All Saints Church Kingston

Risk Assessment for the re-opening of the church for Private Prayer following the Covid 19 lock down

*Risk of infection passing between visitors to the church*

Mitigation:

 - separate “in” (south) and “out” (north) doors (the west and northwest doors will be locked for now)

 - separate “in” (west) and “out” (south) doors for the Chapel

 - clear signage at all doors, and at a number of points throughout the building reminding people to remain 2 metres distance from each other

 - signage and reminders for all with reference to hand cleaning and use of sanitiser

 - the removal to stacked storage of enough chairs to mean that no chair is less that 2 metres apart throughout the church and chapel

 - removal of all but one chair for each table of the cafe

 - removal to stacked and covered storage of the children’s toys in the St James’ Chapel play area

 - hand sanitiser at the entrance with signage asking people to sanitise before entering the building

 - rolling ongoing programme of sanitising wiping of all surfaces (but especially those known to have been used) by Vergers “minding” the church

 - removal of all leaflets, booklets etc

*Risk of infection through the use of the Cafe (when allowed)*

Mitigation:

 - strict “staff” only policy behind the counter

 - protective screen erected at the counter

 - every table and chair used by a customer to be sanitised after use

 - tables to be 2 metres apart always with one chair though with other chairs available on request for those in family groups

 - immediate washing up of all utensils and plates after use

 - queueing for the counter only through the south gates into the East End to ensure a flow through of people in one direction (effectively an “in” to the East End at the south side and an “out”at the central crossing)

*Use of the toilets*

Mitigation:

 *-* queueing system along the north wall of the north aisle with only one person at a time in the northwest lobby

 - provision of wipes for customers to sanitise the toilet themselves (sign to indicate that they use it at their own risk)

 - hourly cleaning of touch surfaces by Verger staff

*Use of the Office by Paid and Unpaid workers*

Mitigation:

 - one person only allowed in the office

 - signage to indicate that anyone wanting to use, come into or meet with the person inside the office should knock on the door and then retreat into the East End to meet 2 metres apart