**Church: Tawstock Assessor: Gary Owen Date: 20/1021**

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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 100 | GO, wardens |  |
|  | 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 as appropriate | Duty sidesman |  |
|  | Track and trace QR codes to remain available. Contact details of attendees at any event to be taken | Wardens, Duty sidesman |  |
|  | This risk assessment and its main points will be shared via the mission community website and weekly email. Copies will be posted on each church noticeboard. Posters giving directions will be displayed near the church door. | GO, Mary |  |
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| **Public Worship (general)** | People to be asked to wear masks when entering and leaving church | 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 | wardens |  |
|  | Right side of church to be kept for people who wish to wear masks and socially distance | Duty sidesman |  |
|  | Left side of church to be kept for people who do not wish to wear masks and socially distance | Duty sidesman |  |
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| **Public worship:** |  |  |  |
| Singing | People will be encouraged to wear masks when singing indoors, but it will not be required on the right hand side of church | Duty sidesman, service leader |  |
| Sharing the Peace | The Peace will be shared with a nod or smile, no physical contact | Service leader |  |
| Communion | Wine may be offered at communion by the priest dropping wine on the communion wafer or just the bread offered to the congregation  People will receive communion stood at the top of the centre aisle | 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 provider |  |
| The Collection | A plate will be placed at the back of church in which people can put their collection. Treasures 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. | Service leader and duty sidesman |  |
|  | Families will be told of this guidance in advance of the service | GO |  |
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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. | Wardens and event organiser |  |
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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. | Daily |  |
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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. | Event organiser and warden |  |
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| Bell ringing | Bells may be rung. Towers should be ventilated before and after ringing. Hand sanitiser used. Ringers may wish to wear masks. | Tower captain |  |
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| Other | Soft furnishings may be returned to church (eg cushions and kneelers) |  |  |
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| Holywell school services | Capacity of the building to increase to 175, as school children occupy less space and already mix in school. Adults to be encouraged to distance and wear masks as appropriate | GO |  |