**SIDWELL STREET Methodist Church.**

**COVID-19 Risk Assessment and Method Statement (RAMS) for a gathering event in the Sanctuary area of the Church**

This RAMS is written to enable all who are organising or attending an event in the church to understand what needs to be in place to protect them from the Coronavirus (C19). People undertaking Steward duties MUST read it and understand their duties before the event is due to take place.

The Risk Assessment lists the different ways of contracting the virus in the hazards column. Therefore, some items might appear twice or appear to be ‘out of sequence’.

It is assumed that anybody attending an event at the Church is at risk from C19. Therefore the ‘who is at risk’ column is removed.

It is also assumed that the risk factor from C19 is high. Therefore the risk factor columns are removed in order to make the document more accessible.

Every event must have at least one ‘Steward’ to undertake the duties. The number of Stewards required will be dependent on the number of participants at the event and the frequency of arrival and departure. For instance, an event where all the participants arrive for a prompt start and all leave together at the end will need more stewards than an event where the participants arrive individually and throughout the session.

Collections, offerings, donations are to be placed in a receptacle (basket, etc) on the way in or out to avoid people needing to walk around during the event. If this happens before the event, the receptacle can be brought to the minister by a steward (wearing gloves) and placed on a table for a blessing.

**Consumable items to be in place before an event is opened to participants:**

Sanitising spray and paper towel in the following locations:

 Vestibule, Toilet, Vestry, AV control desk (if it is to be used)

Hand Sanitising gel Side Door and at ramped side entrance, Vestibule (x2), Toilet, Vestry

Disposable gloves:

 Vestibule, AV control desk (if it is to be used) Vestry

Disposable masks:

 A box in the vestibule

Bottles of drinking water:

 In Vestiblue

| **Hazard**  | **Controls required**  | **Action by whom?** | **Additional information** | **Completed – date and name**  |
| --- | --- | --- | --- | --- |
| **Contracting or spreading C19 through touching surfaces** | Stewards to wash hands thoroughly on arrival and use hand sanitiser regularly throughout their duty | All Stewards |  |  |
| Sanitiser dispenser to be located on either side doors with notices instructing participants to use them | Duty Stewards |  |  |
| All the external doors to vestibule to be opened by Stewards at least 30 mins before the event is due to start. Side doors (at least) to remain open during event | Duty Stewards |  |  |
| Stewards to sanitise the external handrails before people arrive and at regular intervals whilst they are arriving | Door stewards | Paper towel and sanitising spray to be available |  |
| Doors from vestibule to church to be secured in the open position and left open throughout event to deter people from touching them and to aid ventilation | Duty Stewards | Stewards to monitor doors, walls, surfaces, etc and sanitise them if they observe people touching them |  |
| Surfaces and door furniture in the Vestry to be sanitised before the minister arrives | Duty Stewards |  |  |
| Toilet, taps, hand-dryer and toilet door furniture to be sanitised before participants arrive | Duty Stewards | Gloves, Paper towel and sanitising spray to be available |  |
| Toilet, taps, hand-dryer and toilet door furniture to be sanitised after each use. | Door stewards | Gloves, Paper towel and sanitising spray to be available |  |
| Stairs to balcony to be cordoned off | Permanent | Duty Stewards to check |  |
| Any Vestibule chairs to be only used if absolutely necessary and sanitised after use (any chairs should be at least 2m apart)  | Door stewards | Stewards to monitor and advise participants |  |
| Any offertory or collection to remain in the safe for 72 hours before being analysed | Duty StewardsCollection Counters | Stewards to wear gloves when transferring contents of baskets to a bag in the safe.Collection counters to sanitise hands before and after the count |  |
| Communion rail not to be used. Communion to be subject to separate risk assessment | Minister |  |  |
| Books and leaflets in pews to be removed | PermanentDuty Stewards | Duty Stewards to check that none have returned and that pews are empty |  |
|  cups/glasses not to be used for water. Individual bottles of water to be available to participants if required | Duty Stewards | Stewards to use gloves when retrieving water bottles |  |
| All door furniture, rails and surfaces to be sanitised after the event before leaving the building | Duty Stewards |  |  |
| No event in the Church to take place unless enhanced cleaning has taken place on items that have been used and could be used during the next event. | Bookings OfficerDuty Stewards | Enhanced cleaning – sanitise hard surfaces on chairs, tables, light switches, etc. Vacuum carpets and soft furnishings, etc using a brush attachment |  |
| **Contracting or spreading C19 through waste removal** | Waste to be removed and placed in bin after each event.If there is a possibility that the waste could contain C19 (person coughing into tissues etc), the waste is to be retained for 72 hours before placing in grey bin. | Duty Stewards | If C19 waste it is to be double bagged and labelled as COVID19 HAZARD with the date.  |  |
| **Contracting or spreading C19 through airborne contamination** | All people attending the event to wear face coverings throughout the event unless medical conditions (or over-riding risk assessment) dictate otherwise. | Door stewards to monitor | Disposable masks to be available for stewards to give out as necessary. Sign advising participants to be displayed near outside hand sanitiser stations |  |
| *\*Ministers, readers and musicians/singers may remove their face covering if they are on the upper level of the worship area and greater than 4m from another person* | MinisterReadersSinger/vocalist |  |  |
| *\*Organist may remove face covering when seated at the organ console. Pianist to wear face covering unless piano is greater than 4m from another person* | Musician |  |  |
| All windows and doors to be opened at least 30 mins before the participants are admitted to aid through ventilation | Duty Stewards |  |  |
| *The outer doors at the rear of the worship can remain closed to avoid distraction but the doors through to the Sanctuary and the Vestry should be open to aid ventilation* | Duty stewards |  |  |
| Participants to go straight through vestibule on arrival and not linger, sit down or socialise | Door stewards to advise participants |  |  |
| Participants are to ‘fill from the front’ (to avoid walking past others), take their seats and remain there - not to move around the church or change seats | Door Stewards | Stewards to advise people on arrival and ask them to remain outside if they wish to meet someone from another group or ‘bubble’ |  |
| **Contracting or spreading C19 through not social distancing** | Approach to exterior steps to be marked at 2m intervals | Duty Stewards / Permanent | Duty Stewards to check before the event |  |
| Minister to greet people outside (if required) and not in the vestibule (to avoid creating a ‘bottleneck’). Same procedure at the end of the event | Minister |  |  |
| Any chairs in vestibule to be greater than 2m apart | Duty Stewards / Permanent |  |  |
| Participant seating to be set out in groups of 1, 2 and 3 with 1m distance between each group. Some pews to be roped off. Single households or ‘bubbles’ to use appropriate number of seats for the size of their group. | Duty Stewards / Permanent | Duty Stewards to monitor and move seats if necessary to allow a household group or ‘bubble’ to sit together whilst ensuring that there is still 1m between groups |  |
| Participants should find their seats and remain there - not move around the church or change seats | Duty Stewards | Stewards to monitor and to sanitise seats if people have left them before the event |  |
| Any offertory or collection to be taken on exit via open baskets on tables either side of the doors in the vestibule | Door stewards | Stewards to set tables and baskets during event |  |
| Participants to remain in their seats at the end of the event until asked to leave by a steward | Duty stewards | Stewards to control social distancing at the end of the event by allowing one group to leave at a time, emptying the church from the back first. |  |
| Participants to move straight through vestibule into the outside at the end of the event and not linger to socialise or sit down | Door Stewards | Stewards to monitor and keep people moving. |  |
| **Contracting C19 through being more vulnerable** | All participants to be given advice on the risks of attending an event. In particular – those aged 70 and above and people with ongoing medical conditions that increase vulnerability as listed on the Public Health England website [COVID vulnerability](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | Church Council |  |  |
| By prior request, seats at 2m social distance to be set and reserved for any person or group who needs to attend.  | Duty StewardsDoor Stewards | Door Steward to lead them in to the church and show them to their seats |  |

**Other Safe Systems to be in place:**

* AV Operator to thoroughly wash or, at least, sanitise their hands before touching any equipment and after use of the equipment.
* Microphones, audio mixer, laptop and remote controls to be carefully wiped with paper towel sprayed lightly with sanitising spray after use and then stored for 72 hours before next use.
* Hand held microphones to be single use only – not handled by more than one person without sanitising between people.
* Checking and battery changing of belt packs and Lavalier microphones to be done wearing fresh sterile gloves and handed directly to the person who is to wear them.
* Pianist and organist to thoroughly wash or, at least, sanitise their hands and the instruments before and after use.
* Duty Stewards to wear protective gloves when opening the building doors, windows, etc and switching on lights and other equipment.

**NHS list of people who are more at risk of developing complications if they contract C19**

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| **People at high risk of developing complications from coronavirus (COVID-19) infection.** | **People at moderate risk of developing complications from coronavirus (COVID-19) infection** |
| * Solid organ transplant recipients.
* People with specific cancers:
	+ people with cancer who are undergoing active chemotherapy
	+ people with lung cancer who are undergoing radical radiotherapy
	+ people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
	+ people having immunotherapy or other continuing antibody treatments for cancer
	+ people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
	+ people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
* People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as Severe combined immunodeficiency (SCID), homozygous sickle cell).
* People on immunosuppression therapies sufficient to significantly increase risk of infection.
* Women who are pregnant with significant heart disease, congenital or acquired.
 | * People who meet the criteria that make them eligible for the annual flu vaccination (except those aged 65 to 69 year old inclusive who have no other qualifying conditions)
* People aged 70 or older (regardless of medical conditions)
* People under 70 with an underlying health condition listed below (for adults this is usually anyone instructed to get a flu jab as an adult each year on medical grounds):
* People with chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
* People with chronic heart disease, such as heart failure
* People with chronic kidney disease
* People with chronic liver disease, such as hepatitis
* People with chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
* People with diabetes
* People with a weakened immune system caused by a medical condition or medications such as steroid tablets or chemotherapy
* People who are seriously overweight (a BMI of 40 or above)
* People who are pregnant.
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