**CRAMLINGTON TEAM MINISTRY**

**Group Risk Assessment Form**

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| **Name/address of church****St Nicholas Cramlington** | **Assessment carried out by****L Alexander** | **Group name** **All church users** |
| **Date****12/2/19 Reviewed 12/3/20 updated 15/8/22****Due to a Covid specific risk assessment no longer being required (Diocesan update)** | **Date of review** **12/3/20** | **PCC notified (date)****September 2022** |

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| **Potential Hazard** | **Who is at risk?** | **Current controls**(What you’re currently doing to reduce risk) | **Future controls**Future action needed to further reduce the risk) | **By whom & when** |
| **Back vestry** |  |  |  |  |
|  Bell Tower access and exit Bell /safe group storage areaTrip and falls | Bell ringers/ group workers/ cleaners  | Keep a path from church door to bell tower | * Groups to collaborate and review current use of storage are prioritising regular use resources
* Ensure floor area is free from cleaning equipment cables by storing them correctly. allocate an area for hoovers and brushes
 | Group leaders to coordinateongoingCleaners/ group workers  ongoing |
| Access to resourcesTrips spills and falls | Group workers | Keep to allocated areas | * Prioritise resources -used most frequently on lower shelves less frequent higher shelves heavy items in floor space
* Rotate seasonal resources and store in an alternative area
* Use steps to reach high shelves not tables or chairs
* 2 or more people to move heavier items
 | Group leaders and workers ongoing |
| **Worship area** |  |  |  |  |
| Seating Side aislesAccess and exitTrip spills and falls  | All church users | Keep number of seats within limits of church capacitySeats stored in side aisles available for congregation to sit separately for personal reasons and provide adequate space for those who wish to worship socially distanced from others Music equipment covered/wires away from main throroughfareCover on cable along base of Altar stepsActivity mat and toys in church to be put out cleared away after each use. (separate risk assessment for Sunday School) | * Each group to consistently restore seating to original positions
* Store unused seats during group times in side aisles use centre space for access and exit
* All chairs separate form main seating are to be returned safely to side aisle storage areas.
* Ensure free access in side aisles
* Cover cables
* Wires from equipment to be checked regularly
* Check position of rugs before during and after activities.
 | All groups Each time area used Ongoing church band then each time equipment is usedActivity coordinator  |
| Whole church buildingReduction of Covid 19 infection | All clergy parishioners and visitors | Have hand sanitiser available for people to use on entry and exit of the church building.Church building to be well ventilated  | To purchase sufficient supplies. On table in porch for way in, on table inside church for way out. Be mindful of individual choice and social distancing. Support individual requests for individual wellbeing in line with agreed Parish Practice. | Church Wardens to orderOpening team to place  |
|  |  | Mask wearing optional in closed heavily populated areasSeating to be available for those who wish to sit separate form others  | To be reviewed with each event using current Government/Diocesan guidance ( Living with Covid)  | Event leader |
| Services |  | Sunday 8 am Communion10.30 am Communion/ contemporary service (live streamed -YouTube)Wednesday 10am CommunionWeekly prayer groups -ZoomScreens visible to all of the congregation to enable access to service. Use of hymn books service sheets on;y if other options not available   | Dependent upon number of people able to serve on opening teamsService information on weekly newsletter | Rector co-ordinate rota rotaMedia team/ Worship leaders/Tech Team  |
| Communion | Wafers prepared and kept in sealed box for each service. Clergy to dispense to individuals  | Hand sanitiser available on the Alter.Chalice can be usedCongregation to be made aware they are not obliged to use the Chalice and must not dip Communion wafer in the Chalice See further Cof E guidance for Ministers | Rector /Verger/Warden | Service Leader |