

# COVID19-related Risk Assessments for Holy Trinity Prestwood: Church

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## Version Control

Issue Date	Version Number	Issued by/update
2 <sup>nd</sup> September 2020	11	Addition of non-worship activities, also Children’s activities in worship and various other minor updates
21 <sup>st</sup> August 2020	10	Baptisms
17 <sup>th</sup> August 2020	9	Inclusion of outdoor services
11 <sup>th</sup> August 2020	8	Weddings, funerals and Face coverings for clergy and leaders
4/8/2020	7	Facecoverings are mandatory

26/7/2020	6	Facemasks guidance
20/7/2020	5	Revision following review
9 <sup>th</sup> July 2020	4	Holy Trinity Prestwood, covering 8am worship
12 <sup>th</sup> June 2020	3	The House of Bishops COVID-19 Recovery Group
8 <sup>th</sup> June 2020	2	The House of Bishops COVID-19 Recovery Group
22 <sup>nd</sup> May 2020	1	The House of Bishops COVID-19 Recovery Group

Churches and cathedrals are legally permitted to open for purposes of individual private prayer from 13th June 2020. House of Bishops guidance provides for churches to open for funerals from 15th June.

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for individual private prayer. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for individual private prayer or not, based on their local circumstances, resources and context.

Future versions of this document will be produced when different forms of public worship and access are allowed.

A risk assessment relating to contractors and construction workers forms part of an updated document giving advice on access for these groups. This can be found on the [Church of England Coronavirus pages](#).

### Risk assessment template

<b>Church:</b> Holy Trinity Prestwood	<b>Assessor's name:</b> Deiniol Heywood	<b>Date completed:</b> 30/6/2020 7/7/2020 9/7/2020	<b>Review date:</b> 31/7/2020
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## Use of Holy Trinity Church for Prayer and Regular Worship

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for private prayer and/or live streaming (no congregation present)</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified and separate from public entry if possible	Not possible		01.06.20
	A suitable lone working policy has been consulted if relevant.	Complete	Clergy	01.06.20
	Buildings have been aired before first use.	Complete	Deiniol Heywood	01.06.20
	Check for animal waste and general cleanliness.	Complete	Deiniol Heywood	01.06.20
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a> Complete	Deiniol Heywood	01.06.20
	Switch on and check electrical and heating systems if needed.	Not needed yet. Need to check before end of September.	David Wickham	
	Holy water stoups and the font are empty.	Complete	Deiniol Heywood	01.06.20
<b>Preparation of the Church for individual prayer and services</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Complete	Deiniol Heywood	
	Review CoFE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Determine cleaning process from opener and closer. Complete – see below	Deiniol Heywood & Doreen Clarke	30/6/2020
	Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	1. Car park notice board – general welcome, worship. 2. A-Frame at path junction with posters at access process.	Deiniol Heywood in overall control. Various tasks to be completed by Dick Rivett & Caretaker.	30/6/2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>3. At entrance:</p> <ul style="list-style-type: none"> <li>a) alcohol-based hand sanitiser, stand alone unit.</li> <li>b) alcohol-based cleaning wipes for furniture.</li> <li>c) Bin for wipes.</li> </ul> <p>4. Large notice board and blue floor level board “Everyone welcome” notice board:</p> <ul style="list-style-type: none"> <li>a) How to come in</li> <li>b) How to sit down</li> <li>c) How to pray</li> <li>c) How to worship</li> <li>e) For children...</li> <li>f) How to donate</li> <li>g) How to leave</li> </ul> <p>5. Pews set at required distance apart for social distancing. Sanctuary closed off. 14 benches, max. capacity 42</p> <p>6. Arrows on floor indicating flow.</p> <p>7.Exit via Back door.</p> <p>8. Hand washing available:</p> <ul style="list-style-type: none"> <li>a. Instructions</li> <li>b. Soap</li> <li>c. Paper towels in holder.</li> <li>d. Bin</li> </ul>		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Back door held open on latch. Main entrance outer doors open, inner glass doors pushed open (though inner glass doors may be closed to prevent excessive wind blowing through building).	Person who opens the church each day.	Ongoing.
	Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user.	Book stand turned to wall and hidden by display board.	Dick Rivett	30/6/2020
	Cordon off or remove from public access any devotional objects or items	Vestry, Toilet and Kitchen area will be locked. Sanctuary will be roped off. Remaining pews and chairs will be roped off.	Dick Rivett	30/6/2020
	Consider if pew cushions/kneelers need to be removed as per government guidance	Kneelers to be put in Vestry	Dick Rivett	30/6/2020
	Remove or isolate children's resources and play areas	Not applicable	N/A	N/A
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember current guidelines in all directions from each person.	Benches will be used. Current social distancing regulations will be followed	Dick Rivett	30/6/2020
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Notices outside church. Removable arrows on church floor.	Dick Rivett	30/6/2020
	Determine placement of hand sanitisers available for visitors to use.	Entrance	Deiniol Heywood	21/6/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices and display boards to be prepared. Need to be updated as instructions change.	Deiniol Heywood & Liz Lewis	30/6/2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	If the church has been used in the <b>last 72 hours</b> ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	Person who opens church will use disposable gloves and ensure that all handles, sanitisers, open benches etc are cleaned.	Person opening the church.	Ongoing role, no completion date.
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Daily by opener.	Person opening the church.	Ongoing, daily
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Not opening toilets	N/A	N/A
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	All disposable liners to be removed as required by gloved opener and placed in wheelie bin outside back door. New ones inserted into bins.	Person opening the church	Ongoing role, no completion date.
<b>Additional controls for Worship</b>	Sanitiser and notices checked		Sidesperson	Ongoing
	Church seating laid out for worship, barriers removed		Sidesperson	Ongoing
	Sidesperson for each service appointed	All Sidespeople must work through the <a href="#">Personal Risk Factors</a> document before agreeing to volunteer	Colin McBride	Ongoing
	Worship procedures to be followed.	See below	Sidesperson/ Minister	Ongoing
	Face coverings are mandatory for all. There are exemptions for clergy and others whilst leading worship (such as readers and intercessors).	Sidesperson to wear face coverings and all attendees to do same. During consecration and at the distribution of Holy Communion, the priest wears a face	Sidesperson/ Minister	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		covering while the communicant temporarily removes their face covering.		
	There is to be no congregational singing, government guidance is to be followed regarding music played/sung by small groups of musicians.	See <a href="#">Church of England guidance</a> sections 16-18	Minister	Ongoing
	Microphones to be used but not to be shared.		Sidesperson/ minister	Ongoing
	Orders of service: once weekly, low risk, but attendees invited to download to tablets, but sidesperson to put out Orders of service and collect afterwards whilst wearing gloves.		Sidesperson	Ongoing
	Vestry to be clear for minister to vest.		Minister	Ongoing
	Hand Hygiene Protocol for communion: a) President only to prepare altar, lay up, ablute and tidy. b) Hands washed before preparing altar, c) At start of service, d) At offertory, e) Before distribution		President	Ongoing
	Aerosol Hygiene for communion a) Face mask to be worn by President throughout b) Small communion wafers to be used by all. c) Small communion wafers and monstrance wafer placed on paten with pall covering. d) Priest's wafer on top. e) Only president consumes priest's wafer,		President	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	assisting clergy consume small wafers. f) Presiding priest to consume monstrance wafer after Online Worship			
	Assisting clergy to maintain social distancing in chancel.		Assisting clergy	Ongoing
	Sidesperson to direct communicants to chancel step a) Maintaining social distance b) Not to kneel		President/Sidesperson	Ongoing
	Voices to be kept low and other guidance followed	Govt guidance and C of E specific guidance	Minister/Sidesperson	Ongoing
	Register to be kept of attendees as per guidance	Eventbrite online ticketing system preferred but capacity to safely record names of casual attendees.	Sidesperson	Ongoing
	Church to be cleaned after worship ensure benches, high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Sidesperson will use disposable gloves and ensure that all handles, santisers, open benches etc are cleaned.	Sidesperson	Ongoing
	Areas to be roped off so that church is safely open for private prayer		Sidesperson	Ongoing

## Cleaning of the Church

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here.</a>	If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	N/A	N/A	N/A
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Cleaners will be the people opening the church and closing the church.		
	Set up a cleaning rota to cover your opening arrangements.	By end of July need to consider if more cleaning is needed. If needed liaise with Caretaker.	Standing Committee	9/7/20 sidesperson required due to 8am worship
	All cleaners provided with gloves (ideally disposable).	Ensure adequate supply for church openers, closers and caretaker.	Supply Purchase: Liz Lewis	Ongoing role.
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		Supply Purchase: Liz Lewis	Ongoing role.
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Church openers and closers. Wheely bin by back door.	Deiniol Hewwood	21.6.20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	As required on opening of church.	Deiniol Heywood	21.6.20
<b>Cleaning the church after</b>	If possible close the church building for 72 hours with no access permitted.	<b>Ensure church is closed. Notices amended to say closed. Identify who is</b>	Dick Rivett & Doreen Clarke	

<b>known exposure to someone with Coronavirus symptoms</b>		<b>going to carry out deep clean. And check PHE advice.</b>		
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a>	Dick Rivett & Doreen Clarke	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>		

## Use of Holy Trinity Church for Baptisms, Weddings and Funerals

<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<b>For Baptism services the ‘Additional Controls for Worship’ (above) apply, plus the following</b>	In advance of the baptism, if the baptism occurs less than 72 hours before/after the next/last use of the building, then plan for additional cleaning of church (see ‘Cleaning the Church’ section).	If baptism takes place shortly after another service in the church, vergers or sidesperson to clean all benches and other surfaces	Vergers or Sidesperson	Before the service
	Maximum number of people attending the baptism is limited to 30	Providing social distancing is maintained, not including clergy, vergers and organist (if any)	Minister conducting the baptism	Before the service

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	All those taking a formal role (especially organist, vergers, etc.) to have worked through the <a href="#">Personal Risk Factors</a> document before agreeing to take part in the service	Circulate the Personal risk factors document with every request for a role/volunteer	Minister conducting the baptism	Before the service
	Single use Orders of service only, vergers or sidesperson to place them inside the main entrance door	Each attendee picks up their own Order of service on arrival	Vergers or Sidesperson	Before the service
	Clergy to be mindful of their own personal hygiene	Wash hands before and after service, face coverings to be worn whenever physical distancing cannot be maintained (e.g. at the font)	Minister conducting the baptism	
	If candidate is an infant, he/she is to be held by parent or guardian for duration of the service, including during the baptism itself		Minister conducting the baptism	
	Before anointing forehead with oil and signing with the Cross, minister to sanitise hands and either use a suitable implement to apply the oil or ask a parent to do this		Minister conducting the baptism	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	A suitable implement such as a shell to be used to pour water over the candidate's forehead at the baptism. Paper towels to be used by the parents or guardian to wipe the forehead afterwards and the used towel(s) to be immediately disposed of	No-one else to sign themselves with baptismal water or be sprinkled with it	Minister conducting the baptism and vergers or sidesperson	
	A candle to be provided for the parent or guardian to light from the paschal candle		Vergers or sidesperson	Before the service
<b>For Weddings and wedding rehearsals, the 'Additional Controls for Worship' (above) apply, plus the following</b>	In advance of the wedding and the rehearsal, if it occurs less than 72 hours before/after the next/last use of the building, then plan for additional cleaning of church (see 'Cleaning the Church' section).		Vergers	At least 1 week before wedding rehearsal
	All church staff/volunteers taking a role (especially organist, vergers, etc.) to have worked through the <a href="#">Personal Risk Factors</a> document before agreeing to take part in the funeral.	Circulate the Personal risk factors document with every request for a role/volunteer	Clergy	Before the wedding
	Maximum number of people attending the wedding is limited to 30 (providing social distancing can be maintained, which extends	30 includes bride, groom, clergy, witnesses, photographers, musicians, etc. but does not include vergers,	Clergy, in conjunction with bride/groom	As early as possible before the wedding

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	to the bridal party/procession and signing of registers).	churchwardens, or others employed/volunteering for the church		
	All attending the wedding must wear a face covering. Bride, groom and officiant are exempt, as is anyone who shares in leading the service.		Clergy, in conjunction with bride/groom	Before the wedding
	Single use Orders of service only, verger to place them inside the main entrance door	Each person picks up their own Order of service on arrival	Verger and ushers	Agreed at rehearsal
	Clergy to maintain social distancing from bride and groom as far as possible throughout the service	<ul style="list-style-type: none"> <li>• Avoid touching the couples' hands</li> <li>• Avoid touching the rings</li> </ul>	Clergy	Rehearsal
	Additional arrangements to be made for the signing of the register, so that witnesses can sanitise hands before and after signing.	Arrange table and one-way system so each signatory/witness signs and moves away from the table	Verger, at the direction of the clergy	Agreed at rehearsal
	Bride and groom leave church via the main (entrance) door, everyone else leaves as normal via the back door		Verger and ushers	Agreed at rehearsal
<b>For Funeral services the</b>	In advance of the funeral, if the funeral occurs less than 72 hours before/after the next/last		Verger	Approx. 1 week before funeral

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>'Additional Controls for Worship' (above) apply, plus the following</b>	use of the building, then plan for additional cleaning of church (see 'Cleaning the Church' section).			
	Maximum number of people attending the funeral is limited to 30	Providing social distancing is maintained, not including clergy, verger, organist and Funeral Director staff	Minister conducting the funeral, in conjunction with family of the deceased	Before the funeral
	All those taking a formal role (especially organist, verger, etc.) to have worked through the <a href="#">Personal Risk Factors</a> document before agreeing to take part in the funeral.	Circulate the Personal risk factors document with every request for a role/volunteer	Minister conducting the funeral	Before the funeral
	Single use Orders of service only, verger to place them inside the main entrance door	Each mourner picks up their own Order of service on arrival	Verger	Before the funeral
	Bearing the coffin in and out of church. <ul style="list-style-type: none"> <li>While inside church, if coffin bearers are within 2m of mourners, face coverings are worn as mitigation.</li> <li>The coffin is taken out of church through the main (entrance) door, all other mourners leave by the back door, wash/sanitise hands, as normal.</li> </ul>	To further mitigate risk, the coffin may be placed in church before the mourners enter.	Minister, in conjunction with family and funeral director	Before the funeral

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where committal takes place at the lychgate, allow sufficient time and space for all mourners to gather, whilst maintaining social distance.	Potential mitigations to create sufficient space around the lychgate: <ul style="list-style-type: none"> <li>• Park hearse further forward than usual</li> <li>• Cordon off the disabled parking space next to lychgate (and create additional space further across)</li> </ul>	Minister, in conjunction with the Funeral Director	Before the funeral

## Outdoor services in Holy Trinity Churchyard

In addition to CofE guidance HSE guidance has been consulted alongside <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
For routine communal worship, held in the churchyard/marquee, the 'Additional Controls for Worship' (above) apply,	Each household/bubble attending: <ul style="list-style-type: none"> <li>• sits 2m distant from any other household/bubble</li> <li>• brings their own seating/blankets.</li> </ul> Young children should attend supervised by parent/ guardian. Advance notice of arrangements to be communicated via notices.	Markers will be laid out in the churchyard beforehand, at least 3m apart, for each household/bubble to ensure safe distancing. Initial measurements indicate circa 60 households can be safely accommodated within sight and earshot of the marquee placed beyond the east end of the church.	Clergy or wardens	During the week prior to the service

plus the following	Marquee sides to be taken down before congregation begins to arrive, to ensure maximum ventilation while providing protection from rain for the electrical PA equipment, ministers, vestments, wafers, etc.	Those involved should wash/sanitise hands before and after this work (including replacing sides afterwards) and must wear face coverings if close working (under 2m) is required.	Clergy or wardens in conjunction with able-bodied 'set-up' team	30 mins before service start
	Sufficient sidespeople on duty to ensure each household arrives and is guided to a marker smoothly, without queues forming in the car park Suggest three: 1) at lych gate 2) at fork of path near bench 3) by war memorial.	Encourage people to arrive in plenty of time.	Ministry team, supplemented if necessary by others	30 mins before service start
	One way system in operation: enter via lychgate only, leave by pathways towards annexe or overflow carpark. At the end of the service all paths may act as exit ways.	Additional signage required? Churchyard pathways to be kept clear (2m wide corridor), no sitting on the pathways.		30 mins before service start
	Names and contact number for each household/bubble to be collected on entry	Attendees outside will not book via Eventbrite. Attendees inside church will book via Eventbrite so will already be recorded.	Ministry team (using standard contact sheets)	At service start
	<b>Printed orders of service</b> , if used, to be printed at least 48 hours in advance, stored untouched, placed for collection ( <b>not</b> handed out) at the lychgate, by congregation members on arrival. Congregation take their OOS home after. Families attending with young children collect a <b>Family Pack</b> at the lychgate ( containing craft materials and resources for the service). These will have been prepared and placed into plastic zip lock bags 48 hours in advance. Each family writes their surname on their bag to ensure they use the same pack at the next	Optional recycling box(es) may be placed at exits.	Clergy and parish secretary (printing), ministry team (distribution)	2+ days before service

	service, and leave their pack at the lychgate on leaving.			
	If Holy Communion is to be distributed, consider having multiple stations (bread only) spread out among the congregation (along the pathways, inside church, etc.).	Minimise the amount of movement among the congregation. Sidespersons to direct and control congregation, prioritising safety over speed of distribution	Presiding clergy	Before service start
	The disabled toilet (annexe) will be open and available for use. A notice will point this out and an announcement made.	Cleaning implication. Users will need to sanitise toilet before and after use.	Ministry team	30 mins before service start
	Outdoor services will be live-streamed in order that those who feel vulnerable can still follow the service and not feel pressured to attend.	Additional seating inside church will be available (booked using Eventbrite) as for other services inside church, the live-stream will be played in church.	Clergy to arrange	Before service start
	Appropriate microphone stands to be used such that the microphones do not need to be touched during the service.	Alcohol-based wipes to be available in case of adjustment (e.g. speakers of different height)	Clergy	Before service start
	Before the service, careful allocation of any leadership roles (president, deacon, preacher, servers, readers, etc.) and briefing of the leaders before service starts to ensure any one-off circumstances are considered		Service leader (e.g. President for a service of Holy Communion)	Before service start

## Controls relating to non-worship activities in Church

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name

## Procedures

Note the doors are referred to as follows:

- 'Main entrance' doors (two sets: outer wooden doors and inner glass doors)
- 'Back' door: the outside door by the toilet/flower sink
- 'Vestry' door: the internal door to the vestry

### Daily Opening procedure:

1. Enter through back door.
2. Put on gloves (drawer by sink near cleaning cupboard).
3. Turn on lights – church on and the kitchen light.
4. Latch open back door (if appropriate to do so, given the weather conditions), otherwise leave closed and unlocked.
5. Collect spray & blue paper towel roll from cupboard above sink.
6. Unlock main entrance glass doors. Fix outer wooden doors open, glass doors to be left closed to, so as not to create a through draft with open back door.
7. Use spray and blue paper towel roll to spray door furniture (back and main inner & outer doors), sanitising station near main entrance, GoodBox, cleaning wipes, open benches and the handwashing station.
8. Check levels of:
  - a) sanitiser
  - b) cleaning wipes
  - c) soap
  - d) paper towels
  - e) *cleaning spray, blue paper and gloves for staff*and replace / refill where necessary. See separate instructions for how to replenish stock.
9. Empty both bins when full / nearly full, place bin bags in Wheelie Bin and reline bins as required. On Sunday evening wheelie bin to be put out onto road near cottage for bin men collection on Monday morning. Bin be put back in position once they have been.
10. Put out A-frame onto path, just before the path splits.
11. Dispose of gloves

### Closing procedure:

1. Put on gloves (drawer by sink near cleaning cupboard).
2. Take in A-frame.
3. Close main entrance outer wooden doors and lock inner glass doors.
4. Turn off kitchen light and church light to exit.
5. Lock back door.

### 8am Worship Procedures:

1. **Before Service** open church following **Opening Procedure**
2. Clean benches, doors, other surfaces following **use in last 72 hours** cleaning procedure, that is:  
Use spray and blue paper towels to spray door furniture (back and inner and outer main doors), open benches, handwashing station, sanitising station (entrance), GoodBox.
3. Unrope restricted spaces
4. Put out Orders of Service
5. Switch lights to “Nave Service”
6. Unlock vestry
7. Name Sheet and pens out to record casual attendees
8. Wear facemask and maintain Social Distance whilst welcoming congregation and throughout worship
9. **After service** clean benches, doors, other surfaces following **use in last 72 hours** cleaning procedure, that is:  
Use spray and blue paper towels to spray door furniture (back and inner and outer main doors), all seating benches, handwashing station, sanitising station (entrance), GoodBox.  
Check levels of:
  - a) sanitiser
  - b) cleaning wipes
  - c) soap
  - d) paper towels
  - e) *cleaning spray, blue paper and gloves for staff*Empty both bins and place bin bags in Wheelie Bin and reline bins as required.
10. Rope off restricted spaces
11. Put away Orders of Service

12. Switch lights to “Church On”
13. Place name sheet in vestry
14. Lock vestry
15. Dispose of gloves.

## Items for Reviews

### Review:

Items for first July review –

- ~~1. Seating capacity to be reviewed and increased where possible.~~
- ~~2. Ticketing arrangements and attendance management to be reviewed.~~

Items for early September review:

1. 9.30 Online Worship Risk Assessment
2. Hiring of church and potential conflicts with other activities.
3. Provision for families with children.