each end of pew only apart from Families, bubbles.	CWs. Sides persons to direct people. Use chancel and children's area if necessary	“	
Transmission of virus on furniture and fittings.	“	Hand sanitiser before entering building. Keep doors open as people enter and leave.	Cws, sides persons, Sylvia obtaining saniser.	“	

Distancing and passing of elements at Communion could be difficult	“	Communion at chancel step, vicar to use hand sanitiser, return to seat via vestry and west door ie. one way traffic. Hand sanitiser available in vestry	Sides persons direct . Vicar (sanitiser).	“	
Children’s area toys could transmit infection	Children	All toys removed. Parents invited to bring own toys from home and not share with others.	Vicar to include this info when notification of service goes out.	“	
Congestion in vestry before and after service	Anyone present	Vicar to prepare for Communion. Only Vicar CW and sacristan allowed in vestry.	All to be aware. CW will need to deal with collection etc	“	
Hymn singing	All attendees	Only sing if government guidelines allow. Use projected words	Vicar	“	
Transmission virus on lectern mike	Anyone speaking from lectern	Sanitising wipes to be available for use if mike has to be moved.	CW to source	“	
Congestion in porch when bell ringing	All attendees, bell ringer	Short bell ring at start of service during which no one allowed to enter.	CW	“	
Residual virus on objects	Anyone entering subsequently	Building to be closed for 72 hours following service	All key holders to be aware	Ongoing	
Someone present subsequently develops Covid-19	All attendees	Record attendance and enter in Attendance log book in order to advise contacts	CWs	Each service	

	Additional	Points for	Private	Prayer	
Need for Social Distancing	Visitors to Church	Notices at entrance and inside	CW	Wednesdays	
Transmission of virus by touch	“	“ Hand sanitiser at entrance. Doors to be left open, swallow curtain in place	“	“	
Transmission of virus by airborne droplets	“	Maximise ventilation.	Whoever opens Church	“	
Virus left on furnishings	“	Close Church for 72hours	“		