

The details outlined here are the assessment of risks and steps to be taken to mitigate those risks. They are in addition to the government mandated guidelines in regard to not singing and the general distancing requirements.

Risk	Mitigation	Date actioned
Before resuming services		
People being unaware of what is changing	We will give due notice of the resumption of use of the building to neighbours and the congregation, ensuring that visitors and worshippers will know what to expect when they come.	
Arriving		
People getting too close to each other when entering the building through confined entrances and exits.	<p>We will use the door to the street as the entrance and the door to the car park as the exit.</p> <p>The main door will allow for some queuing in the lobby area and has glass panels to see who may be just the other side of the door.</p> <p>Provision will be made ahead of time for those unable to use the steps up to the main entrance so that they can use the car park door for building entry. This will need to be at an agreed time before the service starts.</p>	Weekly
Too many people arrive at once	<p>Arrangements will be made for people to wait or queue outside the building.</p> <p>Safe distances will be marked temporarily on the steps and paving outside the main entrance.</p> <p>Safe distances will also be marked on the floor in the foyer.</p>	Weekly
People taking seats that require others to pass them to reach available seats beyond.	We will direct folks to fill up seats at the extremity of rows first.	Weekly
Tracking who is in attendance	<p>Since numbers will be limited a booking system will be created for the members to indicate that they would like to attend.</p> <p>We will ensure that contact details are in place for any members who will be attending.</p> <p>We will also provide a safe means for visitors to record their name and contact details.</p> <p>We will retain each day's record for at least 21 days</p>	Weekly
People arriving with the illness	We will consider taking temperature checks once a safe way to do that can be identified and an	

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	appropriate device purchased.	
Around the building		
People sitting too close together	We will arrange the chairs to provide optimum separation in line with the government guidelines.	
Mitigating any risks if people stray within 2 metres	Where possible, doors and windows will be opened to improve ventilation. We will encourage people to wear masks?	Weekly
Transmission through shared contacts	We will remove Bibles/literature/hymn books/leaflets	
	We will remove or isolate children's resources and play areas	
	We will provide hand sanitisers for visitors to use. In time these will be wall mounted, but may be more temporary in the early stages.	
	We will ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Weekly
	We will limit access to places were the congregation does not need to access.	
	We will ensure that toilet facilities have an adequate supply of soap and disposable hand towels.	Weekly
	We will ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Weekly
People being unaware of what is required of them	We will put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	
During the service		
People needing to use the toilets.	The congregation will be instructed to re-enter the building via the main entrance after using the facilities. Notices will be placed to indicate the need for thorough hand washing and to clean surfaces thoroughly after use.	Weekly
Taking communion in our usual way could involve people touching the same surfaces when taking the emblems.	We will place the emblems for the communion into each chair ahead of the service before the congregation arrives. The person placing the emblems will wear a mask and gloves.	Weekly
Times of open prayer could	We will have all prayers led from the front.	Weekly

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result in someone speaking loudly.		
At the end of the service		
<p>People talking face to face at unsafe distances, or :</p> <p>People getting too close together, especially where the toilets are near the exit, in an uncontrolled departure.</p>	<p>The congregation will be encouraged to leave promptly at the close of the service starting with those seated nearest the exit.</p> <p>Any conversations will be much safer in the car park outside the building.</p>	Weekly
Having Tea and Coffee would significantly increase the risk of people getting too close face to face	We will stop serving Tea and Coffee after the service.	
Having tables at the rear of the hall would significantly increase the risk of people getting too close face to face	We will stop putting tables out at the rear of the hall.	
Cash or cheque offerings left in the offering boxes could pose a risk to those accounting for the monies.	<p>We will encourage online donations.</p> <p>We will 'quarantine' any cash or cheque offerings for 72 hours before counting them.</p>	Weekly
Multiple services		
If multiple services are required to accommodate all those wanting to attend, extra precautions may be required.	<p>We will clean the surfaces in the toilets between services.</p> <p>We will clean the hard services on the chairs between services.</p>	Weekly