



CORNERSTONE

W I R R A L

Gathering during Covid-19

Version 1 - September 2020



Introduction and Contents

There are unprecedented times but we are incredibly excited to be able to gather as the Church once again. As restrictions ease and we adjust to our “new normal”, we believe that it time is right to gather as the Church again.

We understand that many will have questions and might even be anxious so we have prepared this document to help explain the various precautions we have put in place to ensure that we abide by Government guidelines and mitigate the risk.

In truth Sunday's will look very different to what we experienced before lockdown but we are convinced that the social and spiritual benefits make it worth fighting for. We have no idea what the future holds and speculation doesn't help. I hope that you will see that a lot of prayer and planning has gone into making arrangements and facilitating our Sunday service. We hope that pray that this will help to reassure you and give you the confidence to join us on Sunday.

We will continue to keep one eye on government guidelines and adjust our risk assessment if necessary.

As you read and prepare to gather with the rest of Cornerstone Church Wirral please be prayerful and expectant. Included is some key pieces of information that we think you'll find helpful;

- **Chapter 1:** Gathering as Cornerstone Church Wirral each week
- **Chapter 2:** Kids Church during Covid-19
- **Chapter 3:** Cornerstone Church Wirral Risk Assessment and FAQ's



CORNERSTONE

W I R R A L

Gathering as Cornerstone Church Wirral

Chapter 1



Gathering as Cornerstone Church Wirral

What do I need to do before Sunday?

Before attending Cornerstone Church Wirral each week you will need to pre register your household or bubble before midnight on Thursday. You will also need to pre register your kids at the same time if you wish to send them to Kids Church.

This allows us to prepare, understand numbers and help with seating arrangements. Unfortunately you will need to do this every week but we trust you understand why and hope you find the registration process straightforward.

To help mitigate risk and accommodate all who wish to attend we will be hosting two services each week. The first service will start at 9:30am and the second at 11:30am. Attending the 9:30am Service are the New Ferry, Rock Ferry, Heswall GC's will attend the 9:30am service and Bebington, Higher Bebington and Rooted Church South Wirral the 11:30am service.

Each service will have space for guests and visitors so be invitational and invite friends and family members to join us.

You can pre register kids and adults by clicking on the link below:

<https://www.cornerstonechurchwirral.org/booking>



Gathering as Cornerstone Church Wirral

What do I need to do before Sunday?

Continued...

We will be adhering to government guidelines and producing a register to confirm who attends each week. When you register you will be asked if you are showing specific Covid-19 symptoms, if so, we will ask you to follow government guidelines and not attend any Cornerstone Church gathering until you have conclusive results.

All those who register to attend our Sunday gathering will also receive an automated email on Saturday night to remind them not to attend if they show Covid-19 symptoms.

We will keep your personal details securely on file for 21 days after the date you last registered in line with GDPR guidelines.





Gathering as Cornerstone Church Wirral

How do I prepare for Sunday?

Read the passage (if known) and pray. Despite the various restrictions we are excited about what God is going to do as we gather and even though it will look very different God is not restricted in what he can do. We gather expectantly.

Due to the various measures in place please plan to be on time and make allowances for these. Please bring your own bible, pen and notebook.

Unfortunately we are unable to serve any refreshments before or after the service but you can bring your own drink with you. We encourage you that you might even want to use the toilet at home before you come.

Don't forget to bring your mask as you will be required to wear this at all times when in the building. Those with applicable medical conditions are obviously exempt.

Personal hand sanitizer is recommended although



Gathering as Cornerstone Church Wirral

Attending on Sunday!

Parking:

The Church car park will be closed because it will form part of the one way system around the building. It will only be open to those with disabilities and a member of the welcome team will be on hand to help if you need access.

Everyone else is asked to park in the car park on the corner of Bebington Road and Barlow Avenue. We would ask that you don't park outside the houses on Bebington Road as we previously had some complaints from neighbours.

Making your way into Church:

As you make your way to the Church building you may wish to drop any kids off at Kids Church. To do this you will make your way up the narrow path on the right hand side of the building. To avoid congestion at the entrance of the hall we ask that only one parent drops your kids off at Kids Church. Please see Kids Church section for more information about this.

Once you have dropped your kids off and they have settled please make your way around the other side of the building through the larger green gate and enter Church through the front doors.

A member of the welcome team will be on the gate to say hello and help to guide you if there is a queue when entering the building.



Gathering as Cornerstone Church Wirral

Attending on Sunday!

Entering the building:

Before entering the foyer please ensure that you put your mask on. Another member of the welcome team will ensure that you are checked in and show you to your pre-assigned seat.

It's important you know that we want all members to remain invitational. We actually want to encourage you to invite a friend or family member, even at this time, but please try to ensure they register beforehand. If this isn't possible then there will be provision for any visitors that turn up without pre registering. We still want Church to be accessible and please know that we will monitor the capacity of the room at all times.

Seating arrangements:

Once you are checked in you will be greeted by a third member of the welcome team who will guide you to your seats. Please do not move seats and try to limit your movements around the building.

GC's will be allocated a specific service to attend and this will be consistent while we gather in this way. GC's will also be seated together in a way that maintains social distancing. This is our way of trying to bubble the Church and mitigate any risk if a member of the Church contracted Covid-19.

Toilets:

Toilet will be available before and during the service but not after. Only one person will be permitted to wait in the corridor at any given time. If you need to queue then please do so in the wing and maintain social distancing. The disabled toilet will still be available in the back hall.



Gathering as Cornerstone Church Wirral

What will happen during the service?

Each service will last for one hour. Unfortunately we are unable to sing but the worship team will still provide music for periods of reflection and suchlike. We will also listen to a sermon and partake in the Lords supper together.

We will be able to partake in communion together and you will be guided in how to do this during the service. The elements will have been prepared by one person before the service in a safe way with gloves and face covering on. There will be no shared bread or cup but individual ones provided.

What about kids in the service?

If you do not wish to send your kids to kids Church then they are very welcome to join the main service. Unfortunately adults or kids cannot sit in the foyer during the service.

Creche will open for any Children under 3 but this is limited to 3 adults and 3 children at any one time. Parents are welcome to use this room if their child is unsettled but once your child is settled we encourage you to come back and join us in the main service. You can bring some things from home which will help your children remain settled in the service such as colouring books or toys. However these shouldn't be shared with anyone else. More information can be found in the Kids Church section.

If you want to leave the Church you must follow the one way system and exit through the fire exit next to the kitchen. If you plan to return you can do so through the front doors.



Gathering as Cornerstone Church Wirral

What will happen at the end of the service?

Once the service is finished you should remain in your seat and you will be directed on how to leave by a member of the welcome team. Everyone will exit through the fire exit next to the kitchen. If you are collecting your Kids you turn left and make your way to the Church car park. If you have no Kids to collect then you turn right and make your way down the narrow path to Bebington Road. Unfortunately it is important that you leave the building swiftly.

We still want to encourage GC's to socialise safely after the service as long as this can be done in line with government guidelines.

How will the Church approach cleaning?

The Church will be clean ahead of the 9:30am service and ready for us to gather. Once this service finishes a team of three people who attended this service will be tasked to clean the building. There will be check list and cleaning products will be provided to ensure this is done properly. This team will also remove all the chairs that were used during this service while wearing gloves.

The welcome team for the 11:30am service will be asked to set out new, unused chairs in preparation for the 2nd service.

The Church will also be cleaned after the 11:30am service by a team of 3 people who attended that service. It is important that the cleaning, worship, welcome and kids team do not overlap.



Kids Church

Chapter 2

What to expect!

Church will function with two identical services back to back and GC's will be assigned to a specific service for the foreseeable future. In light of this, Kids Church will bubble the children of these GC's in Kids Church (max 15 kids per GC Bubble).

The children will be cared for by a member of their own GC, and playing with their other kids from their GC. This will limit contact with others and help reduce multiple contact throughout week as GC's seek to gather in various ways within government guidelines.

For example, Bebington GC kids will be with each other for the entire session and this will be lead by volunteers from within their GC.





Creche for children under 3

There will be no kids Church provision for children under 3 within the main kids Church session. Kids of this age are welcome in the main service - don't worry we are used to noise. If parents need to settle their kids then the creche room will be open during the service but not the guidance below.

- The room will be unmanned and children must be supervised by one parent only at all times.
- The maximum occupancy will be 3 children and 3 adults. (1 space per GC per service).
- Wipeable toys will be provided and allocated to each section. We ask that you clean these if you leave the creche room and return to the service.
- We are hoping to be able to make the audio of service available in this room in due course.
- When exiting please follow the one way system and return to the main hall through the front doors.



Check in!

All parents and carers will be required to register their child for their assigned service by the Thursday before. Check in will begin 15 mins prior to the service starting. e.g 9.15am check for 9.30am service. Check in stickers will be available from the wall inside kids church, parents to find and apply their own child's sticker.

A one way system will be in place for Check in, with a place to queue clearly marked outside of the hall. It is encouraged, if possible, that only one adult per household carry out check in.

Children must be taken to the toilet by whoever is dropping them off before they enter the main hall. If a child needs to use the toilet during the session and they require help, parents/carers will be called out of the main service.

If a child doesn't settle after entering the main kids hall, a parent/ carer will be called and they will be required to leave the hall and queue up to enter in again once they are able. If the child continues to not settle a decision will be made whether they can remain in the session, this is due to Kids Team members not being able to physically comfort any children (except their own).

The same principle applies for children who's behaviour is disruptive or harmful. If the child ignores the first request given by a Kids Team member, the parents/ carer will be called to settle the child. If the child continues to not co-operate they will have to leave the session fully.

Check out!

Once you have been instructed to leave the main building please make your way to the rear car park adjacent to kids Church.

Parents/ carers will wait here for their children to be released through the fire exit of the back building.

Once you collect your child please follow the one way system around the church building as you return to your car.

Children cannot re-enter Kids hall if they forget something. Parent/ carers and children must remain in car park while kids team locate and item.

Please note:

If a child has to leave Kids church for reasons such as, failing to settle or disruptive behaviour, they can join their adult in the main church service.



The Environment!

Kids Church Hall & Toilets: Hygiene

When you come into the hall you will notice there will be various cleaning stations around. Each station will be sign posted and have a hand sanitiser dispenser. Anyone entering the building (children and adults) will be required to use this upon entry and exit.

They will also be available within the toilets, with children encouraged to use them along with hand washing. Along with this the toilets will have paper hand towel dispensers and bins. There will be steps provided to ensure children can reach the sinks unaided.

Kids Church Hall & Toilets: Layout and flow

There will be a one way system in place and arrows that will clearly show the direction of this. Entrance will only be allowed through doors by toilets and exit is only by the fire exit doors. There will be 2M markings on the ground outside for safe queueing to enter building.

The hall will be spilt into three contained areas for each GC. When a child is assigned to an area, that is the only area they are permitted to be in. This area will have all the toys and resources they need to enjoy the session. Each area will be supplied with wipeable only toys and resources that will be used only by those children assigned to that area.

Once every child is settled into the session, if further toileting is required, they will be allowed to leave via Entrance door or wait at those doors for a parent to come and take them if they require help. This will be overseen by the additional adult.



The Environment!

Kids church hall cleaning:

Before: Kids Church will be cleaned thoroughly (not by team) and set up for first service. It will be left as blank canvas for the first team members to come in and set up for their own GCs, i.e set out of chairs/ tables/ toys/ pencil cases etc.

During: After the first session is over, the kids team serving from those GCs will clean and wipe down all surfaces/ toilets for next service. The hall will be left as a blank canvas. The kids team serving for the next service will then come in and as before they will set out toys/ pencil cases etc.

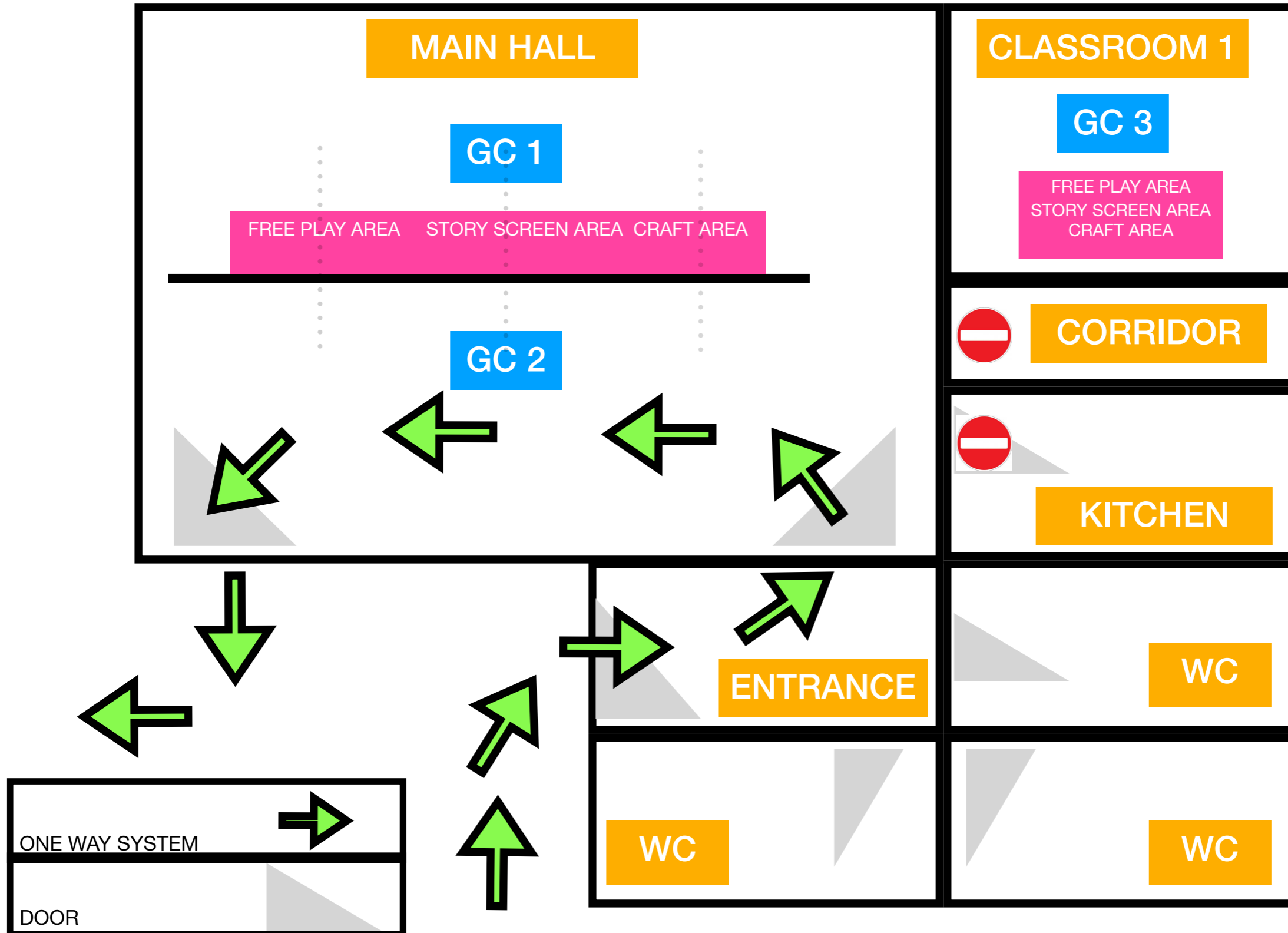
After: The kids team serving in the 2nd service will then clean down their own GC toys, resources etc including furniture and clear into classroom 1 and leave church hall as a blank canvas.

Kids Church Resources:

Furniture/ Toys: Only toys and furniture that is plastic and wipeable will be used & allowed within kids church. Toys will be spilt evenly across the five GC's and Rooted Church and will be stored in large boxes, with their allocated group on the box. Only the kids and team members of each GC should touch their box.

Art and Craft supplies: To limit sharing of resources each child will be provided with a pencil case that includes felt tip pens and a glue stick. Pencil cases will have each child's name on it and will only be allowed to be use by that child. Pencil cases will be kept with GC toys.

The room!





The session will.....

- Last for 1 hour
- Be in two parts, 1st 30 minutes will be free play/ DVD, 2nd 30 minutes will be basic craft with story and free play.
- Not provide snacks or drinks. Parents may send in a drink in a wipeable bottle with their child's name on it. Parents are encouraged to provide snacks but these must not be shared. Should be sent in a plastic bag or container.
- Provide each child with a plastic pencil case that has felt tips and glue stick. This will have the child's name on it and will remain at church. They will be kept in a box and only handed out to the child for their session. Each child will be encouraged not to share resources.
- Permit children to hang up coats or jackets on spaced out peg but will not be able to accept toys from home, if children arrive for check in with toys, they will be asked to leave the toys with their parents/ carers.
- Have allocated wipeable only toys to each GC which will be stored in storage boxes labelled with each GC's name. Boxes only accessed by assigned GC kids and team members.
- Not engage in sung corporate worship. Music may be played and children can dance but will be discouraged from singing.



The team will.....

- Serve only with their own GC
- Will be required to wear visors which will be provided by Church.
- Arrive at 9am for 1st service and 11am for 2nd service
- Clean and set out own GC toys and resources before their session begins
- Clean and set down after their session ends
- Print out stickers and pin to wall before check in opens
- Contact parents for toileting/ behavioural needs of any child in their care
- Not be permitted to attend the alternate service.
- Max of 4 adults per season: 1 per GC, plus one extra to support/ supervise (Additional Adult)
- At least one of the serving adults must hold a current up to date DBS check carried out by the church. All additional volunteers will be required to complete a self declaration form before serving in line with the churches child protection policy.
- Plan for session accordingly





What will lessons look like each week?

Who is needed?

- Each GC needs one volunteer to lead the session each week
- There will also be an additional adult who will assist in the following ways....
 - Welcome kids and parents
 - Show where check in stickers are
 - Reminds parent to toilet child before entering main hall
 - Point child to location of GC
 - Ensures no personal items come in other than snack and drink
 - Directs parent to one way system
 - Clean the toilets as they are used and ensures they are clean at end of their session.
 - If GC kids team member needs to leave room for whatever reason the Additional adult will supervise remaining Kids in that GC

Example plan:

- **Arrive:** Kids will get checked in and sent to their GC area, parents leave promptly
- **Free play and snack (0-30 mins*):** until service begins
- **Story/ Craft/ Activity (20 mins*):** Continue on with Worksheets that have been provided during lockdown for lesson title and passage. Can adapt craft to be very simple. Can use the questions and activity if you want.
- **Screen time (20 mins*)** Video/DVD will be provided
- **Free play (20 mins*)**
- * All timings are subject to change and are flexible
- **Check out**



Risk Assessment

Chapter 3



Risk Assessment

Organisation name: Cornerstone Collective of Churches

Risk Assessment for: Cornerstone Church Wirral

Scope:

- Sunday services that are to take place at Cornerstone Church Wirral including subset activities:
 - Kids Church – with ages ranging from 1 to 11 years old
 - Volunteer teams that assist in enabling a Sunday gathering to take place
 - Hospitality / Worship/ PA / Building

Cornerstone Responsibilities

- Ensure that a safe environment is available to all those who wish to gather at Cornerstone Church Wirral
- Ensure that all risks (and mitigations) are regular reviewed and any changes or action take is documented
- Ensure that government (and local) guidelines are adhered to in respect to Covid-19 and any other legislation

Not In Scope

The risk assessment of any third party using, this risk assessment should be in used in conjunction with any third party using the Cornerstone Wirral building, however they would be expected to conduct their own. If any changes are needed un relation to the layout or decoration of the Cornerstone Wirral building to accommodate the needs to the third parties risk assessment it should be discussed with the Pastor at Cornerstone Wirral prior to any action being taken.

Conclusion: If the following actions are taken appropriately the risks to all are considered to be suitably low. – The higher priority ones are highlighted in yellow



Risk Assessment

Risk Assessment Matrix

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individuals. This goes to emphasis the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk. (below taken from guidance provided by the Baptist Union)

Likelihood / Probability	RISK / PRIORITY INDICATOR MATRIX							
5. Likely to occur at least once in any 12-month period	LIKELIHOOD / PROBABILITY	5	7	14	21	28	35	
4. Likely to occur at least once in a 3-year period		4	6	12	18	24	30	
3. Likely to occur at least once in a 10-year period		3	5	10	15	20	25	
2. Likely to occur at least once in a 50-year period		2	4	8	12	16	20	
1. Unlikely in a 50-year period		1	3	6	9	12	15	
		1	2	3	4	5		
Severity / Significance / Consequence	SEVERITY / SIGNIFICANCE / CONSEQUENCE							
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual	Score = Severity x Likelihood + 2 x Severity (this formula places additional emphasis on high severity issues)							
4. Material threat to continued existence of church, or significant harm to single individual	Summary	Suggested Timeframe for Action						
3. Substantial adaptation required to ongoing operations	20	High	Immediate / within days					
2.. Minor adaptation required to ongoing operations	15-19	Medium	Within weeks					
1. Inconvenience to ongoing operations	1-15	Low	Whenever viable to do so					



Risk Assessment

Risk	Coronavirus entering the premises and potentially infecting those within the building				
Persons at Risk	Church Staff, Volunteers, Congregation Members, Visitors				
Risk Rating before control Measures	Likelihood	5	Risk Rating after control Measures	Likelihood	3
	Severity	5		Severity	3
	Overall	35		Overall	15



Risk Assessment

What is the Risk	Who might be harmed and how?	What are you already planning/doing?	Do you need to do anything else to manage this risk?	Responsibility?
Sunday Gathering				
Coronavirus entering the premises and potentially infecting those within the building	All – increased risk of catching virus	* Currently no physical church gatherings are taking place, however control measures will need to be inserted if this were to change	<ul style="list-style-type: none"> * The congregation will be asked not to attend if they are showing Covid-19 symptoms or are self-isolating for another reason (i.e. government Track and Trace advice). * Continue to follow government advice * All those intending to attend a gathering will be requested to state their intention via the Church Connect app, this allows crowd management and attendee number control to take place. This will also assist in ensuring the placing of chairs within the main building and the equipment / space needed for kids church is suitable is suitable. * All church congregation will be instructed to wear facemasks whilst in a church building * All volunteers will wear facemasks with the exception of the following whilst they are carrying out their specific roles, these are – Pastor (speaker) and worship team. To mitigate any increased risk increased social distancing measures will be undertaken between them and the congregation. * Anyone wishing to ‘drop’ their children off at Kids church are required to go via the side alley towards the rear building. Once child has been checked in the parent should follow the one-way system through the car park (note car park will be closed to vehicles) and enter the main building through the front entrance. Only 1 parent should be present whilst checking children in with kids church * Hand sterilizer will be readily available at points through both buildings. * Signs to remind all to conduct good hygiene practices will be visual throughout both buildings * Those attending the service will be asked to leave once the service is over and not to congregate in the church grounds * Congregational members will be encouraged to inform an Elder if they are showing symptoms of Covid-19, been diagnosed with Covid-19 or has been in contact with someone who has Covid-19 it is to be asked that they report it to one of the Elders immediately 	Cornerstone Wirral Elders



Risk Assessment

What is the Risk	Who might be harmed and how?	What are you already planning/doing?	Do you need to do anything else to manage this risk?	Responsibility?
Sunday Gathering				
If someone had Covid-19 but were showing no symptoms, then there is a risk of infection to others	All – increased risk of catching virus	* Currently no physical church gatherings are taking place, however control measures will need to be inserted if this were to change	<ul style="list-style-type: none"> *Limiting numbers who can attend gatherings to 45 (including those who are volunteering on Teams and church staff) *All chairs will be placed to respect the current social distanced guidelines and chairs used for the first service will be quarantined and not used for the 2nd service *Appropriate signage to be placed through church grounds *There will be a 1 hour gap between the end of the 9:30 service and the start of the 10:30 service; this will provide adequate time for both buildings to be cleaned, chairs (in the main building) used for the 1st service removed and the set up for the 2nd service. *All church congregation will be instructed to wear facemasks whilst in a church building *All volunteers will wear facemasks with the exception of the following whilst they are carrying out their specific roles, these are – Pastor (speaker) and worship team. To mitigate any increased risk increased social distancing measures will be undertaken between them and the congregation. *Hand sterilising stations to be installed throughout the building including entrance / exit is, near any doors (or surfaces that people are more likely to touch) *Increased general cleaning regime *One-way system implemented throughout including those leading to the outer buildings / church grounds *No food or drink (including facilities) to be available, those attending to be advised to bring their own drink / food 	Cornerstone Wirral Elders
Increased risk of infection via air ventilation	All – increased risk of catching virus	* Currently no physical church gatherings are taking place, however control measures will need to be inserted if this were to change	<ul style="list-style-type: none"> *Where applicable, and weather permitting, windows and doors will be left open *Hand dryers in the toilet areas will be turned off, hand towels (via a dispenser) will be provided *No singing is to take place during services All volunteers will wear facemasks with the exception of the following whilst they are carrying out their specific roles, these are – Pastor (speaker) and worship team. To mitigate any increased risk increased social distancing measures will be undertaken between them and the congregation. 	Cornerstone Wirral Elders



Risk Assessment

What is the Risk	Who might be harmed and how?	What are you already planning/doing?	Do you need to do anything else to manage this risk?	Responsibility?
Sunday Gathering				
Risk of contamination when taking communion		* Currently no physical church gatherings are taking place, however control measures will need to be inserted if this were to change	* Communion table will be placed away from where seats are located * Bread and wine (and alternative) will be prepared by 1 person wearing gloves and a facemask – with bread cut into individual pieces and wine into separate cups * Congregation Members will be invited to take communion, respective social distance guidelines via the one way system that will take them to and around the communion table then around a separate end to the main hall – this removes the risk of anyone breaking social distanced guidelines	
Increased risk of shared infection via touched surfaces		* Currently no physical church gatherings are taking place, however control measures will need to be inserted if this were to change	* Where applicable doors will be left open, or opened by a member of the Hospitality Team, to reduce risk * Hand steriliser station to be installed at all risk areas * Increased cleaning regime pre and post service * On-going cleaning at 'high risk' areas i.e. toilets during service (including the rear building)	



Risk Assessment

What is the Risk	Who might be harmed and how?	What are you already planning/doing?	Do you need to do anything else to manage this risk?	Responsibility?
Sunday Gathering				
Increased risk of infection during the undertaking of kids church		* Currently no physical church gatherings are taking place, however control measures will need to be inserted if this were to change	<p>Creche</p> <ul style="list-style-type: none"> * Creche church will not be 'manned' by a volunteer. The creche room will be made available to parents if they wish to use the facility on a maximum 3 adults / 3 children ratio * Limited number of toys (1 box) will be made available in creche, after the service the box (with the toys inside) will be quarantined for at least 72 hours. If a service is taking place a 'new' box will be made available * If parents wish to keep their children in the service, no toys will be provided by Cornerstone Wirral * No food and drink will be provided by Cornerstone Wirral; parents will be advised to bring their own * Post service the creche room shall be cleaned including any surfaces <p>Kids Church – Rear Building</p> <ul style="list-style-type: none"> * Parents will need to declare their intention of bringing their children via the Church Connect app prior to the service * Parents will be encouraged to 'sign in' their children via the provided app, or if not will be given a number that refers to their child that will be used if they are needed whilst the service is going on * Parents / Children will enter the rear building via the entrance leading to the toilets and exit via the fire exit leading to the car park – reducing risk of breaching social distance guidelines * Kids church will be 'split' into GC bubbles with a maximum of 15 children each bubble with 1 kids church volunteer for each GC 'bubble'. There will be 4th member of the team who will main the rear building foyer area and act as support for the volunteers (i.e. contacting parents in the main building / service) * Children will be provided their own resources and will be provided individual pencil cases to complete any colouring * Each bubble will be provided their own individual box of wipeable toys – which will be cleaned and placed back into the box after their session * The rear building main hall will be split (using dividers) to enforce the 'bubbles' * Volunteers are to be encouraged to respect social distancing, where they can, with the children but it must be noted that this may not always be possible. * Volunteers should respect the social distancing guidelines with each other and other adults * There will be no 'play' between the bubbles * Volunteers cannot switch between bubbles * No toys will be brought into kids church by children * No food / drink will be provided by Cornerstone Wirral. Parents will be encouraged to provide their own for the children 	Cornerstone Wirral Elders
Church Staff and				



Risk Assessment

What is the Risk	Who might be harmed and how?	What are you already planning/doing?	Do you need to do anything else to manage this risk?	Responsibility?
Sunday Gathering				
Increased risk of infection during the undertaking of kids church		<p>* Currently no physical church gatherings are taking place, however control measures will need to be inserted if this were to change</p>	<p>Creche</p> <ul style="list-style-type: none"> * Creche church will not be 'manned' by a volunteer. The creche room will be made available to parents if they wish to use the facility on a maximum 3 adults / 3 children ratio * Limited number of toys (1 box) will be made available in creche, after the service the box (with the toys inside) will be quarantined for at least 72 hours. If a service is taking place a 'new' box will be made available * If parents wish to keep their children in the service, no toys will be provided by Cornerstone Wirral * No food and drink will be provided by Cornerstone Wirral; parents will be advised to bring their own * Post service the creche room shall be cleaned including any surfaces <p>Kids Church – Rear Building</p> <ul style="list-style-type: none"> * Parents will need to declare their intention of bringing their children via the Church Connect app prior to the service * Parents will be encouraged to 'sign in' their children via the provided app, or if not will be given a number that refers to their child that will be used if they are needed whilst the service is going on * Parents / Children will enter the rear building via the entrance leading to the toilets and exit via the fire exit leading to the car park – reducing risk of breaching social distance guidelines * Kids church will be 'split' into GC bubbles with a maximum of 15 children each bubble with 1 kids church volunteer for each GC 'bubble'. There will be 4th member of the team who will main the rear building foyer area and act as support for the volunteers (i.e. contacting parents in the main building / service) * Children will be provided their own resources and will be provided individual pencil cases to complete any colouring * Each bubble will be provided their own individual box of wipeable toys – which will be cleaned and placed back into the box after their session * The rear building main hall will be split (using dividers) to enforce the 'bubbles' * Volunteers are to be encouraged to respect social distancing, where they can, with the children but it must be noted that this may not always be possible. * Volunteers should respect the social distancing guidelines with each other and other adults * There will be no 'play' between the bubbles * Volunteers cannot switch between bubbles * No toys will be brought into kids church by children * No food / drink will be provided by Cornerstone Wirral. Parents will be encouraged to provide their own for the children 	Cornerstone Wirral Elders
Church Staff and				



Risk Assessment

What is the Risk	Who might be harmed and how?	What are you already planning/doing?	Do you need to do anything else to manage this risk?	Responsibility?
Church Staff and Volunteer Teams				
Risks of spread of Covid-19 due to working activities of Church Staff and / or volunteer teams		???	<ul style="list-style-type: none">* Any work carried out on church premises, or for church purposes, should be taken in respect to current government guidelines (i.e. social distancing). Where this is not possible it should be discussed with either Lee Horne or Matt Newberry prior to the understanding of the work.* If any work is to be undertaken outside the hours of a Sunday gathering and attendance at the church is required then it should be discussed with one of the Elders beforehand, it is the Elders responsibility to share this information with the other Elders. This reduces the risk of a number of people being present at the church premises at one time* If any volunteer is showing symptoms of Covid-19, been diagnosed with Covid-19 or has been in contact with someone who has Covid-19 it is to be asked that they report it to one of the Elders immediately* Volunteers will be encouraged to report to an Elder if they have concerns about the control mechanisms in place* Social Distancing guidelines will be enforced in the operating of any volunteer activities example:<ul style="list-style-type: none">- Kids church volunteers will have to work socially distanced to one another- Those who are conducting worship (when allowed) will complete whilst socially distanced* Required PPE (gloves, masks) will be provided where needed, in line with government guidelines	Cornerstone Wirral Elders



What if I have symptoms or test positive for Covid-19?

If you show symptoms then we recommend that you follow government guidelines and get tested.

Either way, we ask that you communicate with an Elder so that we can pray for you, offer any practical support and ensure that we know if Covid-19 shows up in our Church family. The Elders are best placed to coordinate practical help but also ensure that the whole Church family remains safe in the event that one of our members test positive.

Safeguarding at Kids Church during Covid-19?

In line with our Child protection policy and based on the number of children in the same room we are applying the following principle:

Everyone on the kids team will be asked to complete a self declaration form before serving. During every session there will be at least one volunteer who has recently completed a DBS's with the Church.

Those with DBS's completed by the Church do not need to complete a self declaration form. You will still need to complete a self declaration if you have a recent DBS's completed through another organisation.

If I am serving on a team, am I expected to provide my own PPE?

No, the Church will provide all PPE for those serving each week



Appendix 1 - Hospitality Job Roles

Hospitality Role 1

- Arrive at 9am / 11am
- Prepares communion before the service
- This person stands at the wooden gate at the front of Church and welcomes people.
- This person reminds people of the one way system around the Church building
- This person checks they have pre-registered and organises a queue if necessary.
- This person is on hand to open the green gates if someone arrives and they need to use the Church car park.
- This person does not need to wear a face shield because they will remain outside. They should wear a face shield the moment they step into the building.
- Following the service this person clears and cleans communion

Hospitality Role 2

- Arrive at 9am / 11am
- Prepares foyer and register before service (provided by Chris Simons)
- This person stands inside the foyer
- Welcome and check all attendees into the service
- This person should wear a face shield
- Following the service this person cleans the foyer and toilets

Hospitality Role 3

- Arrive at 9am / 11am
- Set chairs out before the service (wearing gloves and with guidance from Josh Walsh)
- This person stands inside the Church hall and guides people to their seats
- This person indicates when people can leave at the end of the service
- This person should wear a face shield.
- Following the service this person cleans the main hall, wings and removes chairs (with gloves)