**Church: Roborough Assessor: Jacque Ward Date: 16/12/2021**

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| **Area of Focus/Risk** | **Controls required** | **Person responsible** | **Additional information** |
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| **General** | The capacity of the building will be set at 60% of the available seats to ensure sufficient room for those wishing to isolate. Maximum capacity is therefore 60 | MC, JW & clergy |  |
|  | Church buildings will be ventilated before use for any activity | Duty sidesman |  |
|  | Frequently touched surfaces (eg door handles) will be sanitised before and after use | Duty sidesman |  |
|  | Track and trace QR codes to remain available. | MC & JW |  |
|  | This risk assessment and its main points will be shared via the mission community website and weekly email. | GO, JW & MC |  |
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| **Public Worship (general)** | People to be asked to wear masks at all times | Duty sidesman |  |
|  | Church to be ventilated before the service and when possible during the service | Duty sidesman |  |
|  | Hand sanitiser to be available on entry to church | JW & MC |  |
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| **Public worship:** |  |  |  |
| Singing | People will be encouraged to wear masks when singing indoors. | JW & MC, service leader |  |
| Sharing the Peace | The peace will be shared by smiling and waving; socially distanced. | JW & MC, service leader |  |
| Communion | Wine will be offered at communion by the priest dropping wine on the communion wafer.  People will receive communion stood at the altar rail 2m apart. | Service leader |  |
| Refreshments | Refreshments may be served. Those serving refreshments must wear a mask and hand sanitise whilst doing so. It may be necessary to take refreshments to those seated on the left side of church if they do not wish to mingle with others. | Refreshment providers |  |
| The Collection | A plate will be placed at the back of church in which people can put their collection. Treasurers and wardens will either isolate the collection for 48 hours before counting or use care and hand sanitise | Duty sidesman |  |
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| Baptisms, Weddings and Funerals | Will follow the guidance for Sunday services. | Wardens and clergy |  |
|  | Families will be told of this guidance in advance of the service | Clergy |  |
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| Other events in church | Will follow general guidelines and will ensure that space and provision is made for those who wish to wear masks and socially distance. | JW & MC |  |
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| Opening of the church for private prayer/visitors | Recognising that the church is only ever visited infrequently, the church will be left open to the general public; days and times as advertised on the mission community website. Doorhandles will be cleaned on opening and closing of the building. Hand sanitiser will be available. | JW, MC & GO |  |
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| Other events not in church | Must be agreed with the wardens and focal minister who will ensure that the event is being run in a safe way. | JW & MC |  |
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| Bell ringing | Bells may be rung. Towers should be ventilated before and after ringing. Hand sanitiser used. Ringers must wear masks | Tower captain |  |
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| Other | Soft furnishings may be returned to church (eg cushions and kneelers) | JW & MC |  |