

Risk management for caretaker / cleaner

In trying to be compliant with all regulations, and to keep caretaker / cleaner and the congregation as safe as possible, I recommend the following:

1. Read current government advice to churches opening during Covid-19 pandemic.

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december>

and continue to regularly check this guidance before coming in for duty.

2. **DO NOT COME** if displaying any of the symptoms of Covid-19 or knowingly been in the presence of someone with the coronavirus in the last 14 days.
3. Wash hands thoroughly before leaving home and bring a fresh face mask with you.
4. On entering the building disable the alarm if this has not already been done and immediately wash hands. (This is recommended in the government advice as a preference to using hand sanitiser.)
5. If working alone in the building, have informed someone else that you are in the building at that time and inform them of your expected time of leaving the building. This is for your protection and the individual should try and contact you and know how to check on your safety e.g., by contacting the minister or another keyholder of the building to check on your welfare should this be necessary.
6. Face masks must be worn on entering the building, and at all times within the building.
7. Follow all advice especially setting a clear example to others in:
 - a) re-washing hands/using hand sanitizer if any contact is made accidentally with another person, or object that may have been contaminated.
 - b) keep two metre distance rule if at all possible from anyone not in your own household.
 - c) avoid touching anything you do not have to, and if anything is touched it should be wiped down with a disinfectant wipe as soon as possible, and before others risk touching the same.
8. Be aware of others using the building and their responsibilities:
 - a) **tech desk team** - responsible for all tech, including church lights. Headset or lapel microphone should be prepped, wiped down and set on lectern for preacher to pick up and use. After service, the microphone needs wiped down and cleaned before switching off and stored. Once in tech corner the team should remain there until the congregation leave, in emergency evacuation the tech team will be last to leave building.

b) **steward - at front door.** Responsible for friendly welcome and clear explanation of rules now in place. Responsible for security of donations box (but this shouldn't need to be touched) and seeing that people have mask, are booked in or used QR code, and use the hand sanitizer. During service remain in porch as security and deterrent to others entering, as doors must be kept open for ventilation purposes. At end of service ensure exit routes are both clear and available and encourage continued social distancing as people leave.

c) **steward - in church.** Keeping a 2 metre distance, guide people to the seating. Usable seats have a white sticker on wooden back, and four seats (2 metres) or three seats (1.5 metres) from Easter should be kept between households. At end of service, or in an emergency, return to centre position to coordinate exiting of building - this to be through side doors beginning with those closest to exits and then following the one way system.

d) **preacher** is responsible for bringing and removing their own books, papers or tablet. Preacher should be in position at lectern before congregation arrive and remain there until after they leave. Like stewards, preachers should follow hand washing protocols on entering and leaving the building. The lighting of a candle at the front, if required, is the responsibility of the preacher.

9. Record in the church office when you have been in the building and what areas in the building you have been working in. Similarly check and be aware of when others have been in the building in the last 72 hours, and be particularly careful in the areas of the building where they have been present and recorded their activity.

10. Ventilation is important in reducing the risk of Coronavirus. The rear door should be left open with the protection of the grill being still securely locked in place and internal doors propped open to allow ventilation through the spaces in which you are working. If others are also in the building, then church fire doors or main church entrance door may also be wedged open when safe to do so, keeping in mind your own personal safety.

11. While operating in the building on your own or with others present, the personal alarm in the office is there for your protection and should be carried with you.

12. Toilet – the disabled toilet needs to be brought into use and is the one recommended for your use, but will need wiped down and made Covid-secure for any other person using it afterwards.

13. The drinkable water supply has not been run regularly over the past 12 months and you are discouraged from using this water to drink until the system has been properly flushed through, tested and you are advised that it is safe to do so.

14. On leaving the building all is to be made secure, and whatever has been touched to be wiped clean, then turn on the alarm before exiting if no one else is in the building.

15. If you come across anything that you think is a risk to other users of the building, it should be reported immediately.

Rev John Purdy 22/3/21