

Risk management for stewards

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

1. Re-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 the first steward will disable the alarm and should open the fire door at the church lounge side of the church after washing their own hands. The fire doors being open before, during and after the service allows maximum ventilation of the area.

5. Subsequent stewards to enter via that fire door, which enables the washing of hands with warm soapy water for at least 20 seconds at the toilet and washroom located there. (This is recommended in the government advice as a preference to using hand sanitiser.)

6. Face masks must be worn on entering the building, and at all times within the building. An additional face shield will be provided to you, labelled for your own personal use.

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. The front door steward is provided with a protective screen to stand behind to keep the safest distance in the area with the greatest traffic of people and the tightest space.

- 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. Clear areas of responsibility should be followed:

- 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. After everyone has left, the building to be made secure, and whatever has been touched to be wiped clean, then all leave by fire door next to toilet having again washed hands. The final person to leave building will close fire exit and turn on the alarm before exiting.

Rev John Purdy

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