

Romsey Methodist Church - Risk Assessment in relation to Covid-19

Activity: Funday Sunday

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Introduction:

The Coronavirus-19 is a highly infectious disease primarily affecting the respiratory system. The disease can be transmitted as an aerosol from human exhalation/inhalation or by physical contact with an infected surface. The disease can be transmitted prior to an infected person exhibiting symptoms. Surfaces can remain infected between 48 hours to 72 hours. It is understood that transmission of the virus likely occurs mainly indoors and in settings where there is close proximity between people.

Description of activity:

Funday Sunday is an activity-based form of worship for children and their families / carers on the second Sunday of the month. It includes craft activities, a basic food preparation craft which is eaten during story time. Under current guidelines it will not include singing and will only be an hour long (starting at 10am).

People will be required to book via Eventbrite or email to attend the session. When booking to attend people will be advised not to come if they are feeling unwell or have symptoms related to Covid-19. At booking households will be asked to provide the information needed for track and trace. The track and trace register will be retained for 21 days. An NHS QR code will also be available for the venue.

Persons at risk:

The persons at risk are those attending, the volunteers and the cleaner

Job roles

The minimum number of volunteers possible will be used to reduce individual's interactions. This means some volunteers may do more than one of the job roles below in one morning

Welcomer outside

Will be in place by 9:50am in case people arrive early

Will say good morning to people, ask if they are feeling well and ask adults and over 11s to put on their mask before going in (we will have some available for those who don't have one)

Will help anyone use the lift who needs to on entering and exiting and sanitise the lift between uses

Will be a runner during the session to support the shepherd and the leader

Welcomer inside

Will be just inside the main church doors – will ensure the doors are open for people to arrive

Will make sure everyone uses the hand sanitiser when coming in

Will check the track and trace details are correct and take their drink order

Will pass them on to the shepherd before inviting the next family to enter

Will remain by the door until everyone has arrived and close the door depending on the weather

If anyone feels ill during the session, will take their household to the Wesley room as described below

Once the session has started will take drinks orders to the lobby kitchen and deliver them to each table in turn

Shepherd

Before the session ensures every table has a 'We need help' sign, a sanitiser and a rubbish bag in a bin
Will show people to their tables when they arrive and explain they need to stay at their table, wave the help sign if you need anything, and invite them to start activity 1

At the end will ask everyone to put their materials back in the container and any rubbish in their bin

Will ensure leaders social distance when relaxing over clear up

Be alert during the session to try and pre-empt and prevent any rule-breaking where possible

Have a suitably amusing distancing pole to keep people apart in a fun way without inviting them to push boundaries (shepherd's crook / pool noodle or similar)

Loomeister

Will ensure engaged / vacant sign is up and visible before the session

Will sanitise the toiler handles and taps with wipes between each use

Remain in the lobby to ensure no children escape through the front doors if they are open (dependent on the weather)

Will sanitise door handles after the session and dispose of rubbish after the session

Craft leader

Before the session ensures every table has the activity bags they need

Will ensure tables and chairs have been sanitised before the session

Will do the formal welcome from the front (wearing a visor not a mask) with a short safety reminder

Will lead people through the session (what we're doing next etc)

Will use a microphone to avoid raising their voice

Will ensure their face visor and microphone is sanitised at the end of the session

After the session will ensure boxes of materials and 'we need help' signs are quarantined

Kitchen hand

Makes the drink order and delivers it to the table wearing gloves

At the end of the session collect mugs and glasses and ensure they are washed on high heat

Techy

Will ensure the sound/video desk is sanitised without detriment to the equipment

Will press play / advance slides where required

Everyone

All will follow social distancing during the session even from people in their household to set a clear example

All to wash hands thoroughly before the session starts and before preparing any materials

In the event of fire, all fire safety measures take precedence. The leader will escort everyone out of the building

Should a person feel unwell or demonstrate symptoms of Covid-19 then they should be isolated in the Wesley Room with a Church Steward attending and ensuring a surgical mask and protective gloves are worn. The unwell person should remain in the Wesley Room until it is safe to exit the building without further contact of others. The Wesley Room and other areas where the person was sitting will be sanitised. A note against the name of the person should be made on the registration sheet. In the event of a more complex condition emergency services should be contacted.

Risk / Hazard	Mitigation actions
<p>Not maintaining social distancing on arrival / departure</p> <p>Higher risk of infection if social distancing is not maintained</p>	<p>People will enter and exit through the front doors. A one-way system is not required as people won't be arriving as others leave. Queuing will be minimal due to the low numbers. Any queuing and entry into the building will be managed by the "Welcomers"</p> <p>People will be asked if they are feeling well before they enter. When booking to attend, people will be sent an email explaining the new routine. A copy of our risk assessment will be on the website available and be clear that any infringement will be challenged</p>
<p>There are interactions with addition people from the 10:30am service</p>	<p>The session will start at 10am and finish at 11am to minimise arriving / leaving at the same time as the service congregation. Funday Sunday will use the front doors whereas the 10:30am service will use the right-side door.</p> <p>Funday Sunday will not leave the main church and won't use the back toilets. This ensures the 10:30am service and Funday Sunday can exist as two separate venues</p>
<p>Not maintaining social distancing within the church</p> <p>Higher risk of infection if social distancing is not maintained</p>	<p>Families/households will be required to book a table to attend. These tables will be placed in the church to ensure social distancing. This will likely limit the number of families/households to 8.</p> <p>Each family will be directed to their table by the "Shepherd" which will have a sign on with their name and the correct number of seats for those attending.</p> <p>A vacant / engaged sign will be made and displayed at the back of church. The "Loomister" will change the sign to engaged at the appropriate points so that others know not to leave their table until it is vacant which will reduce travel between table/toilet</p>
<p>Not maintaining hygiene requirements and contaminating by touch during the session</p> <p>Higher risk of infection spread if proper hygiene not followed</p>	<p>The team setting up will use hand sanitiser before touching chairs / tables / equipment. Equipment will be prepared 72 hours in advance where possible and placed in bags to minimise touch on the day. Each table will have their own equipment which will not be shared between tables.</p> <p>The "Welcomer inside" will ensure people use hand sanitiser on the way in and ask adults and children over 11 to wear a mask. Hand sanitiser is also available for those exiting the building. Anyone needing the lift will be helped by the "Welcomer outside" who will sanitiser the lift between each use</p> <p>The ceiling fan and air purifiers will be on. If the weather is good the front doors will also be open throughout the session</p> <p>The "Loomister" will sanitiser toilet handles and taps between uses</p> <p>People will be advised to change and wash their clothes when they get home</p>