

PREPARATION FOR NEXT USE OF BUILDING FOR SERVICES			SANITISE SPRAY IN ALL AREAS BETWEEN SERVICES . WIPE DOWN HANDLES/ CLEAR SEATS / FLOORS ETC / REPLACE /TOP UP SANITISER , TOWELS ETC	DESIGNATED INDIVIDUALS WITH APPROPRIATE PERSONAL SAFETY EQUIPMENT				
ATTENDANCE RECORDS			LIST OF ATTENDEES FOR EVERY MEETING OF GROUPS TO BE KEPT FOR 21 DAYS MINIMUM .	ANYONE TESTING POSITIVE FOR COVID TO NOTIFY NHS AND DEACONS. CHURCH TO PROVIDE NHS WITH LIST OF POTENTIAL CONTACTS				
SINGING		HIGH RISK	AVOID SINGING					
VENTILATION			KEEP OCCUPIED ROOMS WELL VENTILATED.	LEADERS TO ACTION				
LEADERS		HIGH RISK	ALL TO BE AWARE OF REQUIREMENTS.ENSURE USE OF MASKS IF APPROPRIATE . MAINTAIN SOCIAL DISTANCING.					
EMERGENCIES			ATTENDEES TO REMAIN IN SEATS SO FAR AS POSSIBLE UNTIL INSTRUCTED . STEWARDS TO SUPERVISE. ANYONE PROVIDING FIRST AID TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT	STEWARDS				
GENERAL			NOTIFICATION OF PLANS & PROCEDURES. UPDATE PROCEDURES AND NOTIFICATIONS AS NECESSARY.	BY LEADERS . DETAILS TO GO ON WEBSITE				
PROCEDURAL ARRANGEMENTS	THIS RISK ASSESSMENT MAY BE SUPPLEMENTED BY MORE DETAILED PRACTICAL ARRANGEMENTS FOR THE USE OF THE ROOMS AND BUILDING BY THE TWO GROUPS							