

**Forest Town Church Covid -19 Risk Assessment****27/07/20**

Area of Focus	Hazards	Controls Required	Action by Whom	Date completed
<b>1. Building Lay Out and Preparation:</b>	Transmission of Covid 19 through social contact	Social Distancing Measures Hand Hygiene Protocols Data Collection for Test and Trace System	Overseen by Ministry Co-ordinator and implemented by staff team	10/07/20
Arrival of visitors to church meeting		<ol style="list-style-type: none"> <li>1. Staggered arrival times to pace volume of queue depending on demand</li> <li>2. Welcome Team Marshalls to help facilitate queueing system</li> <li>3. Visitors may be asked to wait in their cars till queue is shorter</li> <li>4. Entrance to FTC Building through side entrance to facilitate a safe queueing away from traffic</li> <li>5. No cars will be parked at the rear car park so that it is safe for pedestrian traffic</li> <li>6. 2m markers and bollards used to define a one way entrance system into the auditorium</li> <li>7. Sign at beginning of entrance queue: Queue Here</li> <li>8. Sign at Front Entrance doors pointing to using of side entrance only.</li> <li>9. Hand sanitiser at door entrance with sign explaining hand cleansing regime on entering</li> </ol>	<p>The FTC Welcome Team (WT)</p> <p>Buildings manager</p> <p>Church Administrator</p>	<p>Trial for first Sunday, 12 July followed by weekly assessment of numbers</p> <p>12/07/20</p>



		<p>13. Families both the 10am meeting and the Family Service are required to sign up for each meeting separately.</p> <p>14. Families staying for the Family service will need to exit the building after the 10am meeting and check in again for the second service.</p> <p>13. Should someone in the meeting show signs or symptoms of Covid19 in the days following their attendance at the meeting, the church admin would be required to submit register to Track &amp; Test.</p>	<p>Welcome team</p> <p>Ministry co-ordinator</p>	<p>As needed</p>
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Building Layout		<ol style="list-style-type: none"> <li>1. Hazard tape is placed on the floors to demarcate walkway areas</li> <li>2. Arrow stickers placed on floor to show one way traffic flow</li> <li>3. Each section of seating is accessed by the one way aisles allowing for safe movement to and from seats.</li> <li>4. Seating has been arranged in household groups or bubbles or in single seats.</li> <li>5. Each row of seats is spaced 1.5m apart and space between seating groups is 1m apart according to Gov guidelines. Recommendations of FTC capacity of 120 seats based on size of auditorium and social distancing.</li> <li>6. Entrance and exit points to toilets and leaving the building are clearly signposted above each door and using bollards to show the one way system.</li> <li>7. Rooms or areas of the building which are not for general use during meetings are sign posted for no entry. This includes the offices, coffee shop, Kitchen, KidZone rooms upstairs and Bunnies Creche facility.</li> <li>8. All children’s toys and books have been removed from the children’s area and the soft furnishings and couches have been blocked from use.</li> <li>9. The water filter at the back of the auditorium has been signed as not in use.</li> <li>10. Visitors have been asked to bring their own drinks in sealed containers as no refreshments will be served.</li> <li>11. Hand sanitiser bottles are placed at all touchpoint - welcome desks, AV desk and on entrance to building and toilets.</li> <li>12. Signage (poster and AV slides) in key areas reminding people of social distancing measures and hand hygiene regimes.</li> <li>13. Adequate ventilation during meetings through keeping outside doors and windows open. Consideration of fans to be assessed</li> </ol>	Buildings Manager Church Administrator, Ministry Co-ordinator and staff team	<p>10/07/20</p> <p>11/07/20</p> <p>29/07/20</p>
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		14. All seating and equipment to be wiped down after the 10am service in preparation for the 11:30am Family Service.	KidZone Team Media Team	weekly
Toilets		<ol style="list-style-type: none"> <li>1. One way system into the coffee area to queue for toilets and exit back into the auditorium.</li> <li>2. Stickers at 2m apart denote markers for safe distance queuing</li> <li>3. Table at the entrance to toilets with hand sanitiser to be used on entrance to toilets</li> <li>4. Signs at entrance to toilets: only 2 people at a time in each rest room, one in and one out, children to be supervised at all times.</li> <li>5. At busier times a toilet monitor will supervise entrance to toilets otherwise people to check toilets are free themselves.</li> <li>6. In women's toilets only 2 distanced cubicles are available for use. The remaining cubicles are locked and signed for no entry.</li> <li>7. In men's toilets only one toilet is available for use.</li> <li>8. Signs in women's, men's and disabled toilets explain hand washing regime.</li> <li>9. Dettol Spray disinfectant has been placed at the hand basins with signs asked people to spray down the toilet, hand basin and door handle once they have washed their hands after using the toilet.</li> <li>10. Parents with babies are requested to use the nappy changing area in the disabled toilet.</li> <li>11. Dettol spray for the baby unit has been supplied</li> <li>12. Gov guidelines support the use of both hand driers and paper towels. Each restroom has an option for both depending people's preference.</li> </ol>	Ministry co-ordinator Church Administrator	10/07/20

<p>AV, Sound, Live streaming and Worship teams</p>	<p>Ensuring all members of the congregation are able to participate in the ministry times whether in situ or remotely</p>	<p>1. Sound Desk:</p> <ul style="list-style-type: none"> <li>• plastic screen to side of desk to keep social distance from those returning from toilet area exit.</li> <li>• Hand wipes and sanitiser to wipe down equipment after use</li> <li>• Av and sound team to be those from same household bubble or to consider purchasing screens to keep distance between team members</li> <li>• all microphones to be wiped and only used by specific individuals each Sunday</li> </ul> <p>2. Live Streaming:</p> <ul style="list-style-type: none"> <li>• Set up of cameras and cables to be done in the week prior to the meeting</li> <li>• Camera setup is in the meeting room above the sound desk for best visibility and social distancing</li> </ul> <p>3. Worship Team:</p> <ul style="list-style-type: none"> <li>• Screen in front of lead singer to avoid any contamination to rest of band and congregation.</li> <li>• Screen to be cleaned after use.</li> <li>• Only one person leading worship allowed to sing.</li> <li>• Each musician placed at 2m socially distanced markers from each other.</li> <li>• Worship set to be kept short and consideration will be made with the leadership team of finding creative ways to express worship that don't involve singing.</li> <li>• All communal equipment and instruments to be wiped down after each meeting by sound team coordinator.</li> <li>• Purchase of digital desk to enable live streaming of worship more effectively.</li> <li>• Seating for worship team is allocated near the stage to avoid traffic between seating rows when they need to get on and off the stage.</li> </ul>	<p>Media Intern</p> <p>Media Team</p> <p>Media Team</p> <p>Media Team Worship Teams</p> <p>Trustees Media Intern</p>	<p>10/07/20</p> <p>weekly</p> <p>weekly</p> <p>weekly</p> <p>27/07/20</p>
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<b>2. Pastoral Support</b>	Ensuring age appropriate pastoral care of those in meetings and in remote online settings	<p><b>1. Babies, Children and Youth:</b></p> <ul style="list-style-type: none"> <li>• Families are welcome to attend the 10am meeting which will be kept to under an hour to minimise communal time indoors.</li> <li>• A 30 minute Family Service will be hosted at 11:30am for families with children aged 11 years and under.</li> <li>• Activity packs for children will be provided at the beginning of the meeting.</li> <li>• They are also encouraged to bring their own colouring pencils and quiet toy activity should they need to keep busy.</li> <li>• Parents should provide their children with their own suitable snacks and drinks which should not be shared with other children.</li> <li>• Parents with babies in pushchairs are encouraged to bring the pushchair into the auditorium as a seating space for the baby or toddler.</li> <li>• Children are not required to wear face masks.</li> <li>• All children under the age of 10 should be supervised by parents in using toilets to help them keep hygiene protocol.</li> <li>• If young children become unsettled parents may wish to leave the auditorium and stand outside or in the coffee area.</li> <li>• The Family Service will be live streamed for families at home but for safeguarding only leaders will be filmed.</li> </ul>	<p>Children's Worker Children's Intern Youth Worker Ministry co-ordinator</p> <p>KidZone Team</p> <p>Parents</p>	<p>10/07/20</p> <p>Weekly</p> <p>19/07/20</p> <p>19/07/20</p>

		<p>2. Elderly and Vulnerable:</p> <ul style="list-style-type: none"> <li>• Gov guidelines recommend that those who are aged 70 and over regardless of health should not attend communal activities outside of their household.</li> <li>• Those who are considered extremely vulnerable are no longer required to shield from 1 August and may attend places of worship with strict social distancing practice.</li> <li>• Personal communication to be made with those in this category to ensure that they do understand risks and to clarify any questions they may have.</li> <li>• Provision of a midweek meeting from September for those who are not able to attend the Sunday meeting which will have socially distanced ministry in smaller groups.</li> <li>• Those who are unable to attend the Sunday meetings will continue to have access to the preaching and worship through the live streaming on Youtube.</li> </ul>	<p>Ministry co-ordinator</p> <p>Eldership Team</p> <p>Media Team</p>	<p>27/07/20</p>
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	<p>To ensure that transmission of Covid-19 is stemmed by implemented social distancing and hygiene practices</p>	<p>3. Fellowship before and after the meeting:</p> <ul style="list-style-type: none"> <li>• <b>Face Masks Guidance:</b> Face coverings are currently mandatory on public transport and will be mandatory in shops and in supermarkets from 24 July 2020. People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet, such as a place of worship.</li> <li>• <b>Social Distancing:</b> <ul style="list-style-type: none"> <li>• It remains the case that you should not:</li> <li>• interact socially with anyone outside the group you are attending a place with, even if you see other people you know, for example, in a restaurant, community centre or place of worship</li> <li>• If attending a place or event that is following COVID-19 Secure guidelines, you should take care to limit your interactions with anyone outside of your group and you should continue to maintain social distancing from those that you do not live with. It is critical that you follow these guidelines to keep both yourself and others safe.</li> </ul> </li> <li>• On arrival at the building people will be encouraged to go straight to their chairs to avoid congestion and groups forming.</li> <li>• People are to be reminded to practice social distancing which precludes hugging and kissing.</li> <li>• At the end of the meeting people will be dismissed section by section through the nearest exit.</li> <li>• People should follow the one way system to exit via the side doors or fire exit doors depending on seating zone.</li> <li>• On exiting, people may choose to leave the premises or fellowship at 2m social distance in the rear car park in the open air after the meeting.</li> </ul>	<p>Leadership Team Congregation</p> <p>Leadership Team Congregation</p> <p>Welcome Team</p>	<p>Weekly</p>

<p><b>3. Ministry Format</b></p>	<p>To ensure that the individual activities in the meeting are socially distanced and appropriate.</p>	<p>1. Count down:  <ul style="list-style-type: none"> <li>• Draw people's attention and focus to start of meeting as people settle and find their seats</li> <li>• Volume to be kept down to prevent people raising their voices</li> </ul> </p> <p>2. Worship:  <ul style="list-style-type: none"> <li>• Max three songs</li> <li>• Alternate expressions of worship to be explored</li> <li>• No congregational singing will be allowed in order to prevent the spread of droplets in exhaled air</li> </ul> </p> <p>3. Offering:  <ul style="list-style-type: none"> <li>• Gov Guidelines discourage the handling of cash and people should be encouraged to continue giving online. Options of iZettle may be explored for future meetings.</li> <li>• If Cash is given only one person may count the money which can be checked by an onlooker.</li> </ul> </p> <p>4. Sermon:  <ul style="list-style-type: none"> <li>• Preaching to be kept to 20 min</li> <li>• Preaching to take place from the stage</li> </ul> </p> <p>5. Communion:  <ul style="list-style-type: none"> <li>• There will be no sharing of communion until suitable options have been explored</li> </ul> </p>	<p>AV Team</p> <p>Worship Team</p> <p>Elders and Trustees and counting team</p> <p>Preaching Team</p> <p>Eldership Team</p>	<p>Weekly</p>

<b>4. Communication and Information</b>	To prevent misunderstanding and clarify expectations of social distancing measures	1. Meetings with Elders, Staff and Leadership team to outline procedure and expectations and facilitate any queries	Senior Pastor Ministry co-ordinator	Elders 01/07/20 Staff 03/07/20 Leaders 09/07/20
		2. Preparation and presentation of 'Walk Through Video' to allow people to visualise and prepare for re-entering a communal setting with social distancing measures	Senior Pastor Ministry co-ordinator Media Team	08/07/20
		3. Email and invites to congregation explaining Government Guidelines and social distancing measures for meeting together as a congregation and updates.	Ministry co-ordinator	08/07/20 Weekly
		4. Invite feedback from congregation for trial meeting on 12/07/20	Ministry co-ordinator	14/07/20
		5. Trouble shooting problem areas and feedback from staff and ministry teams	Ministry Co-ordinator, Eldership Team Ministry Teams Staff	17/07/20
		6. Ongoing communication and weekly invites to meetings	Ministry co-ordinator	weekly