

<b>Hazard/Risks</b> Think about the Areas where contact takes place	<b>Persons Affected</b> Think of anyone who might have contact	<b>Likelihood</b> 1= Low (seldom) 2=Medium (Frequently) 3=High (certain or near certain)	<b>Severity</b> 1=Low (minor cuts/bruises) 2=Medium (serious injury/incapacitated for 3 days) 3+High (fatality or number of persons seriously injured)	<b>Risk Rating</b> 1-2=Low priority 3-4=Medium priority 6-9=High priority	<b>Additional Covid 19 Controls-Reducing Risk</b>	<b>What needs to be done and by whom</b>
Lobby	All	High	Medium	6	Large area and therefore social distancing can be done. Register is being kept by a member of our Communications Team and will be kept for 21 days for the NHS Track and Trace requirements. QR Scan NHS track & trace on table Book for non-worship attendees to sign in & out	Table with hand sanitizer
All toilets now open	All	High	Medium	6	All with own sinks	.
Office	Stewards	High	Medium	6	Door to be kept open when two people are in the Office.	Only 2 people at one time
Doors	All	High	Medium	6	Outside door to be opened during services if possible – according to the weather -to make sure a good air flow.	
Beech Room	All	High	Medium	6	Chairs now back in rows but rows are 2 metres apart.	
Sycamore Room	All	High	Medium	6	Partition Doors can be open so that we can accommodate more people if needed. Oak Tree is not expected to resume for some time and when it does parents to stay with children and will use the Rowan Lounge.	
AV Area	AV Operator	High	Medium	6		
Lift & Stair rails	All	High	Medium	6	Everything wiped down regularly. Members to be aware of people who might be going against the flow. Upstairs doors to be open as well, to give an alternative entrance.	Church cleaner Stewards etc

The Methodist Church

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Door handles light switches & socket switches	All	Medium	Medium	6	Clean all door handles, light switches regularly	Church cleaner
All toilets now open	All	High	Medium	6	Clean all toilet areas, including sinks, taps, seats and door handles.	As above
Hymn books & Service books	Church Services	High	Medium	6	Hymn books have to be used on 2 Sundays each month. AV screen on other 2 Sundays. Communion services. Extra sanitizing of hands.	
Keeping 2 Metres distance at all times	All	High	Medium	6	If anyone has any symptoms they should not attend but anyone who attends but doesn't know and could pass it on to others, so the 2 M distance is advisable	Any symptoms go home.
Hygiene	All	High	Medium	6	Sanitizer is provided at entrances. A notice is in each location regarding distancing and washing hands	Church cleaner
Toys	Apple Tree & Oak Tree	High	Medium	6	Apple Tree is not expected to resume very soon. Only toys to be used that can be cleaned easily.	Apple & Oak Tree organisers
Church service collection	Con-gregation	High	Medium	6	Encouraged on line banking for collection. Collection plate at entrance of the Beech Room. When counted put in safe.	
Adults & children	Messy Church	High	Medium	6	Messy church will not be meeting for some time	

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Keeping to 2M spacing	All	High	Medium	6	We ask everyone to still wear masks and to keep apart if possible.	Everyone
Cleaning	Cleaner	High	Medium	6	All surfaces will be cleaner regularly. As everyone entering the building uses hand sanitizer before entering. Therefore all surfaces should remain clean.	Church cleaner
Stairs Rails	All	High	Medium	6	To be cleaned regularly	Church cleaner
Signs					Signs laminated and in place and placed in appropriate places around building	Stewards
Hand Dryers					As these are in individual cubicles these can be used. Safer than used paper towels.	
					Hirers are beginning to come back. A good cleaning routine is now in place.	
Greeters	One up & one down	High	Medium	6	Greeter to encourage all to use the sanitizer. Sanitizer available at top level.	Greeters
Face Masks	All	High	Medium	6	It is now advisory to wear masks in churches. Preachers, readers exempt when preaching/reading.	
Music	Musicals/Singers	High	Medium	6	3 metres from the congregation.	Musicals/Singers
Register	All	Medium	Medium	4	There is now a signing in book in the lobby for non worship attendees	Leadership Team

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Rowan Lounge	All	High	Medium	6	Large space for room to social distance	
Kitchen	All	High	Medium	6	Small space so one way system around table in centre,	
Kitchen and servery work tops	All	Medium	Medium	6	Clean all surfaces regularly	Cleaner
Servery	Server	Medium	Medium	6	Ensure anyone serving drinks has washed their hands for 20 seconds with soap and water	Server. Put notices in kitchen about keeping 2 M apart and washing hands
When Food is allowed	Server	High	Medium	6	All those providing food to follow government guidelines during food preparation and serving	Wednesday Meeting Point server initially
Cleaning			Medium	6		This will be done by Church Cleaner
Sanitizing			Medium	6	Hirers to sanitize areas they will use as appropriate	Sanitizer to be provided by hirers