



RISK ASSESSMENT for the use of visiting groups to St James' during the Covid-19 pandemic

Controls required	For which Groups/users	Date	Person Responsible	Additional Information
Updating of 'A Church Near You', website and other social media	All	Due	Kerri Allen	
Review CofE guide on cleaning Church buildings	All	Done	Adam Dickson, Isabel Nisbet	
Review Booking system and relevant paperwork to include guide for the use of St James'	All	Due	Adam Dickson, Isabel Nisbet	
Arrange a one way system for circulation in Church, taping off of alternative pews, provision of appropriate signs and notices	All	July 10th	FrJ, Isabel Nisbet	
Remove cushions in the pews	All	July 7th	A1 Facilities Services Ltd	Part of a complete deep clean of the Church
Regular sanitising of the Church, removal of Bibles and ancillary literature from Church	All	July 10th	Nurcan Kokden, ongoing	
Provide sanitiser at Church door	All	July 10th	Isabel Nisbet, ongoing	
Provide alternative entrance and exit doors	Some Voices	As required	FrJ, Curtis Stansfield	
Requirement to use face coverings when not performing	Church members and concert audiences	August 16th	Group Directors, Churchwardens	

Signed:

John Burnista

Date: 02.09.20