GMJ Consultancy Ltd.

ACTIVITY	*10.30 Outdoor Service*	ASSESSOR	Geoffrey Roberts
		DATE	21/08/20120

ID	ELEMENT	CONTROLS
1	Too many people come to the service so that social distancing (ideally 2m or 1m +) is impossible, leading to non-compliance with government guidance, raising risk of reputational damage for the Church and the risk of Covid - 19 transmission.	1. Promotion of service makes clear that people should book attendance via Church Suite 2.Volunteer deputy wardens/sidespeople empowered to turn away once capacity is reached 3. 2 sidespeople at Lych gate entrance, 1 at A404 entrance. Double gates closed off. 4. Sidespeople manage social distancing on entry - lay out a 3 by 2m separation marks on tarmac outside Lych Gate 5. Casual passers-by asked to avoid walking through the church yard 6. All volunteers to sign off on Covid 19 guideline safety procedures
2	Potential transmission vectors not controlled - for volunteers, congregation or celebrants.	1.Sidespersons to wear facemasks and gloves and to be spaced with one on carpark side of Lych Gate, the other in Churchyard, directing 2.Band to be in Junction (socially distanced) with sound transmitted via speakers to outside. 3. Celebrant doubles as Service Leader and leads/preaches from outside Junction door (amplified through speakers) 4. Only one singer - to be in Junction (with window open) 5. Orders of service to be prepared in Covid - 19 safe manner and handed out to congregation as they arrive, to be disposed of in bin on exit. [preparation of service sheets: fresh paper to be used in printer, handled only with gloved hands, print as early as possible to give maximum stand time, stored in covered box] 6. Congregation to be reminded that there is to be no singing 7. Service live streamed back into church - set up is that chairs can be taken in, spacing laid out for maximum of 30 8. If weather deteriorates, congregation free to leave - service continues if only light rain, otherwise ends early 9. Retiring collection taken via card machine - sanitise before and after
3	Risk transmission via activity packs for children NOTE:SEE SEPARATE RISK ASSESSMENT FOR WHEN FOREST CHURCH IS ON	1. As for orders of service; handle packs with gloves on, store in covered container, sidespeople to hand out on arrival (note - sidespeople are wearing gloves) 2. Children reminded to bring own pens/pencils
4	Inadequate First Aid provision	1. Ensure trained First Aider present 2. Ensure phone contact with emergency services is always possible (multiple mobile phones, different networks, landline)
5	Failure to comply with guidance because unable to support Track & Trace - leading to increased risk for our community as well as reputational damage for the church (and Church School by name association)	1. All attendees asked to register via Church Suite - means may have 'false positives' if they do not then come 2. Service Leader reminds all present that we need to be able to trace them should any cases of Covid-19 develop, asks for them to identify to a sidesperson and/or retrospectively register with Church Suite.
6	Congregation arriving early before set up is complete	1. Ensure that at least one two sidespeople are available (one at Lych Gate, one at A404) at 10am.
7	Congregation break social distancing guidelines as they exit	1. Manage exit procedures to avoid pinch points: people guided to leave one area at a time whilst maintaining social distancing 2. When the ice cream/coffee is provided congregation reminded to queue at 2m gap and maintain social distancing when leaving
8	Virus transmission via seating, food or drink or use of facilities	1. No seating to be provided, all participants encouraged to bring their own chairs/ mats to sit on grass. **NOTE: separation must be manged by sidespeople.** 2. Ice cream/lollies offered (free) on exit for children - sealed individual packs bought from store. The one offering ("vendor") is to be masked and gloved 3. Coffee offered free at end of service: capsule machines to be used with disposable cups. 'Vendor' to wear mask and gloves. NOTE: if disposable cups not available the normal church mugs can be used. These must be dispensed by vendor, user must put empty cups into a dishwasher basket, this must be placed by gloved coffee vendor team member in dishwasher and emptied - wearing fresh gloves. 4. Toilets not opened for congregation unless in emergency. If any of the band etc need toilets then disabled toilet to be used, sanitised by a sidesperson after each use
9	Sunburn, heat stroke	1. Remind congregation of need to apply sunscreen for children 2. Suggest that congregation check weather forecast and bring sunshades if appropriate
10	Insect stings,bites	1. Be alert for wasps and other stinging insects 2. Restrict access of dogs to site 3. Ensure waste bins are closed properly. 4. Provide trained first aiders