**Risk Assessment**

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| Risk Owner | Trinity Church, Knebworth |
| Scenario | Re-opening Trinity Church for Sunday services, whilst coronavirus is still in circulation |
| Objective | To allow church services to be held in a COVID-secure environment |
| Date of Assessment | 10 Aug 2020 |
| Prepared by: | Colin Stringer (associate member of Institute of Risk Management, prior to retirement) |
| Note | * The term ‘church’, as used in this document, shall be construed to mean the main room of Trinity Church in which religious services are held * The term ‘SARS-Cov-2’ refers to the coronavirus which causes the disease known as Covid-19. |

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| There is a risk that… | Potential control | Comments / Action |
| … people who are infectious enter the building | Temperature checks in entrance hall. Admittance will be denied to anyone failing this test. | Cost of temperature ‘gun’ is about £27 |
| Email to members of congregation telling them not to attend if they have any COVID symptoms | Arrange via church website |
| Contact by telephone members of congregation who do not have email | From one week before opening |
| Notice to same effect on door of entrance hall | From one week before opening |

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| There is a risk that… | Potential control | Comments / Action |
| … SARS-CoV-2 particles are brought into the church and left on surfaces | Nobody to be allowed into the building unless they are already wearing a face mask covering mouth and nose, unless they are exempt from doing so:.  See Section 3 of the following site for exemptions:  <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> | * Communication to this effect by email and telephone * Notice on the door to the entrance hall * A small supply of masks should be made available for those arriving without one |
| Hand sanitiser ‘station’ in entrance hall | * Order in time to have available for opening |
| … asymptomatic infected worshippers exhale SARS-CoV-2 particles which are inhaled by others whilst airborne | All worshippers must wear masks unless exempt | * To be included in communications |
| No singing allowed | * Even if most people are wearing masks, those who are not could still spread particles. To announced before service. |
| * Words of hymns could be read. This night heighten awareness of the meaning behind the words |
| Windows to be left open | * This is recommended in the Methodist guidelines but I consider that it could create more issues than it solves as it would increase circulation of air |
| No wind or brass instruments to be played | * Implement |
| No shouting or loud responses are allowed | * To be included in communication and announced before service |

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| There is a risk that… | Potential control | Comments / Action |
| … SARS-Cov-2 is transmitted from person to person by physical contact | No shaking of hands on arrival or during the service | * Implement |
| Social distancing of 2 m to be enforced with markings on floor in entrance hall | * Only in areas of constriction |
| Attendance at any service to be limited | * The HMG guidelines set no limit but our church should allow for 20 people adequately spaced |
| Chairs to be spaced such that they are 2 m from any other chair. | * Married couples can sit together |
| … SARS-Cov-2 particles are passed from person to person by handling of items | Only large-print hymn books to be given out | * All material to be projected |
| Collection plate will not be passed around but there will be a receptacle for cash and envelope donations on exiting the church | * Congregation are encouraged to donate by bank transfer or standing order |
| Worshippers may bring their own hymnbooks and take them away afterwards | * Implement |
| Holy Communion   * Elements to be prepared and handed out by only one person * Wafers to be used instead of bread * Wafer to be dropped into hands of worshipper * Wine glasses to be placed on tray for worshipper to take * Glasses to be collected on tray | * Acquire supply of wafers |

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| There is a risk that… | Potential control | Comments / Action |
| … SARS-Cov-2 particles are left on surfaces in the church at the end of the service | Main door to the entrance hall from outside to be left open so that people do not have to open it to get in | * Implement |
| Main door into church from entrance hall to be wedged open | * Implement |
| Door from vestry to be wedged open | * Implement |
| All personal litter to be taken home at the end of the service | * To be included in notices |
| Large-print hymnbooks to be wiped at end of service | * Implement |
| All surfaces that may have been touched (chairs, lecterns, toilet doors, light switches, computer equipment, etc.) to be wiped down before the church building is vacated. | * Implement |
| Only accessible toilet to be in use | * Implement |
| No cloth chairs to be used for church services | * Implement |
| … a person falls ill with Covid-19 during or shortly after being in the Hall | All persons using the church building are to sign a register with contact details or tick name on list of members so as to facilitate subsequent contact-tracing. | * Implement |
| Contact all persons who were using the church building at the same time or within 3 days afterwards | * Implement |
| Church to be immediately closed temporarily and deep-cleaning to be carried out | * Implement |

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|  | Potential control | Comments / Action |
| All risks | People over the age of 70 should be apprised of the risks of attending a church service but may not be prevented from so doing. | * Include in prior notice |
| Length of service to be limited to 45 minutes so as to minimise the exposure to any of the above risks | * Implement. Advise visiting preachers |
| Children below the age of 11 are not required to wear masks but should:   1. wash hands thoroughly before entering the church 2. be supervised at all times and be taken out if this proves to be impossible 3. not be given any communal toys or instruments | * Implement |
| The kitchen and halls are not be used so as to minimise the exposure to any of the above risks | * Implement |
| All participants to leave as soon as possible after the end of the service | * Include in notices |