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| **Church:****St John’s** | **Assessor’s name:****Laura Betson** | **Date completed:****10.05.21** | **Review date:****Monthly after opening, in line with government roadmap** |
| **Updated to include St Peter’s Church** | **Laura Betson** | **25.05.21** | **Monthly, after opening** |

Messy Church is designed as an Act of Public Worship, particularly suitable for children and families, although All-Age and for everyone. It will eventually take place three times a month, once each at St John’s, St Peter’s and Holy Innocents’, on a Sunday afternoon from 3.00pm-4.00pm. As an Act of Worship, this assessment should be read alongside the general Risk Assessment for each church.

I note that running Messy Church this way changes the emphasis from ‘All Age Worship’ to ‘Worship for children and families, facilitated by church volunteers’. I feel this is inevitable given the constraints, and hopefully we need not run it in this way for too long.

| **Area of Focus**  | **Controls required**  | **Additional information** | **Action by whom?** | **Completed – date and name**  |
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| **Preparing and setting up** | **The church should be ventilated by keeping the main door open for at least 30 minutes before the service. The door may be closed once the service starts if it is cold.** **Tables should be set up in the church for each family group. There can be a maximum of 8 tables set up according to a plan. Each table to have the required number of chairs for those who have booked it.** **Individual bags of craft supplies will be provided per family group – these will have been completed 72 hours in advance. Instruction sheets will be placed on tables.****Family groups will be welcomed at the door and guided to their specific table. They will be asked to remain at their table throughout.** **Hand sanitiser should be available during the service.** **The speaker and music should be set up at the altar, which will be the focal point for the service.****A number of volunteers may be placed within chatting distance of the tables – ideally a minimum of one volunteer for every two tables. Volunteers to welcome, make conversation, draw families’ attention to the ‘why’ behind what they are making/doing, and offer assistance as required.** | **LB to produce plans** | **LB****Volunteers** |  |
| **Accessing the building** | **Families should access the building via the main door, which will be propped open. Buggies should be left in the entrance.****At the end of the session, families should leave via the main door – this will be propped open.** |  | **Appropriate signage displayed (LB)** |  |
| **Advertising, booking, registration and communication** | **The service will be advertised as limited space/booking essential. No more than 8 families booked in. Ideally 4-5 volunteers. On arrival, families will be given a copy of the registration form to fill in.****At all subsequent sessions families asked if there are any changes to the registration form.****This RA and a ‘what to expect’ document to be available when the service is advertised.** | **LB to produce registration form** |  |  |
| **Seating plan and movement** | **On arrival, families will be directed to their table, where they will be encouraged to stay. Those with toddlers who cannot sit still for the whole hour to be given a small area (eg a pew length) to allow them roaming room.****Families will join in from their table throughout the service.****Those whose children leave the table will be asked to return with them asap.**  | **We will promote the expectation that children will not mix. However this can only be enforced with parental support.** |  |  |
| **Use of craft materials** | **Each family will have their own craft materials, and will take their creations home. These will not be shared; anything not for taking home will be cleaned/quarantined after each use. Families are also welcome to bring their own toys for use at their table if they think this necessary (eg for waiting as everyone arrives)** |  |  |  |
| **Singing and storytelling** | **Only the service leader and under 5s may sing. The leader need not wear a mask for singing and storytelling. Adults may encourage their u-5 children to sing, and can join in actions etc. The emphasis in the celebration service will be on song actions rather than singing.** |  |  |  |
| **Refreshments** | **No refreshments can be served. Families are welcome to bring their own refreshments, and may consume them at any point.** |  |  |  |
| **Face coverings** | **Face coverings must be worn by all adults and over 11s when inside the church, unless they are exempt. The service leader need not wear a mask for speaking or leading the celebration service, but must mask before and after.** |  |  |  |
| **Toilet and changing facilities** | **Toilet facilities are available and will be cleaned before and after the service. Baby change facilities are also available.** |  |  |  |
| **Clearing away and cleaning** | **Families should tidy their own craft materials, and take home anything they have made. Remaining materials should then be cleaned or quarantined ready for the next use.****High-touch surfaces eg door handles and light switches to be cleaned down after the service.****Any required cleaning to be done by the service leader prior to locking up.** |  | **LB, volunteers** |  |
| **Inclusivity and outreach** | **An online version of the activities and celebration service will be produced monthly for those not able to attend in person.****Messy Church gatherings at HI to follow – this risk assessment will be updated to include other churches. All will follow the same format.** |  |  |  |