

Action Plan with Risk Assessment BRMC_RA_CV19_CHURCH The Methodist Church

Action – List out what needs to done BURTON ROAD METHODIST CHURCH, LINCOLN.	Ownership – List out who complete	Date to be Completed by	Date of Completi on
1. Affix social distancing signs.	Church	30/8/2020	21/8/2020
2. Ensure that the doors are open to the rooms to enable air movement, the window in church and lounge to be open when occupied.	Church	30/8/2020	Windows open 21/8/2020 Doors when occupied.
3. Print off the following posters and put up <ul style="list-style-type: none"> a. NHS Handwashing technique <ul style="list-style-type: none"> i. https://www.berkshirehealthcare.nhs.uk/media/33429304/nhs-hand-wasing-technique.pdf b. Catch it, bin, it, kill it. <ul style="list-style-type: none"> i. https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf c. COVID Secure poster <ul style="list-style-type: none"> i. https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure-accessible.pdf 	Church	30/8/2020	21/8/2020
4. Install wall mounted hand sanitiser at All entrance points.	Church	30/8/2020	21/8/2020
5. Purchase tissues	Church	30/8/2020	21/8/2020
6. Purchase anti-bacterial wipes	Church	30/8/2020	21/8/2020

Action Plan with Risk Assessment BRMC_RA_CV19_CHURCH

7. Purchase face shields for Stewards.	Church	30/8/2020	28/8/2020
8. Display track and trace QR code.	Church	30/8/2020	30/8/2020
9. Print off track and trace slips for chairs.	Church	30/8/2020	30/8/2020
10. Display signage for face coverings.	Church	30/8/2020	21/8/2020
11. Have anti-bacterial wipes in toilets for cleaning after use.	Church	30/8/2020	29/8/2020
12. Print off and display the following posters <ul style="list-style-type: none"> a. NHS Handwashing b. Catch it, bin it, kill it. c. COVID Secure. d. Stop- symptoms, Use hand sanitiser, use face covering. 	Church	30/8/2020	21/8/2020
13. Risk assessments for contractors.	Church	Ongoing	Ongoing
14. Check fire door, boiler room end, is not wedged open when leaving building.	Church	Ongoing	Ongoing
15. Fit marker system for corridor for one way system.	Church	30/8/2020	30/8/2020
16. Ensure that all areas are suitably stocked with toilet rolls, soap, hand towels, hand sanitiser.	Church	Ongoing	Ongoing
17. Ensure that waste bins have bin liners, and that rubbish is removed with tied bags.	Church	Ongoing	Ongoing
18. Define Room occupancy levels.	Church	30/8/2020	21/8/2020
19. Display room occupancy levels.	Church	30/8/2020	30/8/2020
20. Action plan on confirmed COVID-19 case.	Church	Ongoing	Ongoing
21. Make anti-bac wipes available in each room.	Church	30/8/2020	Ongoing

Action Plan with Risk Assessment BRMC_RA_CV19_CHURCH

22. Split AV section into 2 areas if required.	Church	Ongoing	Ongoing
23. Quarantine books for 72hrs if used.	Church	Ongoing	Ongoing
24. Brief those attending of: Those welcoming from the individual Churches should keep their face covering on at all times, the arrangement will be when welcoming the new presbyter, come to the lectern whilst maintaining the 2m social distancing. – Brief those attending.	Church	30/8/2020	30/8/2020
25. Brief those attending of: All parties should be seated at all times. The person leading the service should be seated on the chair away from the lectern; those addressing the congregation can use the lectern but should refrain from touching it. The incoming presbyter will be seated behind the piano and use the microphone adjacent to that. Those welcoming can use the lectern to do the welcome. No physical contact will be allowed.	Church	30/8/2020	30/8/2020