

Covid-19 Risk Assessment

New Malden Methodist Church
49 High Street, New Malden, KT3 4BY



Area(s) Covered:	Review Frequency:	As needed by Council	Next Review Conducted by:	Church Council
Risk Assessment for Whole Building ¹	Latest Review Date:	23/08/2020	Next Review Date:	20/09/2020

Version	Date Revised	Reviewer	Details of Revision(s) Made
1.0	28/07/2020	Karl Rutlidge	Initial version
1.1	21/08/2020	Karl Rutlidge	Minor updates to plans for Sanctuary, the corridor behind the Sanctuary and the Extension, following feedback from the Property Committee, Church Stewards and Administrator
1.2	25/08/2020	Karl Rutlidge	Notes of decisions made by the Church Council on 23/08/2020 included in the Assessment Review dates added for different areas of the building, following Church Council sign-off on 23/08/2020

¹ Note that the controls/measures and actions contained herein may change earlier than the published review dates if official guidance from the Government and/or the Methodist Church changes, or if the Church Council decides that urgent updates are needed. This document, and the associated Action Plan, should be considered as 'live documents'.

Area	People at Risk	Risk Level	Controls/Measures	Action Needed	Review Date
<p>1. Access to the building via Green Doors (See Figure 1)</p> <ul style="list-style-type: none"> - cleanliness - congestion as people arrive and leave <p>Note this is the only way to enter building if first to arrive</p>	Anyone entering or leaving via green doors	High	<p>To minimise virus transmission from frequently touched surfaces:</p> <ul style="list-style-type: none"> - Hand sanitiser provided at entrance - Wipes and bin provided for cleaning after use: <ul style="list-style-type: none"> - external door handles/surfaces - internal door handles/surfaces - light switches - corridor walls (if needed) - Lights switched on in foyer by first person who enters in the morning (e.g. cleaner) and switched off by the last user out, to minimise contact - Doors leading to Lower Hall to be kept open at all times to minimise cleaning - Signs to remind people to sanitise hands, sign in, clean surfaces touched, bin used wipes and wear face coverings. <p>As 2m social distancing not possible in foyer:</p> <ul style="list-style-type: none"> - User groups asked to use other entrances/exits where possible given security and safeguarding considerations, after first person has opened up - User group start and end times to be staggered to avoid congestion in that area if it must be used - People asked to enter one at a time by signage - User groups to steward arrivals - Tape to denote 2m waiting points outside doors 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - wet wipes for cleaning - bins and bags for disposal of wipes - hazard tape - Production/procurement of signage to support cleanliness, face coverings and social distancing - Marking out of 2m waiting points - Suspension of Minister's car parking space to allow space for queuing. <p>Communication with External and Internal User Groups:</p> <ul style="list-style-type: none"> - Plans about lighting and internal doors to be included in information for groups and cleaners. - User groups asked to consider best way to manage opening up for activities and the arrival/departure of people attending (including point of entry to the building and stewarding). - User groups informed about possible need to stagger arrival and departure times. 	20/09/2020, during review of earliest openings up to user groups

<p>2a. Welcome Area</p> <p>- cleanliness - social distancing</p>	<p>Service stewards</p> <p>Cleaners (paid and voluntary)</p> <p>People accessing the Church Office</p> <p>Anyone accessing the toilets</p>	<p>High</p>	<p>To minimise virus transmission from frequently touched surfaces/poor ventilation:</p> <ul style="list-style-type: none"> - Front door handles to be wiped externally and internally by the person opening/closing them - Locks on front door wiped after opening/closing - Surface of doors to be wiped down if touched - Front doors to be kept open as people arrive for event/service/meeting in Sanctuary (once second person has arrived, to comply with Lone Working policy), and closed when all have arrived - Ventilation enabled by keeping the front doors open as congregations/groups pass through - Hand sanitiser to be used as people arrive/leave - Toys, leaflet stands, card stands, and all other unnecessary furniture cleared from entrance area - Light switches to be cleaned after use - Wesley's Coffee Bar to be closed off when not in use, to prevent people entering - Door handles/surfaces for toilets, Church Office and access to the bin area wiped after every use <p>To maintain social distancing:</p> <ul style="list-style-type: none"> - Hazard tape used to mark 2m waiting points outside the front doors - One household to enter at a time; rest to wait until called in by steward - Hazard tape to mark out stations for registering arrivals/hand sanitising (see Figure 2) - Floor markings to create separate 'lanes' for entering and leaving toilets, due to bottleneck in the area outside entrances (see Figure 3) - Stewarding to ensure people move smoothly through Welcome Area and manage toilet queue 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - cleaning fluids and cloths - alcohol-based hand sanitiser - bins and bags for used wipes - hazard tape - disposable face coverings* - Purchase of temperature gun for temperature checks on arrival - Marking out of 2m waiting points and one-way system for toilets - Marking out of registration stations - Closing off of Wesley's - Removal of items from Welcome Area <p>The Minister to develop the Risk Assessment for Services, including training requirements for stewards and volunteer cleaners</p> <p>Communication with External and Internal User Groups who need access to the Welcome Area</p> <p>* For cost reasons, disposable face coverings should not be given out as a matter of routine, but only if necessary (e.g. for cleaning). A just-in-case supply for worshippers may be helpful, but the norm should be that people bring their own as it is a legal requirement to wear them from 08/08/2020, unless exempt.</p>	<p>27/09/2020, after volunteer training and a trial act of worship to test out the plans, ready for the planned return to public worship on 04/10/2020</p>
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<p>2b. Toilets in Welcome Area</p> <ul style="list-style-type: none"> - cleanliness - social distancing and safe access in a bottleneck - priority of disabled access 	<p>All users of the toilets</p>	<p>High</p>	<p>To maintain social distancing:</p> <ul style="list-style-type: none"> - Implementation of one-way system and 2m queuing for access to the toilets to be used whenever three or more people are using the Welcome Area, as per Figure 3 - In order to maximise the space available for the people queuing, all toys, tables and leaflet stands cleared from area, and noticeboards moved back - Priority to be given to disabled users, especially those requiring wheelchair access to the toilets - For services and events/meetings, a steward will look after the toilets to ensure the system is used properly and social distancing maintained - Signage on the back of the doors asking users to take care when exiting the toilet, in case there is someone emerging from the other cubicle <p>To minimise virus transmission from frequently touched surfaces/poor ventilation:</p> <ul style="list-style-type: none"> - Door handles & doors wiped on both sides after every use, and light to be left on in disabled toilet to minimise the need to handle the pull cord - Hand sanitiser available before people enter - Hand dryers replaced with paper towels & bins - Signs in the toilets asking people to wash their hands with soap for twenty seconds, and showing them the correct technique - Toilets to be cleaned (toilet, basin and sanitary bin lid wiped down) by the user after washing hands – ‘clean as you use’ system. Signs to guide - If the user cannot clean after themselves, the steward will clean before the next person enters, if during service/event/meeting. 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - cleaning fluids and cloths - alcohol-based hand sanitiser - bins and bags for used wipes - paper towels - hazard tape - disposable face coverings for those cleaning the toilets when others cannot do so themselves - Production/procurement of signs - Marking out one-way access system - Removal of items from Welcome Area <p>The Minister to develop the Risk Assessment for Services, including training requirements for stewards and volunteer cleaners</p> <p>Communication with External and Internal User Groups who need access to the Welcome Area</p>	<p>27/09/2020, after volunteer training and a trial act of worship to test out the plans, ready for the planned return to public worship on 04/10/2020</p>
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<p>3. Sanctuary</p> <ul style="list-style-type: none"> - cleanliness - social distancing - complexity of use for acts of worship and other events - access to Photocopying Office and rear of church 	<p>Participants in worship</p> <p>Stewards</p> <p>Operator of laptop and sound</p> <p>Preachers</p> <p>Readers</p>	<p>High</p>	<p>To minimise virus transmission from frequently touched surfaces/poor ventilation:</p> <ul style="list-style-type: none"> - Hand sanitiser made available before entering, to cover movement in and out by staff/stewards, both if entering from the Welcome Area or through the back of the church - Frequently touched surfaces must be wiped down after use, either with sanitary wipes and bin provided, or with cleaning fluid and cloth: <ul style="list-style-type: none"> - Handles/frames/surfaces of central doors - Locking mechanisms of central doors - Light switches - Handles of doors leading to rear of church - Photocopying Office door handle/frame - Surfaces and items that may be used in services or events must be cleaned after use if they will be used again within 72 hours, including: <ul style="list-style-type: none"> - Sound desk, laptop, remotes, and clicker - Organ console and piano - Pulpit and lectern - Wooden parts of chairs occupied - Tables and desks (if applicable) - Radio/handheld microphones (these should ideally be stored in a sealed box for 72 hours after use (due to proximity to user's mouth) - All books and leaflets/cards to be removed - Central doors to be kept open throughout services/events, to reduce need to touch them - Side aisle doors only to be used in the event of a fire (to minimise movement around and cleaning) when services/events are taking place - If side aisle doors are to be used (e.g. when staff are using Photocopying Office), they should be held open, and doors/fasteners wiped after use 	<p>The Minister to develop the Risk Assessment for Services</p> <p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - cleaning fluids and cloths - alcohol-based hand sanitiser - bins and bags for used wipes - hazard tape - disposable face coverings for those cleaning the Sanctuary - Perspex screens - Production/procurement of signs - Removal of books/cards from seats - Clearing of unused chairs and moving of tables from Wesley's into Sanctuary (as Wesley's is likely to be out of use, it could be used to store some unused seating, as long as the fire escape is not blocked in the process) - Marking out Covid-19 safe floor plan <p>The Minister to train stewards and volunteer cleaners.</p> <p>The Minister and Administrator to design a booking system for services</p> <p>Communication with External and Internal User Groups who need access to the Sanctuary</p>	<p>27/09/2020, after volunteer training and a trial act of worship to test out the plans, ready for the planned return to public worship on 04/10/2020</p>
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			<p>To maintain social distancing:</p> <ul style="list-style-type: none"> - A seating plan will be implemented to enable households to maintain 2m social distancing – see Figure 5 for an outline plan - Limits on the capacity of the Sanctuary will be strictly observed, and a booking system will be implemented for services/events hosted by the church. For user groups, it is a condition of hiring that limits on numbers are observed - Seating is filled up from the front to the back of the Sanctuary, to maintain social distancing by minimising people passing each other - Chairs not in use will be removed - People arriving will be shown to the seat(s) assigned to them, and stewards will ensure movement round the Sanctuary is minimised - Parents/carers will be responsible for children, who must stay with their adults at all times and not be allowed to wander around the Sanctuary - At the end of services/events, people will be instructed to leave through the fire exit door in the order specified by the stewards, to minimise the risk of congestion at the exit - During services, the preachers will be asked to remain in the dais area and to minimise movement around the Sanctuary - Perspex screens to be installed for the front and sides of both pulpit and lectern - People will be asked not to congregate around the exit, so that others can leave safely and keep 2m distance from others <p>See the separate Risk Assessment for Services for more specific guidance on acts of worship</p>		
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<p>4. Church Office</p> <ul style="list-style-type: none"> - cleanliness - social distancing - duty of care to staff 	<p>Church Staff</p> <p>Property Secretary / IT Support</p> <p>External Contractors</p>	<p>Medium to High</p>	<ul style="list-style-type: none"> - Both staff members should have their own keys for the Church Office, to minimise the need to use the Key Safe and a shared office key - Hand sanitiser should be used on entering the office <u>or</u> the worker should wash their hands for twenty seconds with soap in the next-door toilets - The Office door handle and surface (if touched) should be wiped down after each use - Ideally, only one person should be in the Office at once. If it is necessary for two people to be present at once, the overlap should be kept to the minimum amount of time. Both occupants should consider wearing a face covering* - As there are no windows or other options for ensuring the office is properly ventilated, the Office door should be kept open while occupied - The maximum capacity of the Church Office is two people at once (due to 2m distancing) - If staff need to meet with others, this should be done in the Welcome Area or another suitable part of the building in which social distancing can be easily maintained and cleaning observed (else, the Risk Rating rises from Medium to High) - Each desk must be assigned to a specific person, and only that person should use that desk and the equipment provided (e.g. computer) - After use, the keyboard, mouse, monitor and computer unit must be wiped down if handled, along with drawer and cupboard handles and the desk surface (as far as possible) - Stationery and other office items should not be shared either between staff members or others 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Office key to be cut for the Wesley's Development Worker - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - additional stationery to remove a need to share items (if needed) - Production/procurement of signs <p>Communication with Congregation and Internal and External User Groups about restriction on access to the Church Office for meetings with Staff</p> <p>* Note that the Church Office is a place of work in the government framework, and not a place of worship. This means that different legal requirements apply in relation to wearing face coverings (as of 31/07/2020).</p>	<p>08/09/2020, after the Development Worker returns from furlough</p>
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<p>5. The Photocopying Office</p> <ul style="list-style-type: none"> - cleanliness - social distancing 	<p>Church Staff</p> <p>Office Holders</p> <p>External Contractors</p>	<p>Medium to High</p>	<ul style="list-style-type: none"> - As there are no other easy options for keeping the Office well-ventilated, the door should be kept open when occupied - Hand sanitiser should be used on entering - The following frequently used surfaces should be wiped down after use (signs to remind users): <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switch - Photocopier - Key Safe - Stationery and other office equipment - Counter - Cupboard handles/surfaces - As the Office has a corridor with a width of 0.95m at its widest point and there is only one entrance/exit, the maximum capacity of the Photocopying Office is one person at once (else, the Risk Rating rises from Medium to High) - In order to reduce the need to clean, the church photocopier should only be used for work tasks, and by staff and church officers only. It shouldn't be used for personal usage. 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - Production/procurement of signs <p>Communication with Congregation about restriction on access to the photocopier for personal use</p>	<p>08/09/2020, after the Development Worker returns from furlough</p>
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<p>6. Wesley's Coffee Bar</p> <ul style="list-style-type: none"> - cleanliness - social distancing - working with volunteers from outside the church community - modifications to the coffee bar area 	<p>Volunteers</p> <ul style="list-style-type: none"> - servers - cleaners <p>Customers</p>	<p>High</p>	<p>In order to maintain social distancing in Wesley's, and enabling safe working, the following changes would need to be made to the current setup:</p> <ul style="list-style-type: none"> - Removal of tables to ensure that a 2m corridor can be maintained all around the area of the coffee bar (see Figure 4) - Clearing the space of items stored in the area near the tables, and the large notice board - Movement of tables into other areas to create more capacity and make opening worthwhile - Government guidelines need to be followed in relation to maximum numbers who can gather, and mixing of people from different households - In order to maintain social distancing, only one person could work behind the coffee bar at once - A Perspex screen would be needed to protect the person working behind the coffee bar - As cash handling presents risks, investing in a contactless card reader would be advisable - The government's <i>Guidance for Food Businesses on Coronavirus (Covid-19)</i> would need to be followed in relation to hand washing, signage, use of PPE, cleaning of cups, spoons, trays, etc. - Customers would need to leave contact details for NHS Test and Trace, so a system would need to be established for data collection, storage, and management in line with data protection laws - Extensive cleaning would be needed, including tables when left, and the Welcome Area toilets - Volunteers would need training on working with the new systems required, and a team for each shift established to undertake the increased work that would be involved in opening - Offering takeaways instead could be explored 	<p>Church Council to periodically review whether to reopen Wesley's*.</p> <p>- If the decision to do so is reached, a full risk assessment will be undertaken by the Wesley's Development Worker and the Property Committee to address the issues raised herein, and others as they emerge through more detailed work.</p> <p>* At the Church Council on 23/08/2020, the decision was made not to reopen Wesley's at the moment, and to review this decision by January at the latest.</p>	<p>31/01/2021, at the latest</p>
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<p>7. Corridor Behind the Sanctuary</p> <ul style="list-style-type: none"> - cleanliness - social distancing 	<p>Anybody entering Sanctuary from the rear of the building, and vice versa</p>	<p>High</p>	<p>To minimise virus transmission from frequently touched surfaces:</p> <ul style="list-style-type: none"> - Hand sanitiser to be available by all doorways - The following frequently used surfaces should be wiped down after use: <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switches - Corridor walls (if needed) - Lights switched on by first person who enters in the morning (e.g. cleaner) and switched off by the last user out, to minimise contact - Signs to remind people to clean those surfaces touched, bin used wipes, and sanitise hands - Keeping the corridor as clutter-free as possible, so that there are fewer objects to keep clean <p>To maintain social distancing:</p> <ul style="list-style-type: none"> - As the corridor is only 0.95m wide, but there are two doors leading from that into the Sanctuary, a one-way system will be established. This will act to prevent people colliding face on in an enclosed space with limited ventilation (see Figure 6) - Signs to be placed on the Sanctuary doors on both sides, to indicate either 'No Entry' or 'To Sanctuary/Rear of Church', using symbols to be as clear as possible to all - Tape to be used to put directional arrows on the floor, and signs to be placed on the walls showing the right direction to walk in - Install Yale locks on the white doors which lead to the foyer by the Green Doors. Limit keyholders to prevent people accessing Sanctuary, Welcome Area and Offices without good reason, and limit risk of the virus being transmitted onto surfaces (e.g. chairs) that may not be cleaned afterwards 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - Production/procurement of signs - Marking out of one-way system on floor with arrows - Changing of locks on white doors leading to Sanctuary. Issuing of keys to: <ul style="list-style-type: none"> - Lay Workers and Minister - Church Stewards - Property Secretary - Organist - Treasurer (for access to post) - Cleaners - Regular maintenance staff <p>and keys retained for other people who need access e.g. organ builders</p> <p>Communication with External and Internal User Groups:</p> <ul style="list-style-type: none"> - Plans about lighting and internal doors to be included in information for groups and cleaners. <p>Communication with Congregation and Internal and External User Groups:</p> <ul style="list-style-type: none"> - Notice about restricted access to the Sanctuary to reduce transmission risk 	<p>27/09/2020, after volunteer training and a trial act of worship to test out the plans, ready for the planned return to public worship on 04/10/2020</p>
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<p>8. Minister's Vestry</p> <ul style="list-style-type: none"> - cleanliness - lack of ventilation - social distancing - access to facilities 	<p>Service stewards</p> <p>Users of church safe</p> <p>Preachers</p> <p>Collection counters</p>	<p>Medium to High</p>	<ul style="list-style-type: none"> - As there are no other easy options for keeping the Vestry well-ventilated, the door should be kept open when occupied - Hand sanitiser to be available for use before re-entering the corridor (hand sanitising should have been done before entering the corridor to reach the Vestry) - The following frequently used surfaces should be wiped down after use (signs to remind users): <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switch - Safe handle/door - Stationery and other equipment - Counter - Cupboard handles/surfaces - In order to minimise the extra cleaning involved in using this additional room for services/events, it is recommended this room is used as little as possible; equipment should be moved into other parts of the building (e.g. register of services into the Sanctuary), preachers should remain in the Sanctuary and be provided with a quiet corner for prayer and reflection prior to services, and so on. See the Risk Assessment for Services for more detailed recommendations. - The Vestry toilet should be considered out of use until restrictions are lifted - While the Vestry has approximate dimensions of 2m x 4m, and thus two people could maintain social distancing, the lack of ventilation and the level of clutter in the room at present means the maximum capacity of the Minister's Vestry is one person at once (otherwise, Risk Rating is High) 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - Production/procurement of signs <p>Tasks for Stewards and Minister:</p> <ul style="list-style-type: none"> - Identify and move out of the Vestry those items needed for the conducting of public worship that can be kept in the Sanctuary 	<p>27/09/2020, after volunteer training and a trial act of worship to test out the plans, ready for the planned return to public worship on 04/10/2020</p>
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<p>9. Kitchen and Lounge Area</p> <ul style="list-style-type: none"> - cleanliness - lack of ventilation - social distancing - food hygiene 	<p>People preparing food and cooking</p> <p>Recipients of the food</p>	<p>High for Kitchen</p> <p>Medium for Lounge</p>	<p>To minimise virus transmission from frequently touched surfaces/poor ventilation:</p> <ul style="list-style-type: none"> - Hand sanitiser to be available for use on coming into and leaving the Lounge - Those using the Kitchen area should wash their hands for at least twenty seconds with soap. - Signs to be placed in the Kitchen area to remind users of good hand washing technique and of the extra hygiene considerations under Covid-19* - The following frequently used surfaces should be wiped down or washed up after use: <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switches/switch for extractor fan - Corridor/room walls (if touched) - Cupboard handles/doors - Kitchen equipment, crockery, and cutlery - Counters and other food preparation surfaces - Controls/surfaces on the oven/hob - Tables and chairs - Trolleys and trays - As the chairs in the Lounge are fabric chairs and not easy to clean, consider using plastic chairs - The extractor fan should be used to ensure that the Kitchen is well-ventilated. Groups should consider using it when people are gathered in the Lounge (even if not using the Kitchen) to improve the ventilation in the area overall. - Wherever possible (given safeguarding concerns and security reasons), the doors leading into the corridor and Lower Hall, and the brown doors, should be opened to improve ventilation (see Figure 8). If this is not possible, the maximum numbers of people in the Lounge should be restricted to reflect this. 	<p>Church Council decided on 23/08/2020 that the Kitchen will not be used for food preparation by either internal or external user groups for the foreseeable future.</p> <ul style="list-style-type: none"> - When the Kitchen can be used for food preparation, communication with External and Internal User Groups will be needed, as they will have to submit risk assessments to show that they are compliant with the regulations detailed in <i>Guidance for Food Businesses on Coronavirus (Covid-19)</i> - The Church Council will need to sign off these risk assessments/action plans, in the sense of being satisfied that the facilities and precautions taken are compatible with the regulations which are in place at the time. <p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - cleaning fluids and cloths* - alcohol-based hand sanitiser - bins and bags for used wipes - paper towels - Production/procurement of signs* - Specific sign about using the extractor fan in the Kitchen/Lounge area - Swap fabric chairs for plastic chairs <p>* What is needed will change when the Kitchen is used for food preparation</p>	<p>Kitchen: 31/01/2021, at the latest</p> <p>Lounge: 20/09/2020, during review of earliest openings up to user groups</p>
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		<p>To maintain social distancing:</p> <ul style="list-style-type: none"> - The maximum number of people in the Lounge will depend on how many of those present are from the same household/bubble, but 2m distancing should be maintained between adults from different households/bubbles - All groups working with parents/carers and children must submit risk assessments that cover how they will maintain social distancing between adults in the Lounge, and manage the challenges of working with children (who often can't socially distance as easily) under the Covid-19 restrictions - The maximum number of people who can work in the Kitchen at once is three people if working at 1m+ and extra precautions are taken to enable this to happen, in line with government guidance. - Given the restrictions of the space behind the counter, and the option for each person working to have their own entrance/exit from that area if only two people work there (see Figure 7), it is recommended that the maximum number of people who can work in the Kitchen at once is two people if working at 2m social distancing. <p>* The government's <i>Guidance for Food Businesses on Coronavirus (Covid-19)</i> must be followed in relation to hand washing, signage, use of PPE, cleaning of equipment, etc. In order to ensure this guidance is followed, any church or user group wishing to use the Kitchen for preparing and/or cooking food on the premises must submit a risk assessment, to be signed off by the Church Council as the Managing Trustees. Otherwise, the Kitchen must not be used for this.</p>	<p>Communication with External and Internal User Groups:</p> <ul style="list-style-type: none"> - Information for user groups to include the need for good ventilation and how this might be achieved - User groups asked to include good ventilation as factor when determining the maximum capacity of their meeting - User groups to outline how they will manage social distancing in the Lounge area, especially when working with children and young people, in their risk assessments/action plans 	
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<p>10a. Access to Building by Brown Doors</p> <ul style="list-style-type: none"> - cleanliness - social distancing and potential congestion in the foyer and narrow corridor - cooperation between users 	<p>Users of the Lower Hall, Lounge and Kitchen areas</p>	<p>High</p>	<p>To minimise virus transmission from frequently touched surfaces:</p> <ul style="list-style-type: none"> - Hand sanitiser provided at entrance - Brown doors kept open until all have arrived, to minimise contact, and closed thereafter - Wipes and bin provided for cleaning after use: <ul style="list-style-type: none"> - external door handles/surfaces - internal door handles/surfaces - light switches - corridor walls (if needed) - Lights switched on in foyer by first person who arrives to open up for an activity and switched off by the last person out, to minimise contact (if separate groups are using the Lounge/Kitchen and Lower Hall areas, cooperation is needed) - Doors leading to Lounge and Lower Hall to be kept open whenever possible to minimise contact and improve ventilation (subject to safeguarding, safety and security concerns, especially when working with children) - Signs to remind people to sanitise hands, clean surfaces touched, and bin used wipes <p>To maintain social distancing (see Figure 8):</p> <ul style="list-style-type: none"> - User group start and end times to be staggered, especially if two different groups are using the Lounge/Kitchen areas and the Lower Hall (using the green doors as an alternative may be helpful, as long as this doesn't generate other problems) - Tape to denote 2m waiting points outside - Signage to remind people to enter/leave as one household/bubble at a time - User groups to steward arrivals and keep people moving through, to avoid congestion in either the foyer or the corridor leading to the Lower Hall 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - wet wipes for cleaning - bins and bags for disposal of wipes - hazard tape - Production/procurement of signage to support cleanliness, face coverings and social distancing - Marking out of 2m waiting points - Suspension of car parking spaces as needed to allow space for queuing. <p>Communication with External and Internal User Groups using the Lower Hall and Lounge/Kitchen areas:</p> <ul style="list-style-type: none"> - Plans about lighting and internal doors to be included in information for groups and cleaners. - User groups asked to consider best way to manage the arrival/departure of people attending, including stewarding and avoiding creating bottlenecks in the corridor leading to the Lower Hall, and to share their plans in their risk assessments - User groups informed about possible need to stagger arrival and departure times, especially if different groups are using Lower Hall and Lounge/Kitchen areas at the same time. 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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<p>10b. Toilets by Brown Doors</p> <ul style="list-style-type: none"> - cleanliness -social distancing - cooperation between users 		<p>High</p>	<ul style="list-style-type: none"> - While theoretically there is space for 2m social distancing while queuing for the toilets in the foyer (see Figure 8), with both gendered toilets in use at once, this could become problematic. <ul style="list-style-type: none"> - If the same group is using both the Lower Hall and Lounge/Kitchen area, or only one of these spaces is in use, groups should consider operating a one-way system for people going to and coming back from the toilets. Queuing at 2m in the corridor could then be possible. - If different groups are using the Lower Hall and Lounge/Kitchen areas, a system to indicate that a given toilet block is occupied may be required, if it is not possible to have someone stewarding the toilets instead (which is preferable, especially for user groups with children). Those waiting for the toilets do so in the Lounge or Lower Hall, and go through when the previous person returns - Both the male and female toilets in this area have two cubicles, but it is not possible to have even 1m+ social distancing by the sinks, so they should be treated as single person facilities (an exception is a parent/carer/staff member going in with children). Signs on the outside of the doors to the toilets will indicate this. - Signage on the back of the doors to ask users to take care when exiting the toilet block, in case there is also someone leaving the other block - To minimise virus transmission from frequently touched surfaces, the same procedures should be implemented as per the toilets in the Welcome Area (see section 2b) 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - cleaning fluids and cloths - alcohol-based hand sanitiser - bins and bags for used wipes - paper towels - hazard tape (if queuing in the corridor leading to the Lower Hall is a possibility) - disposable face coverings for those cleaning the toilets when others cannot do so themselves - Production/procurement of signs <ul style="list-style-type: none"> - In particular, signs indicating that the toilets are to be considered as single-person facilities unless used by parents/carers accompanying other people (e.g. children) - Marking out 2m queuing (as above) <p>Communication with External and Internal User Groups using the Lower Hall and Lounge/Kitchen areas:</p> <ul style="list-style-type: none"> - Use of these toilets as single-person facilities unless used by parents/carers accompanying other people - Management and stewarding of toilet access to be included in their risk assessment - Users asked to employ a one-way system for toilet access where this is possible 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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<p>11. Lower Hall</p> <ul style="list-style-type: none"> - cleanliness - lack of ventilation - social distancing - cooperation between users 	<p>Users of the Lower Hall</p>	<p>Medium</p>	<p>To minimise virus transmission from frequently touched surfaces:</p> <ul style="list-style-type: none"> - Hand sanitiser to be available for usage upon entering and leaving the Hall - Doors should be kept open as people arrive and leave, to minimise contact with them - The following frequently used surfaces should be wiped down after use (signs to remind users): <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switches - Locker handles/surfaces/locks - Tables (and also the fastener holding them in place in the table rack) and chairs - Equipment used for the activity taking place - Walls in the room, if touched - If the piano is used, that also should be cleaned - To improve ventilation, doors and windows must be kept open where safe to do so (allowing for safeguarding and security concerns). If this cannot be done, the maximum number of people in the Lower Hall should be adjusted accordingly <p>To maintain social distancing (see Figure 8):</p> <ul style="list-style-type: none"> - The maximum number of people allowed in the Hall at once will depend on how many are from the same household/bubble and the nature of the activity taking place. Government guidance must be followed in relation to social distancing for the activity taking place. - Groups must submit a risk assessment that lays out how they will manage social distancing and the maximum number of participants allowed for their activity. It is for them to manage numbers. 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - Production/procurement of signage <p>Communication with External and Internal User Groups using the Lower Hall and Lounge/Kitchen areas:</p> <ul style="list-style-type: none"> - Information for user groups to include the need for good ventilation and how this might be achieved - User groups asked to include good ventilation as factor when determining the maximum capacity of their meeting - User groups to outline how they will manage social distancing in the Lower Hall, especially when working with children and young people, in their risk assessments/action plans 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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<p>12a. Access to Building by the Doors Next to the Extension</p> <ul style="list-style-type: none"> - cleanliness -social distancing - avoiding congestion 	<p>People accessing Extension (especially Abacus), or the Flat via the stairs</p> <p>People leaving the Upper Hall via stairs</p>	<p>High</p>	<p>To minimise virus transmission from frequently touched surfaces:</p> <ul style="list-style-type: none"> - Hand sanitiser provided at entrance - Doors to be kept open until all have arrived, to minimise contact, and closed thereafter - Wipes and bin provided for cleaning after use: <ul style="list-style-type: none"> - external door handles/surfaces - internal door handles/surfaces - light switches - corridor walls (if needed) - stair rails (if needed) - Lights switched on in foyer by first person who arrives to open up, and switched off by the last person out, to minimise contact. For people accessing the area when it is not in general use (e.g. going up to the Flat), installing lights that automatically switch on/off should be considered - Door leading to Extension to be kept open whenever possible, to minimise contact, and to improve ventilation (subject to safeguarding, safety, and security concerns, especially when working with children) - Signs to remind people to sanitise hands, clean surfaces touched, and bin used wipes <p>To maintain social distancing (see Figure 9):</p> <ul style="list-style-type: none"> - Tape to denote 2m waiting points outside - Signage to remind people to enter/leave as one household/bubble at a time - User groups to steward arrivals and keep people moving through, to avoid congestion within the narrowest section of the corridor in particular - While use of the stairs could be considered for those leaving the Upper Hall, to avoid congestion by the Green Doors, this should be minimised. 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - wet wipes for cleaning - bins and bags for disposal of wipes - hazard tape - Production/procurement of signage to support cleanliness, face coverings and social distancing - Marking out of 2m waiting points - Consider installing lights which switch on and off automatically for stairwell <p>Communication with External and Internal User Groups using the Extension (i.e. Abacus):</p> <ul style="list-style-type: none"> - Plans about lighting and internal doors to be included in information for groups and cleaners. - User groups asked to consider best way to manage opening up for activities and the arrival/departure of people attending, especially as they navigate the narrowest point of the corridor if accessing the Extension via the external door. - Groups to be asked to include their plans in their risk assessments. 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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<p>12b. Toilets by the Extension</p> <ul style="list-style-type: none"> - cleanliness -social distancing - safe access when working with children 	<p>Users of the Extension</p>	<p>High</p>	<ul style="list-style-type: none"> - There is ample space in the corridor to put down tape marking out 2m waiting points, which would not obstruct or endanger those entering or leaving the Extension via the Lower Hall (see Figure 9). This is necessary, as the width of the corridor is 2m in the area by the toilets, which doesn't quite afford the full amount of room required for people to pass one another safely. - Alternatively, looking to wait until one person has returned to the Extension before the next person goes to the toilet would address the issue of safely accessing a given cubicle. - Using only one of the cubicles at any one time ensures that the users can still socially distance as they emerge from them. - The above might be challenging when working with young children in particular, so alternative safety measures such as face coverings may be needed if social distancing cannot be maintained. - Extension users must submit a risk assessment outlining their approach to keeping people safe. - To minimise virus transmission from frequently touched surfaces, the same procedures should be implemented as per the toilets in the Welcome Area (see section 2b), as these are also single person cubicles. 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - cleaning fluids and cloths - alcohol-based hand sanitiser - bins and bags for used wipes - paper towels - hazard tape - Production/procurement of signs - Marking out 2m waiting points <p>Communication with External and Internal User Groups using the Extension:</p> <ul style="list-style-type: none"> - Users asked to outline their approach to managing the safe use of the toilets, given the challenges noted here about access and working with young children (if applicable), within their own risk assessments/action plans 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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<p>12c. Extension</p> <ul style="list-style-type: none"> - cleanliness -social distancing 	<p>Users of the Extension (primarily Abacus)</p>	<p>Medium</p>	<p>To minimise virus transmission from frequently touched surfaces:</p> <ul style="list-style-type: none"> - Hand sanitiser to be available for usage upon entering and leaving the Extension - Doors should be kept open as people arrive and leave, to minimise contact with them - The following frequently used surfaces should be wiped down after use (signs to remind users): <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switches - Window handles/surfaces - Tables and chairs - Equipment used for the activity taking place - Walls in the room, if touched - Toys that cannot easily be cleaned, such as dolls and teddy bears, must be removed - To improve ventilation, doors and windows must be kept open where safe to do so (allowing for safeguarding, safety and security concerns). If this cannot be done, the maximum numbers in the Extension must be adjusted accordingly <p>To maintain social distancing (see Figure 9):</p> <ul style="list-style-type: none"> - The maximum number of people allowed in the Extension at once will depend on how many are from the same household/bubble, and the nature of the activity taking place. Government guidance must be followed in relation to social distancing for the activity taking place. - Groups must submit a risk assessment that lays out how they will manage social distancing and the maximum number of participants allowed for their activity. It is for them to manage numbers. 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - Production/procurement of signage <p>Communication with External and Internal User Groups using the Extension:</p> <ul style="list-style-type: none"> - Information for user groups to include the need for good ventilation and how this might be achieved - User groups asked to include good ventilation as factor when determining the maximum capacity of their meeting - User groups to outline how they will manage social distancing within the Extension, especially when working with children and young people, in their risk assessments/action plans 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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<p>13. Choir Vestry</p> <ul style="list-style-type: none"> - cleanliness -social distancing - ventilation 	<p>Users of the Choir Vestry</p>	<p>Medium to High</p>	<ul style="list-style-type: none"> - In order to keep the room well-ventilated, the door should be kept open when occupied (unless the outside door can be opened, as an alternative during warmer weather). This also allows people to leave and re-enter the room if necessary while minimising contact with the main door. - Hand sanitiser to be available for use before re-entering the corridor (hand sanitising should have been done before entering the corridor to reach the Choir Vestry) - The following frequently used surfaces should be wiped down after use (signs to remind users): <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switch - Cupboard handles/surfaces - Chairs - Walls (if touched) - It is possible to fit more than four people into the Choir Vestry sat 2m apart, especially if the piano is moved as far into the corner as possible to maximise the available space. However, as the easiest way to achieve this is to have at least person sat near the door, and manoeuvrability around the room could be an issue if someone needed to step out, it is advised that four people is the maximum number allowed in the room at once, if it can be well ventilated. - If the required ventilation is not possible, the maximum number allowed in the Choir Vestry is two people at once (else, Risk Rating is High) - Given the choir cannot currently sing in services, the use of this room should be minimal unless the counselling service wish to consider it, and so undertake their own risk assessment. 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - Production/procurement of signs <p>Communication with External and Internal User Groups using the Choir Vestry:</p> <ul style="list-style-type: none"> - Users to consider the options for ventilation in their risk assessments, and to determine maximum numbers accordingly. 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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<p>14a. Upper Landing and Staircase by Green Door</p> <ul style="list-style-type: none"> - social distancing - cleanliness - managing 'traffic' and different users 	<p>Users of Upper Hall and Room 9</p>	<p>High</p>	<p>To maintain social distancing (see Figure 10):</p> <ul style="list-style-type: none"> - The Methodist Church guidance on reopening and managing buildings advises limiting numbers using stairs if possible. As these stairs are only 1.2m wide and thus social distancing even at 1m+ isn't possible, it is important to avoid having two people going in different directions on the stairs. - If Room 9 is in use but the Upper Hall is not, then this is straightforward to manage, as the number of people using the stairs is limited. - If the Upper Hall is in use, this is much more difficult. Stewarding of the stairwell, to ensure that nobody tries to descend when another is ascending, is essential at 'peak times' (arrivals and departures). If people need to return to the bottom of the stairwell, this should only be allowed when everyone else has arrived. - It will be important to stagger arrival and leaving times for user groups, so that the use of Room 9 and the Upper Hall at the same time doesn't cause a similar distancing problem. - Sign asking people to wait if someone is coming in the other direction, and to keep 2m, is needed - It is advised that those stewarding the stairwell wait until one person has made it at least as far as the landing halfway up before allowing the next person to take to stairs, to maintain at least 2m distancing in a very straightforward manner. Group members leaving one household at a time and in this fashion should ensure distancing holds - Priority should be given to disabled users who may need longer to climb/descend the stairs 	<p>The Church Council made the decision to reopen the Upper Hall and Room 9, at the meeting on 23/08/2020</p> <p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - hazard tape - Production/procurement of signs <ul style="list-style-type: none"> - In particular, signs about social distancing on the stairs are needed - Marking 2m waiting points by toilet <p>Communication with External and Internal User Groups using Room 9 and the Upper Hall:</p> <ul style="list-style-type: none"> - Users to be informed about guidelines for the safe use of the stairwell, both in terms of cleaning and social distancing - User groups asked to consider how to manage arrivals/departures of people attending, especially in relation to using the stairwell, and to include their plans in their risk assessments - User groups informed about possible need to stagger arrival and departure times, to avoid creating problems with maintaining social distancing and who has the responsibility for cleaning on the stairs. 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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		<ul style="list-style-type: none"> - The alternative of having users of the Upper Hall leave by the stairs near the Extension is an option if there is likely to be some congestion by the green doors, but this scenario should be avoided by staggering arrival and departure times for users, and making use of the brown doors where possible for groups in the downstairs rooms. - In their risk assessments, users of both Room 9 and the Upper Hall must outline how they will manage social distancing on the stairwell. <p>To minimise virus transmission from frequently touched surfaces:</p> <ul style="list-style-type: none"> - Hand sanitiser to be available both by the green doors and at the top of the stairwell. User groups are responsible for ensuring it is used before someone ascends or descends the stairs. - Cleaning of the banisters to be undertaken at regular intervals as follows (using either wipes or cleaning fluid, which will be provided): <ul style="list-style-type: none"> - Users of Room 9 to clean the banisters before and after use (for example, before and after a client comes for counselling, so that they are ready for each client to safely use) - Users of the Upper Hall to clean the banisters before their group arrives, and again after all people are checked in. When all have left, user to clean them again, and also if someone uses the stairs while the group activity is under way. - The following should also be wiped down after use (signs to remind users): <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switches (see section 1) - Corridor walls (if touched) 		
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<p>14b. Toilet by Upper Hall</p> <ul style="list-style-type: none"> - cleanliness - social distancing - cooperation between users 	<p>Users of the Upper Hall and Room 9</p>	<p>High</p>	<ul style="list-style-type: none"> - There is space on the landing to put down tape marking out a 2m waiting point, which would not obstruct or endanger those entering or leaving Room 9 or the Upper Hall (see Figure 10). This should be avoided, however, when groups are arriving at or leaving the Upper Hall, to reduce the possibility of people pausing to chat and causing congestion, or not socially distancing. - Waiting until one person has returned to the Upper Hall before the next person goes to the toilet would address the issue of safely accessing this single-person cubicle. If someone from Room 9 should also wish to access the toilet when someone from the Upper Hall is using it (or vice versa), it is easy to tell if it is occupied, and the waiting point may be used if safe to do so. - Signage indicating the waiting point is needed - Users of Room 9 or the Upper Hall must submit a risk assessment outlining their approach to keeping people safe. - To minimise virus transmission from frequently touched surfaces, the same procedures should be implemented as per the toilets in the Welcome Area (see section 2b), as these are also single person cubicles. 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - cleaning fluids and cloths - alcohol-based hand sanitiser - bins and bags for used wipes - paper towels - hazard tape - disposable face coverings for those cleaning the toilets when others cannot do so themselves - Production/procurement of signs - Marking out 2m waiting point <p>Communication with External and Internal User Groups using Room 9 and the Upper Hall</p> <ul style="list-style-type: none"> - Users asked to outline how they will manage access to the toilets in their risk assessments 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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<p>15. Room 9</p> <ul style="list-style-type: none"> - social distancing - cleanliness - ventilation - specific concerns for counselling 	<p>Users of Room 9</p>	<p>Medium to High</p>	<ul style="list-style-type: none"> - To keep the room well-ventilated, keeping the door open and/or opening the window are both options. Doing both offers excellent air flow. - It is appreciated that there are privacy concerns for counselling appointments, to which the solution may be limiting the availability of Room 9 to times when the Lower and Upper Halls are not in use, for example, so that at least the door can be left open. Alternatively, other mitigating measures such as both counsellor and client wearing face coverings should be considered (it is appreciated that this also has clear drawbacks in this particular context). - Hand sanitiser to be available for use when both entering and leaving the room. - The following frequently used surfaces should be wiped down after use (signs to remind users): <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switch - Stationery and other equipment - Cupboard handles/surfaces - Tables and chairs - As the chairs in Room 9 cannot easily be cleaned after use, consider disposable chair covers or use plastic chairs (which are easy to clean) instead. - While Room 9 is large enough for four people to occupy the seating and remain 2m apart (if those on the sofa are from the same household), this is inadvisable if ventilation is not possible. Thus, the maximum capacity of Room 9 is four people at once if it can be ventilated as described above, and two people at once if it cannot be ventilated (else, Risk Rating rises from Medium to High). 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - Production/procurement of signs - Consult with the Counselling Service about replacing the seating in Room 9 with easier to clean seating - Consult with the Counselling Service about balancing privacy concerns with needing to work in a well-ventilated space, and how this might impact the availability of Room 9 <p>Communication with External and Internal User Groups using Room 9:</p> <ul style="list-style-type: none"> - Users to consider the options for ventilation in their risk assessments, and to determine maximum numbers accordingly. 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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<p>16. Upper Hall and Staircase by Flat</p> <ul style="list-style-type: none"> - social distancing - cleanliness - ventilation 	<p>Users of Upper Hall</p> <p>Tenants in Church Flat</p>	<p>Medium for the Upper Hall</p> <p>High for stairs</p>	<ul style="list-style-type: none"> - Hand sanitiser to be available for usage upon entering and leaving the Hall - Doors should be kept open as people arrive and leave, to minimise contact with them - The following frequently used surfaces should be wiped down after use (signs to remind users): <ul style="list-style-type: none"> - Door handle(s), surfaces and frames - Light switches - Tables and chairs - Equipment used for the activity taking place - Walls in the room, if touched - To improve ventilation, doors and windows must be kept open where safe to do so (allowing for safeguarding, safety, and security concerns). If this cannot be done, the maximum capacity of the Upper Hall should be adjusted accordingly - The stage area and backstage corridors should be considered out of bounds, to remove risk. - If it is necessary to use the stairs by the Extension when people are leaving the Upper Hall to avoid congestion, the banisters and doors must be cleaned after everyone else has left. The same process for ensuring people are safe on the stairs and social distancing is maintained must be followed as in section 14a. - The maximum number of people allowed in the Hall at once will depend on how many are from the same household/bubble and the nature of the activity taking place. Government guidance must be followed in relation to social distancing for the activity taking place. - Groups must submit a risk assessment that lays out how they will manage social distancing and the maximum number of participants allowed for their activity. It is for them to manage numbers. 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Procurement of materials: <ul style="list-style-type: none"> - alcohol-based hand sanitiser - bins and bags for used wipes - Production/procurement of signage - Closing/sealing off of the backstage area and the stage <p>Communication with External and Internal User Groups using the Upper Hall:</p> <ul style="list-style-type: none"> - Information for user groups to include the need for good ventilation and how this might be achieved - User groups asked to include good ventilation as factor when determining the maximum capacity of their meeting - User groups to outline how they will manage social distancing in the Upper Hall, especially when working with children and young people, in their risk assessments/action plans - User groups informed about possible need to stagger arrival and departure times, to avoid needing to use the stair well by the Extension. If this cannot be avoided, users to consider how to keep users safe and maintain cleanliness in this area, including their plans in risk assessments. 	<p>20/09/2020, during review of earliest openings up to user groups</p>
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17. Covid-19 Symptoms	All users of the building	High	<p>No-one should enter the building if they have any of the main symptoms of Covid-19:</p> <ul style="list-style-type: none"> - Temperature above 37.8C - A new and persistent cough - Loss of sense of smell and/or taste <p>On arrival, stewards/users must check whether the person seeking to come in has the symptoms (it is advised that temperature checks are performed). The person must be denied entry, and advised to return home immediately, if they have any of the symptoms of Covid-19.</p> <p>If someone develops symptoms of Covid-19 while in the building, the following steps will be taken:</p> <ul style="list-style-type: none"> - If the situation is an emergency, and the person is in need of urgent medical assistance, call 999 - Adults must return home as soon as possible - Children must be collected as soon as possible. - If anyone needs to wait for collection, the Choir Vestry must be used to isolate them from other users, and suitable PPE worn by those supervising and/or caring for them. This room must be locked and sealed off when the sick person has left. - The responsible person for that group/activity must notify the Church immediately, so that deep cleaning of the Choir Vestry and other relevant spaces can be arranged as soon as possible. - Government guidance to be followed on testing and sharing contact details for Test and Trace. - Government guidance to be followed about the (partial) closure of the building as necessary to allow for cleaning - A review of Covid-19 risk mitigation procedures must be conducted to identify any lessons that need to be learnt 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Production/procurement of signs that outline the symptoms of Covid-19 to be placed around the building, and signs for use if the Choir Vestry and any other spaces have to be sealed off - Procurement of 'temperature gun' for use when people attend acts of worship and other Church activities - Production of Action Plan to be circulated to all internal and external users, so that the required response when a person develops Covid-19 symptoms is clearly communicated - Procurement of disinfectant canisters for use if Choir Vestry has been used to isolate someone with Covid-19 symptoms 	To be reviewed by 20/09/2020, or earlier if situation arises that necessitates an earlier review as detailed herein
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18. General Cleaning Guidelines	All users of the building	N/A	<p>The general cleaning guidelines must be followed throughout the building:</p> <ul style="list-style-type: none"> - Frequently-touched surfaces pose risks because the virus can survive for up to 72 hours on them. It is crucial that they are cleaned after use (and also before use, if it cannot be guaranteed they have remained untouched for at least 72 hours). This includes (but is not limited to) the following: <ul style="list-style-type: none"> - Door handles, surfaces, and frames - Light switches - Corridor walls and window handles - Equipment (e.g. fans, stationery, toys) - Counter tops - Cupboard/drawer handles and surfaces - Taps, basins, toilet flushers, lids and seats - Tables and chairs - If in doubt about whether a surface has been touched, it is advised to clean it just in case - Given the challenges of keeping a building clean with many people coming and going throughout a typical day, this cleaning will mainly be carried out with wet wipes, that are binned immediately - When a trained team of people is available, and time has been set aside for cleaning (e.g. after services/events/meetings in the Sanctuary), standard cleaning products will be used. - Training will be provided for all stewarding and cleaning volunteers (see below) - Detailed pictorial guide/video to be produced for user groups outlining what's required of them - Signage with reminders about cleaning needed in each room to be placed throughout the church - Cleaning charts to be placed in all rooms, to be signed by person responsible for each user group 	<p>Tasks for Administrator/Property Committee:</p> <ul style="list-style-type: none"> - Production/procurement of signs that outline cleaning required in each room and area in the building - Production of cleaning charts, with the name of the hiring/user group, the date and time of clean, and space for a signature to confirm cleaning has been done as required - Production of guides for users as to what is required in each space <p>Communication with External and Internal User Groups:</p> <ul style="list-style-type: none"> - Users to be informed about their responsibilities in relation to cleaning: <ul style="list-style-type: none"> - tasks on arrival and departure - staying safe throughout sessions - signing the cleaning charts 	20/09/2020, during review of earliest openings up to user groups
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<p>19. Volunteer Safety</p>	<p>Stewards for events and services</p> <p>Volunteer cleaners</p>	<p>High</p>	<p>The Church has a duty of care to all its volunteers and must not expose them to unnecessary risks. In order to ensure the safety of stewards and cleaners, the following measures apply:</p> <ul style="list-style-type: none"> - Volunteers recruited <i>specifically</i> for these roles - All volunteers for cleaning and stewarding will be asked to undertake their own Personal Risk Assessment, based on the URC model, in order to enable honest personal reflection on whether they should be volunteering for these roles. - All equipment (including gloves and disposable face coverings) will be provided. - Training will be provided for all stewarding and cleaning volunteers, which covers: <ul style="list-style-type: none"> - Principles of infection control - General Cleaning Guidelines (as above) - The safe use of PPE, including how to put on (don) and remove (doth) PPE - Use and safe storage of cleaning materials - Double-bagging and disposal of potentially contaminated materials (e.g. gloves, wipes) - Additional training will be provided for those stewarding for services/events: <ul style="list-style-type: none"> - Social distancing measures in the building - Managing the flow of people in the building - Supporting NHS Test and Trace - Pastoral care of worshippers/visitors - Supporting people with autism or dementia, and others who may struggle with the changes - Dealing with difficult people - Procedures for the safe conduct of public worship (see the Risk Assessment for Services) - Reviews will be undertaken at regular intervals to address concerns and improve procedures. 	<p>The Minister to develop and implement training for volunteer cleaners and stewards, using resources from the Government, the Methodist Church nationally and the London Methodist District</p> <p>The Church Stewards and Administrator to aid the Minister in recruiting teams to act as volunteer cleaners and stewards for acts of worship and/or church events</p>	<p>27/09/2020, following the trial act of worship</p>
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20. Supporting NHS Test and Trace	All users of the building	N/A	<p>- The Church is required to support NHS Test and Trace by collecting and storing contact data for all those who visit the building, for up to 21 days. For acts of worship and other Church-run events:</p> <ul style="list-style-type: none"> - If a person's contact details are in the church directory already and are up to date, the person's name is the only thing to record. - If not, the person's name and contact details must be recorded, and the person sign to give their consent for us to hold that data (using their own pen to do so, unless pens can be safely provided). The TMCP template will be used as the basis for producing forms to collect contact information. - If someone will not provide contact details, and is not listed in the directory, they must be denied entry to the service/event. <p>- User groups are responsible for both collecting and safely storing data for their organisations, and for refusing entry to those who will not share contact details for Test and Trace.</p>	The Administrator to update the church directory prior to reopening for services and church events, and to use the TMCP template for capturing contact details to develop a system for collecting and storing this data from those who attend services/events.	27/09/2020, following the trial act of worship
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21. Risks Assessments for Events and User Groups	Organisers and attendees of church-run events and user group gatherings	N/A	<ul style="list-style-type: none"> - Both church groups and external user groups wishing to use the building must complete risk assessments for their events/meetings, together with action plans that are 'live documents'. They should be shared with the Church, and feed into the evolution of this document. - The requirement for external user groups to produce and share with the Church both a risk assessment and a live action plan is detailed in the Methodist Church's <i>Guide for Other Community Users in Your Church Building</i> (as of 14/07/2020). Note that the Church Council will need to ask users to consider specific issues – such as access, social distancing, and cleanliness – in order to manage the building effectively as a whole, but it is not being asked to approve external users' assessments/plans. - Given that internal church groups may wish to undertake activities that impact other users and/or require particular provision (such as the purchase of Perspex screens, for example), these requirements also apply to internal church activities, including activities that have been taking place during the lockdown. - This means that there is an ongoing role for the Church Council, as the Managing Trustees of the building, in ensuring that the overall risk assessment and action plan for the Church is up-to-date and accurate. - A structure will be established to support the Minister and Administrator in relation to Covid-19 health, safety and safeguarding matters. As the Administrator manages the day-to-day running of the building and bookings, they are obvious point of contact for user groups. 	<p>The Church Council appointed the Administrator as the contact person for Covid-19 related health, safety and safeguarding matters, in relation to internal and external users of the building, on 23/08/2020</p> <p>The Church Council delegated the role of supporting the Administrator in this work to the Property Committee (note that the Minister is a member of the Committee). Their role is to offer advice and support in decision-making, and in the implementation of practical changes to the building/exterior as needed. This was decided 23/08/2020.</p> <p>As risk assessments/action plans come in from users, the Property Committee to support the Administrator in making updates/amendments to the building's overall risk assessment as required and in providing updates for the Church Council as and when needed.</p> <p>The Church Council mandated the development of simple guides for users of the building, detailing some of the questions/issues they will need to consider in developing their own risk assessments/action plans in relation to the building. Decision was taken on 23/08/2020.</p>	20/09/2020, during review of earliest openings up to user groups
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Appendix – Diagrams and Notes

Note: these diagrams are not intended to be perfectly to scale, but to illustrate key dimensions and highlight potential issues.

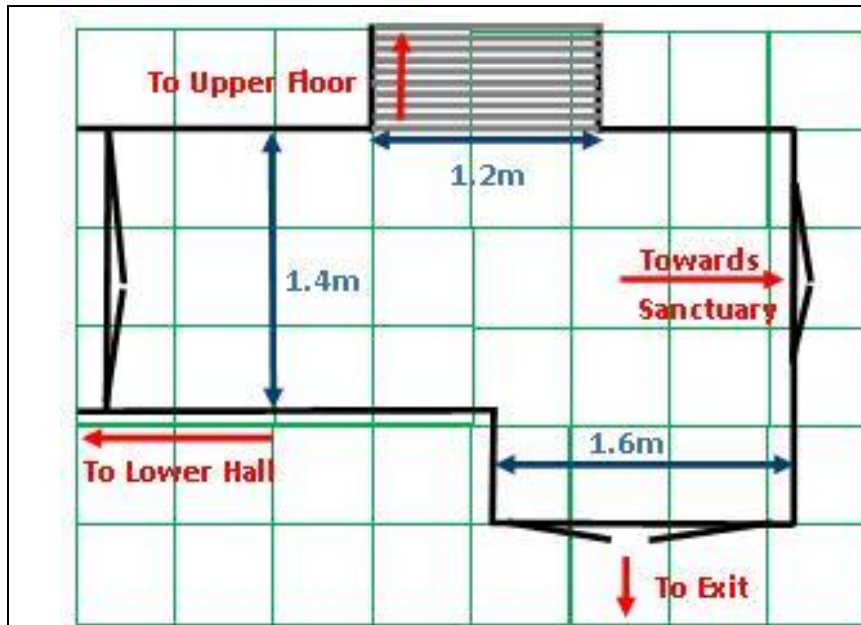


Figure 1 – Area by Green Doors

- Challenge of maintaining social distancing, especially in corridors
- Need people to move through quickly and efficiently to avoid congestion
- **Check: Are any of the doors in this area fire doors?**
- May need to suspend minister's parking space to enable queuing to be possible outside the green doors.

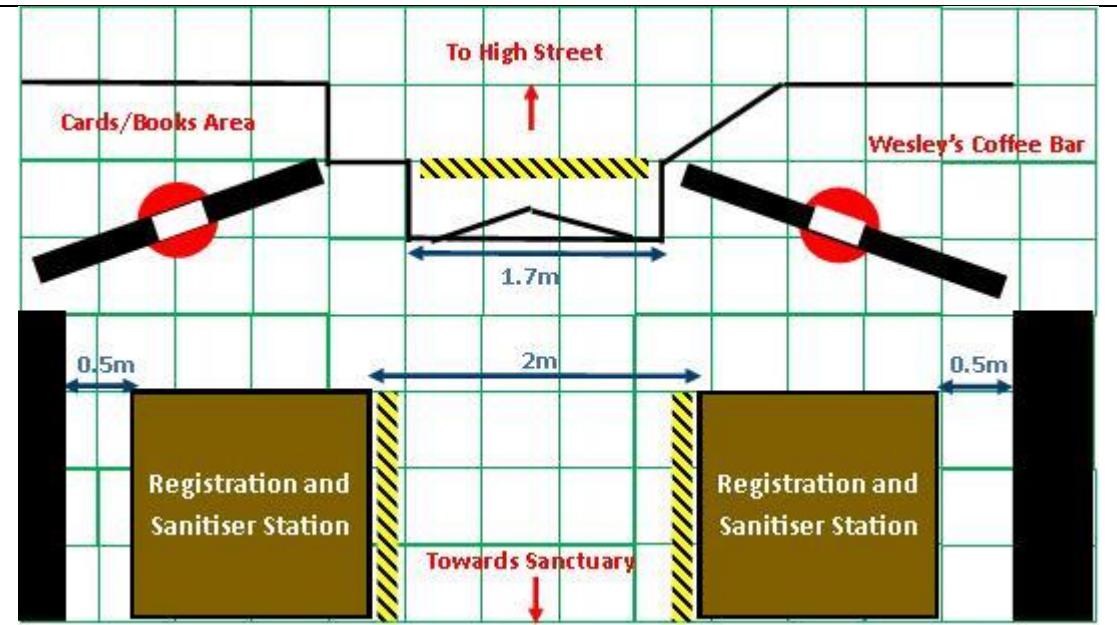


Figure 2 – Main Entrance to Church

- Can have hazard tape on both sides of building by front entrance, within the metal studs
- Card/books area and Wesley's are blocked off
- People to enter when invited by steward and go to one of the two registration stations
- People enter one household at a time
- Need one steward for each station
- Stations made up of two of the brown tables; gives 1.5m distance, with about 0.5m of room for the steward registering
- Station needs sanitiser, optional single-use masks
- Stewards will need to record contact details for NHS Test and Trace; can just record the name of person if Church Directory details are up to date
- Explore PPE (i.e. masks) for steward

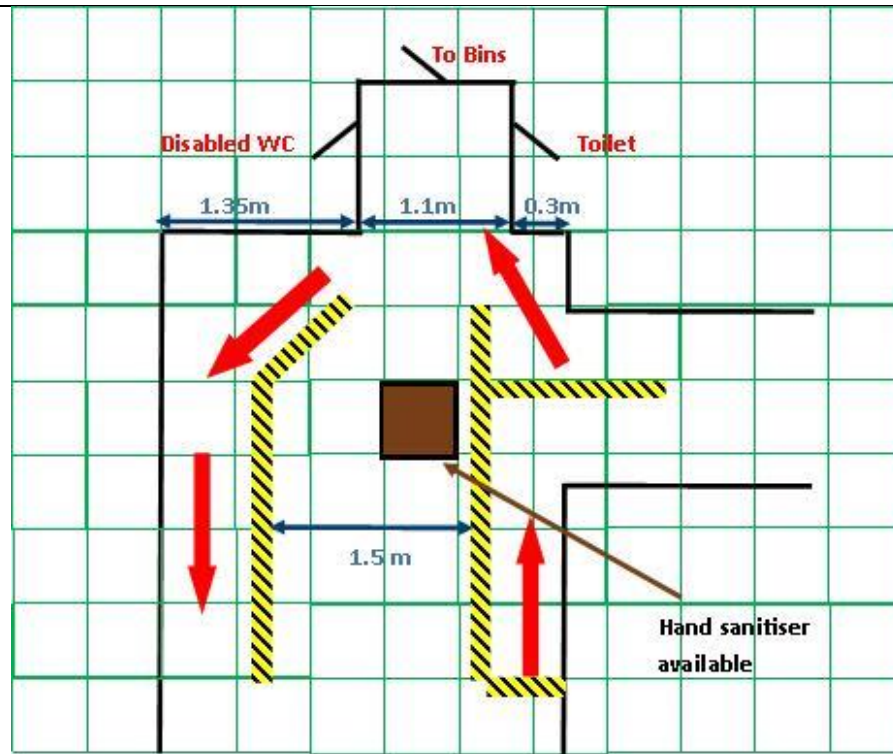


Figure 3 – Toilets in the Welcome Area

- Space isn't wide enough to maintain 2m social distancing as people queue for and leave the toilets, so 1.5m is marked out using hazard tape
- One-way system to be in operation
- Hand sanitiser available to minimise the risk of the virus getting onto the surfaces inside the cubicle and the external door handle
- Obstacles (toys, tables, leaflet stands) removed and notice board pushed as far possible against the wall to maximise the available space
- Steward needed to monitor system and clean toilets if needed; this will be especially important when the system is new
- Wipes needed for cleaning as people use the toilets
- Signs will need to cover hand washing, how to clean the toilet after use, and taking care when stepping out of the toilets, just in case the cubicle opposite is also being used
- The viability of operating two cubicles must be kept under review, in the first instance after every service/event

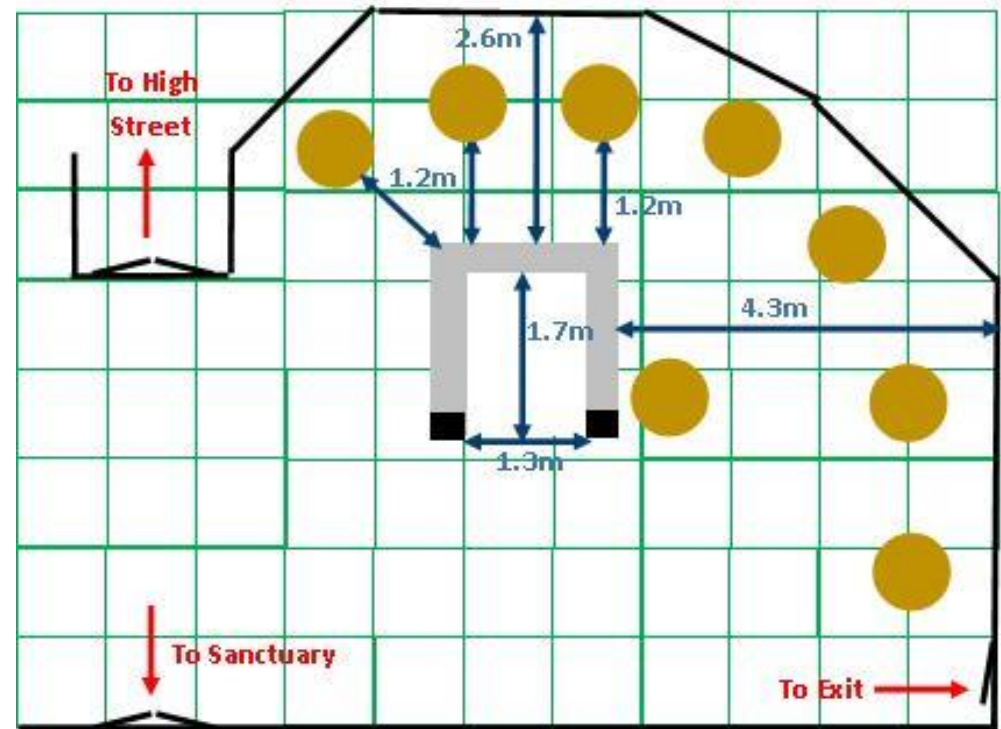
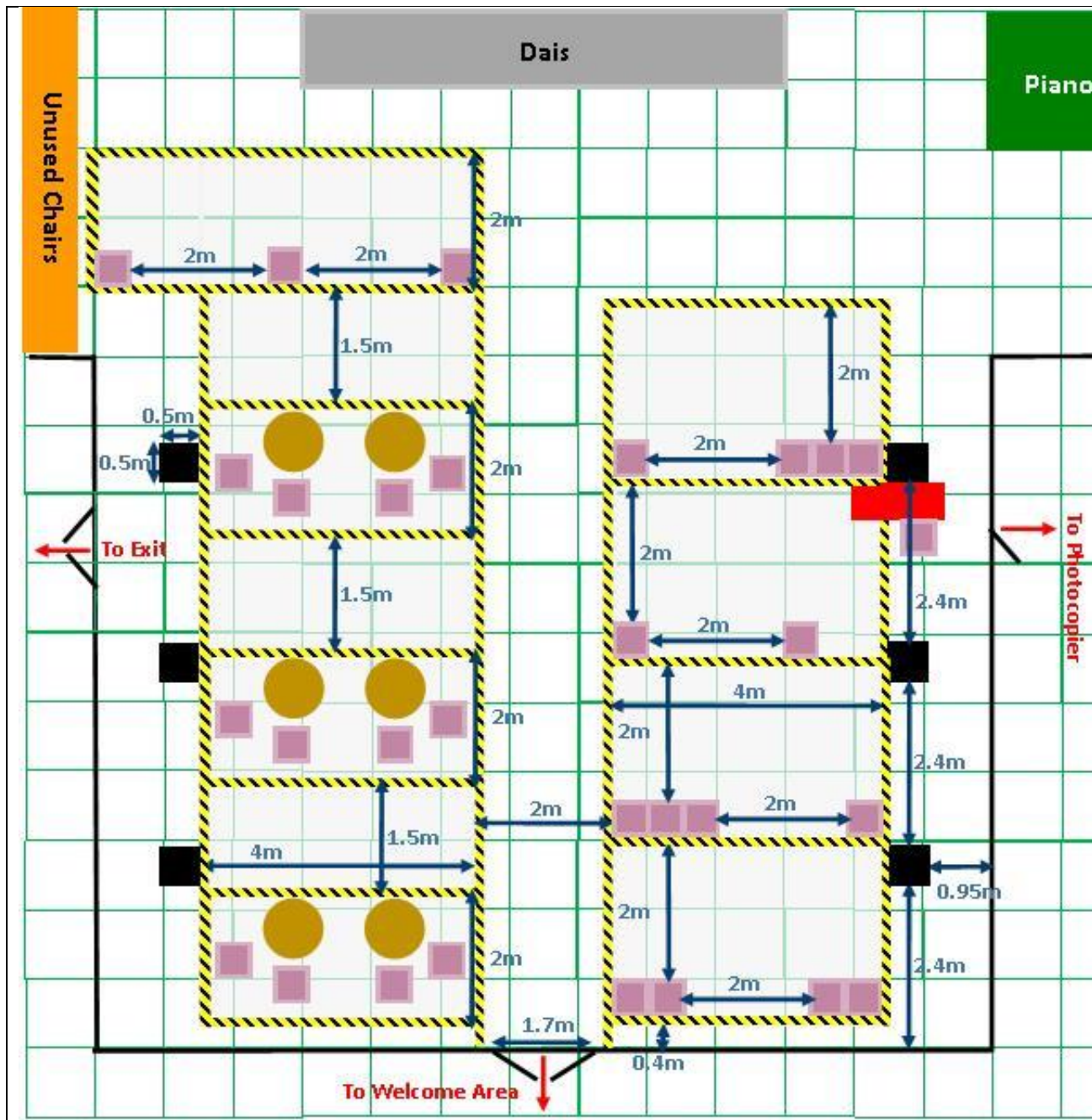


Figure 4 – Wesley's Coffee Bar

- The existing layout does not make it possible to socially distance by maintaining a 2m corridor around the coffee bar. Most of the tables would need to be removed to achieve this, assuming that a table of 0.75m diameter with chairs of 0.5m across needs a space of between 2m to 2.5m diameter for comfortable seating around it.
- Space around the back of the coffee bar could be utilised if the chairs, notice board and so on in that corner were to be removed; tables being put in the Sanctuary is another option.
- There is only room for one person to work behind the coffee bar at any one time
- A Perspex screen would be needed to protect the person behind the coffee bar
- Contactless payments would be a safer alternative to cash handling, but needs investment
- A safe system for taking orders and serving drinks would need to be established
- Government guidelines on working safely in cafes would need to be followed, including all the Covid-19 precautions in addition to normal good hygiene practices.
- The additional cleaning required would be substantial



-The areas shaded in light grey represent the space that is allocated to a group of chairs. No-one else should enter that reserved space, unless there is an emergency

- The black squares are the support columns

- The pink squares are the chairs (they are 0.5m x 0.5m)

- The brown circles are tables taken from Wesley's, with a diameter of 0.75m

- The red rectangle is the console with the sound desk and the church laptop

- The four-person family boxes on the left enable family groups to sit together and have space to engage with an activity pack, which may be helpful given children will not be allowed to move around the Sanctuary

- The groups of chairs in the first, second and fourth boxes from the top of the diagram on the right of the church would be re-arranged to have two pairs of two seats, or a group of three seats and a single seat, as will best accommodate the people gathering.

- Due to proximity to the computer/sound console, the two single chairs in the second box down on the right could be grouped together next to the aisle to form a pair, but there is no room for adding chairs.

- The computer operator must be the same person on the sound desk, as there is not room for two people if the group of three seats at the top can be safely used

- To exit, people need to leave in the following order

- Family box closest to the Dais
- Three single seats nearest the chair stack
- Family box in the middle
- Family box nearest the Welcome Area
- Two single seats nearest the computer desk
- Seats nearest the Dais - closest to exit go first
- Remaining seats – closest to exit will go first

Figure 5 – Floor Plan for Sanctuary

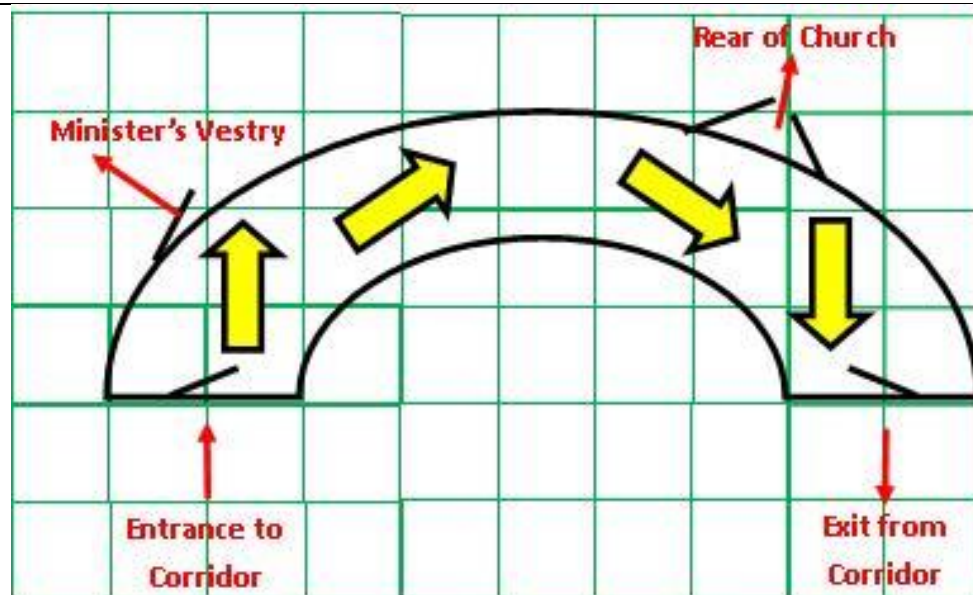


Figure 6 – Corridor Behind the Sanctuary

- Not possible to maintain social distancing as corridor width is 0.95m at the widest
- Simplest solution is a one-way system with clear signage on walls and doors, and with arrows on the floor

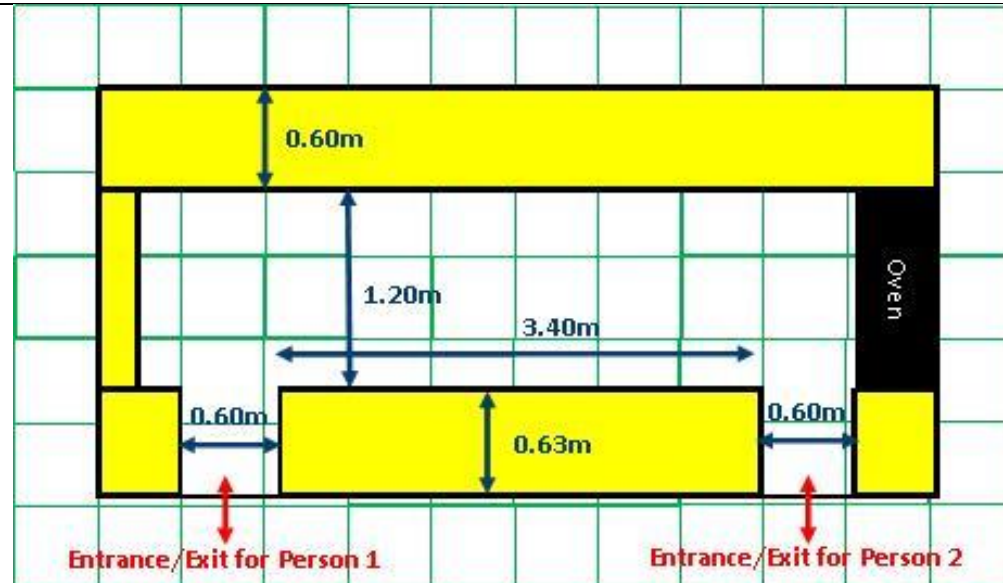
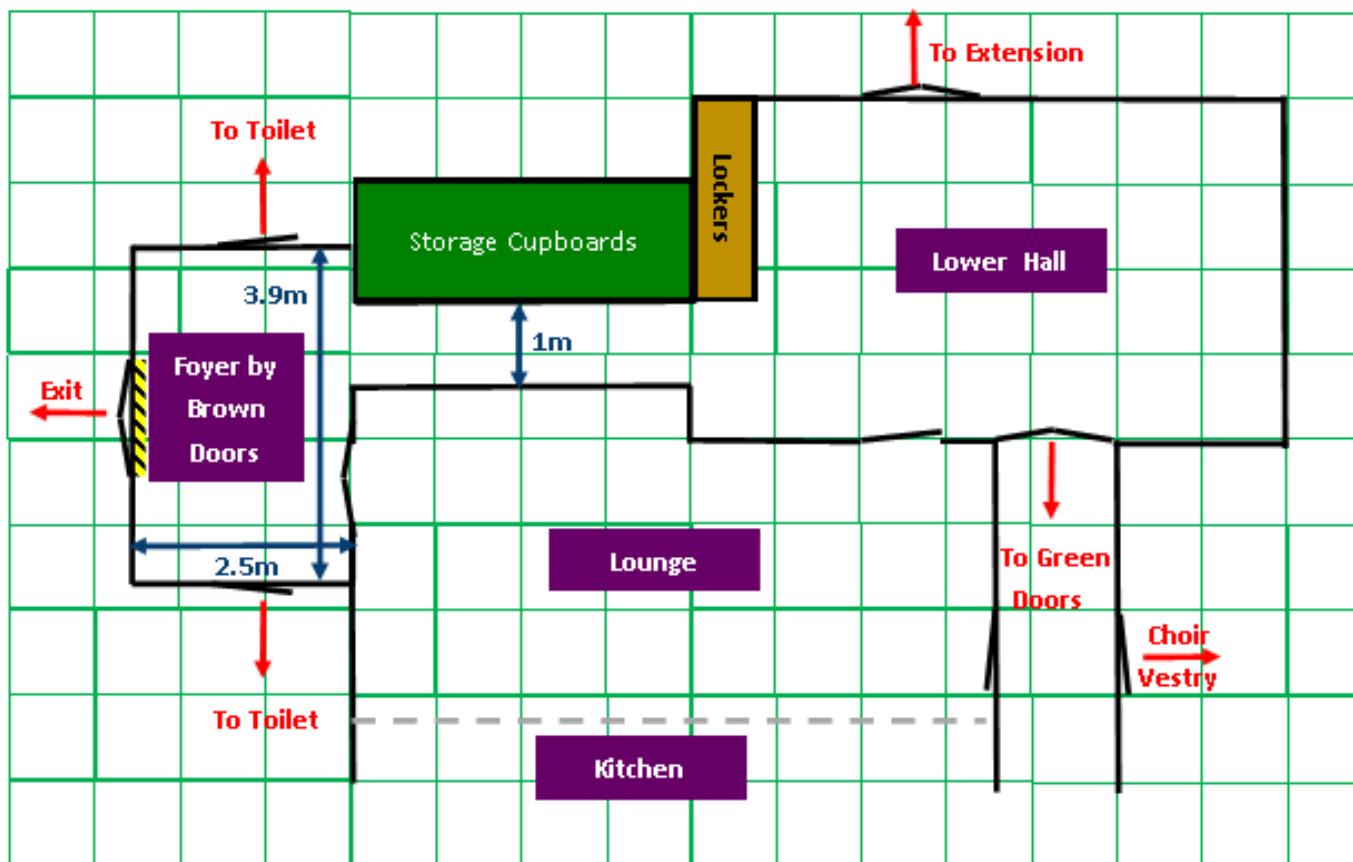


Figure 7 – Kitchen Area

- There is sufficient space in the kitchen area to allow for three people to work at 1m+ social distancing, if other measures are put in place to mitigate the risks of the distance being lowered from 2m, such as using face coverings and having screens to keep people apart. Two workers could face outwards towards the rest of the room and one towards the windows, for example.
- However, this requires a high level of communication and cooperation between those working there, especially as the person working in the middle spot cannot get passed the two working at the sides easily, and access to the equipment one might need and sinks for hand washing is limited.
- Hence, it is recommended that, while theoretically possible to work at 1m+, the kitchen is instead staffed by two people working at 2m. The advantages of this are:
 - Each person has their own entrance and exit
 - Both workers have access to sinks for hand washing without risking getting too close to others, or people having to keep making way for others
 - There is a substantial amount of workspace for each person
 - There would still need to be communication and cooperation between the two workers, not least as there is only one oven and one main area for the washing up, but the issues associated with this are reduced by not having a third person to take into account
- Church/user groups wishing to prepare/cook food must submit a risk assessment



- Due to the interconnectedness of the Lounge and the Lower Hall, it makes sense to think of them as a unit when considering access to these rooms and to the toilets by the brown doors.
- These toilets should be reserved for users of the Lounge/Kitchen area and the Lower Hall
- If access is needed to the storage cupboards, this should be done at a point where doing so will not impede the safe flow of people from the brown doors to the Lower Hall, and vice versa.
- **Question:** Who uses the lockers?
- To enable queuing outside the brown doors, there may need to be restrictions on car parking in that area

Figure 8 – Lower Hall, Lounge/Kitchen and the Adjoining Spaces

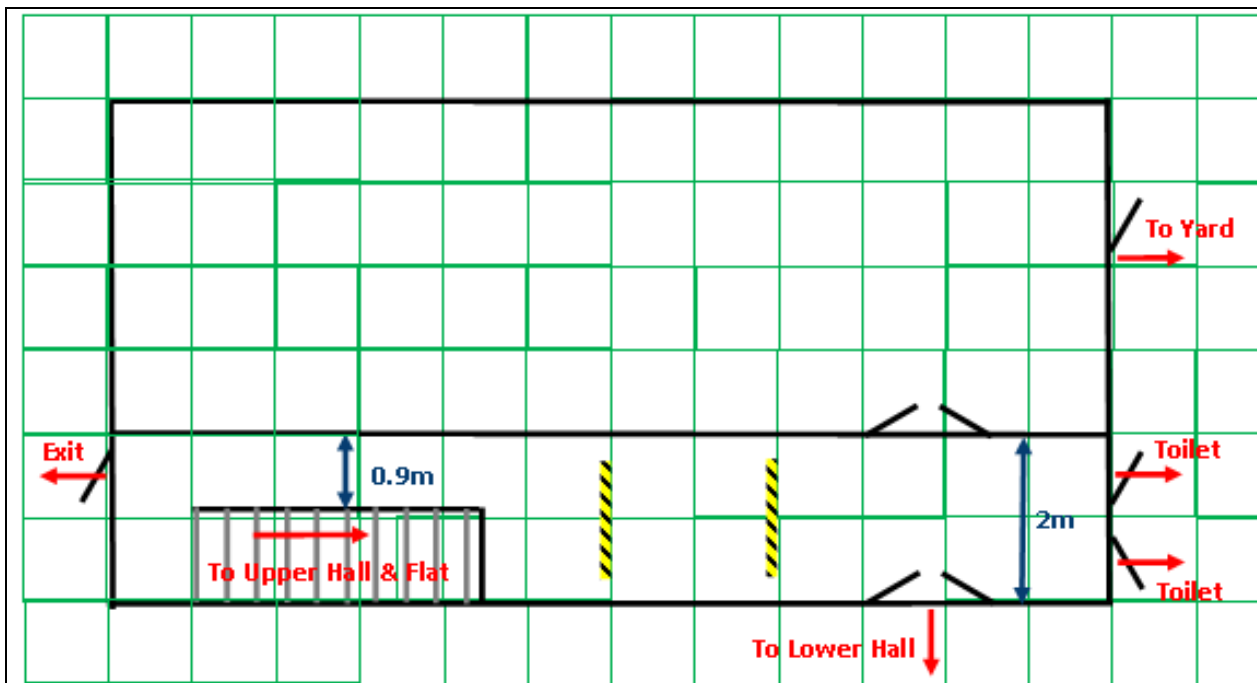


Figure 9 – Extension and Adjacent Corridor

- Challenge of maintaining social distancing, especially in the narrowest part of the corridor
- Need people to move through quickly and efficiently to avoid congestion

- It is not proposed that the stairs be regularly used to access the Upper Hall. They could be used by groups leaving the Hall if it was the only way to avoid congestion by the green doors, but this should be a last resort option because it potentially creates risks for the tenants in the Flat and it involves further cleaning of an area which ideally should be reserved for Abacus.

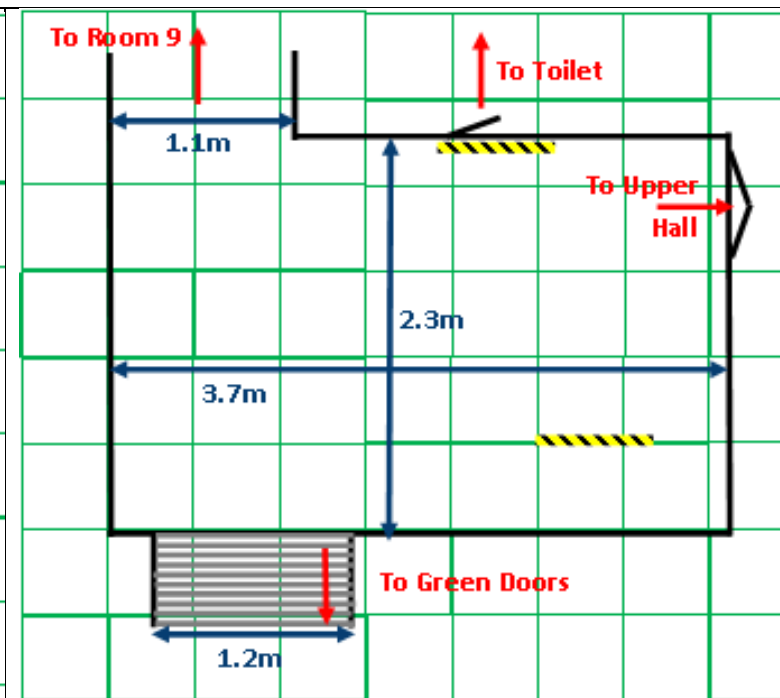


Figure 10 – Staircase by Green Doors and Upper Landing

- The staircase is one of the more difficult areas of the church to manage in relation to social distancing and cleanliness – it is too narrow to have two people going in different directions at once, and there is the potential for a build-up of congestion by the green doors if this is not well managed.
- Users of the Upper Hall (and Room 9, but to a lesser extent because the numbers of people are likely to be much smaller) will need to pay particular attention in their risk assessments to arrivals and departures, especially when this involves dropping off and collecting children. Numbers coming into the building should be minimised to enable social distancing and to prevent the contamination of surfaces.
- The area is large enough to allow queuing for the toilet, but again, this must be managed carefully, especially when both Room 9 and the Upper Hall are in use.