

Covid-19 Risk Assessment for Church of St Stephen with St John Rochester Row, SW1. Relates to opening for full services from 04 July 20

Introduction

The health and safety of staff, volunteers, children, parents and visitors is important and is an integral part of the management and day-to-day activities of the Parish Church of St Stephen with St John Westminster.

The **Health and Safety at Work etc. Act 1974** sets out the legal duties and responsibilities of employers, employees and others affected by the undertaking of an organisation's activities (which includes the Church) and, under this act, enabling regulations set out more detailed requirements with their Approved Codes of Practice (ACOPs) and Guidance Note (GNs) giving advice on how these duties can be fulfilled.

The broad duties of the **Health and Safety at Work etc Act 1974 (HSW Act)** and more specifically the **Management of Health and Safety at Work (MHSW) Regulations 1999** apply and require, as a minimum, that risk assessments should be undertaken to identify hazards affecting staff and others, assess the risks involved, and put in place measures to avoid or control the risks.

Covid-19 and the risk of Coronavirus is a risk that should be considered in the same way as any other risk and suitable mitigations to reduce the risk applied. Failure to complete a risk assessment that takes into account the risk of Covid could constitute a breach of health and safety legislation. Consequently this risk assessment, which is relevant to staff, contractors, worshippers, volunteers and all who visit the Church following the easing of lockdown restrictions, has been developed solely to cover the risks arising from this pandemic and not general risks.

The assessment will be shared with staff and all who need to be aware of it, or could be impacted by the measures contained within it, and with those who have named responsibilities in the document. In addition, so that people can be assured that we take our responsibilities for keeping staff and all users of our Church seriously, we will communicate our arrangements for responding to this pandemic more widely by uploading a copy of this assessment to our website.

Issue and revision date	Version Number	Issued by	Completed/updated by	Next update due
19 July 2020	1	Anthony Sewell, Church Health and Safety Adviser	A Sewell	01 Sep 2020 (and prior to recommencing of main Sunday morning Eucharist)

27 July 2020	2	A Sewell	A Sewell	Updated to take into account resumption of bell ringing
29 July 2020	3	A Sewell	A Sewell	Updated to reflect discussion of PCC at meeting of 29.07
10 August 2020	4	A Sewell	A Sewell	Updated to take into account compulsory wearing of masks from 08 August 20 and relaxation in shielding rules.
01 September 2020	5	A Sewell	A Sewell	Updated to take into account return to full Church services from 06.09 and actions agreed at PCC of 02.09.20 (see addendum to RA from page 18 onwards)

Some definitions:

Coronavirus

A group of viruses that are fairly common in both people and animals. The exact definition of this one is SARS-CoV-2

Covid-19

The name of the disease/illness caused by the Coronavirus SARS-CoV-2

Hazards

The assessments consider only the hazards which could reasonably be expected to result in significant harm. It includes consideration of who may be affected by the hazard and this is recorded using the form below.

Level of Risk and Risk Assessment

Risk may be considered as the likelihood that a hazard will actually occur. This will depend on the adequacy of controls that are in place and is often described as low, medium or high. It will also vary according to the numbers of people exposed to the hazard.

Control Measures

Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. The principles of control are outlined below and should be applied, if possible, in the following order:-

- Remove the risk completely **(In the case of this assessment by not having any Church services at all)**
- Try a less risky option **(Reduced services in Church with smaller numbers and streaming of others)**
- Prevent access/exposure to the hazard (e.g. by guarding) **(Controls we implement)**
- Organise work to reduce exposure to the hazard **(In the case of staff we work from home or are placed on furlough)**
- Issue personal protective equipment **(The gloves, facemasks, sanitizers provided)**
- The provision of adequate levels of training, information and supervision. **(This risk assessment and other guidance provided)**

Risk Evaluation (see matrix below)

The aim of risk assessment will be to assess whether existing control measures are sufficient or whether more needs to be done. Risk reduction measures normally reduce the likelihood of the hazard occurring, but occasionally these are based on reduction of the consequences for the hazard outcome severity. The assessment needs to identify any additional controls that may be needed, who is responsible for applying these and within what timescale.

Review

The record needs to include a review date for the assessment. Because the pandemic is a rapidly changing situation this assessment needs to be dynamic in nature meaning that it will need to be continually reviewed to adapt to the ever changing circumstances. Formal reassessment will be needed in response to:

1. Government updates
2. Changes in risk alert levels and mitigations
3. At any time lockdown measures are reinstated
4. For any Covid incidents, infections or outbreaks that occur in the Church.

The approach should be proactive to minimise potential risks, rather than simply responding to past issues

The scores to be used are:

Severity

- 1 negligible
- 2 slight
- 3 noticeable
- 4 serious
- 5 very serious

Likelihood

- 1 very unlikely
- 2 unlikely
- 3 possible
- 4 probable
- 5 very likely

The "Risk rating" is simply = Severity x Likelihood

- 1-8 = Low
- 9-15 = Medium
- 16-25 = High

THE RISK ASSESSMENT – COVID-19 RISKS TO ALL CHURCH USERS

Church of St Stephen with St John Westminster, Rochester Row, SW1

HAZARD	PERSONS AFFECTED	LEVEL OF RISK	EXISTING CONTROL MEASURES	ANY ADDITIONAL CONTROLS NEEDED/COMMENTS	PERSON RESPONSIBLE AND BY WHEN?	RESIDUAL RISK
<p>Covid-19. Interaction with visitors to Church, volunteers, staff other persons and risk of spreading or contracting Coronavirus</p>	<p>Staff (Vergers, Clergy, others), volunteers, contractors, worshippers etc</p>	<p>4x3=12 (Medium)</p>	<ul style="list-style-type: none"> To ensure that services can take place safely restrictions on capacity for services to be imposed. PCC at its meeting of 7 July 20 decreed that for the meantime the Church would adopt an incremental return to services and the number of persons allowed in the Church for services would be no more than 35 (30 for weddings, funerals and baptisms). Result of this is that 10am Eucharist would continue to be screened via Zoom and only Evensong (said) and midweek Eucharist would be performed in Church Staff members or contractors who are feeling unwell and displaying the symptoms of Coronavirus must not enter the Church but report themselves unwell for their period of duty 	<ul style="list-style-type: none"> Restrictions on capacity to be reviewed September 2020. As part of our assessment of risk we have considered whether outdoor worship could be safely held as an alternative to indoor services. We have determined however that this would not be appropriate at this present time 		<p>4x2=8 (Low)</p>

			<ul style="list-style-type: none">• If staff member or contractor or any worshipper (where known) resides with someone who has tested positive, is self-isolating, or showing symptoms; or is a person who is at increased risk, or is shielding they must not enter Church but (in the case of staff) report themselves unavailable for duty• At all times that staff or contractors are in the Church they are to practice good hygiene practices by following guidance issued by Government and WHO (regular hand-washing for 20 seconds each time, coughing and sneezing into a tissue, refrain from touching face• Staff, contractors and visitors to observe social distancing rules at all times (2m distance between self and others)• As much as possible door to entrance of Church, North Porch, to be left open to prevent need for handle to be touched and to provide a source of air circulation• As much as possible doors to North Porch and West doors to be left open to provide a			
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			<p>source of airflow to prevent virus remaining airborne in Church</p> <ul style="list-style-type: none"> • On entering Church individual to apply sanitizer from foot-operated pump to hands • Staff on duty to put-on face mask (provided) and wear this at all times (unless individual has a valid exemption). This is mandatory from 08.08.20 • If face mask/covering is not to be worn at all times (in the case of those who have a valid exemption) it is particularly important to cover mouth and nose with suitable material where the 2m social distancing rule cannot be applied (i.e. when engaging in close contact with another person) • Worshippers, contractors and other persons entering Church to wear a facemask/covering during services and when in Church for other activities (unless individual has a valid exemption. This is mandatory from 08.08.20 • As visitor numbers are limited to Church (no more than 35 at any time) our calculations have determined that it should be possible for individuals to 	<ul style="list-style-type: none"> • We have considered as part of our risk management whether staggered arrival and departure times are necessary and determined that on the numbers permitted this is not required • Similarly for the numbers involved, a queue management system is not currently required. Consequently, we do not anticipate that any of our arrangements will have any negative impact on our neighbours or local venues and their Covid management controls • As celebrant will be positioned at Clergy stall in chancel no Perspex screening or other 		
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			<p>adhere to the 2m social distancing rules at all times and they must do so</p> <ul style="list-style-type: none"> • Pews and seating areas have been laid out to permit the above (i.e. there is a break between each row of pews, persons to be seated one at each end of the pew unless persons are attending together in which case they can sit together). Staff will be on duty to facilitate this • Singing, chanting or use of instruments (except for organ or piano) will not be permitted (except by Officiant – who will be positioned well away from other members of congregation) to reduce the risk of transmission through contaminated aerosols and droplets • Use of shared items will be discouraged as much as possible. Service books, hymnals, other printed materials will not be issued and where possible worshippers will bring their own or use electronic versions • Lighting of candles in Chapel will not be permitted to reduce the use of infection from shared items 	<p>protections from aerosols or droplets will be required for congregation</p>		
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			<ul style="list-style-type: none"> • Antibacterial wipes are provided for staff to wipe down any surfaces frequently touched during service (door knobs, handles etc) • One-way directional travel in Church to be observed at all times by individual • Food and drink not to be consumed in Church or shared with others and where this is needed individual to bring their own supply in a flask/other suitable container • Consuming of bread and wine to be done by celebrant only and congregants will not take communion at altar. Prior to handling hosts, celebrant to don visor (compulsory) and apply hand sanitizer. Distribution of hosts only will take place in pews and celebrant will continue wearing visor • Vessels containing the wafer and wine are protected from droplets and aerosols of the celebrant by wearing of visor • Services to be concluded in the shortest reasonable time and Clergy will retreat to vestry promptly and directly • Social interaction after the 	<ul style="list-style-type: none"> • A small book with tear-out pages has been provided for this and is kept in Vestry. After 21 days the relevant pages are to be removed and shredded 		
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			<p>service will be discouraged and people asked to vacate the premises promptly and directly</p> <ul style="list-style-type: none"> • Toilet facilities to be out-of-bounds to visitors and where volunteers, staff use them hands to be sanitized before and after using them and surfaces/handles touched to be wiped down with antibacterial wipes provided • To participate in the Governments Test and Trace Service names and contact numbers will be collected of all those attending services. These will be safely retained and disposed of (after 21 days) in line with GDPR requirements • Non-essential areas in the Church (such as children’s corner, refreshments space at rear of Church, Ark Vestry) have been closed off/locked with hazard warning tape to prevent gatherings in these spaces 			
<p>Covid-19. Interaction with visitors to Church, volunteers, staff other persons and risk of spreading or contracting Coronavirus:</p> <p>- Persons considered vulnerable or in high risk groups (people</p>	<p>Members of Clergy, Organist, Vergers, worshippers</p>	<p>5x5=25 (High)</p>	<p>In addition to the above controls:</p> <ul style="list-style-type: none"> • Persons who are considered to be at increased risk (those in the categories listed in the column to the left) will likely be following Government advice 	<ul style="list-style-type: none"> • It is noted that ultimately it is the choice of the individual should they choose to attend when they really should be staying at home and the Church cannot deny them 		<p>5x4=20 (High)</p>

<p>over 70, those with underlying health conditions, pregnant workers, those defined as clinically vulnerable and were previously shielding, those with protected characteristics which place them at increased risk.</p>			<p>to stay at home and not to go out to reduce risk of interaction with others</p> <ul style="list-style-type: none"> • Members of staff who fall into this category will currently not be required to attend the Church for duty and will either work from home or be placed on furlough • Members of congregation in these groups will be encouraged by Vicar and Clergy not to attend Church but to participate remotely via Zoom 	<p>access. Whilst general precautions will be in place to make the Church Covid safe attendance in these situations would be entirely at the risk of the individual</p> <ul style="list-style-type: none"> • In the event that vulnerable members of staff are required to attend Church additional controls will be agreed for those individuals. To be agreed between Vicar and individual staff member 		
<p>Covid-19. Interaction with visitors to Church, volunteers, staff other persons and risk of spreading or contracting Coronavirus:</p> <p>- Young people and children</p>	<p>Young people and children</p>	<p>2x2=4 (Low)</p>	<ul style="list-style-type: none"> • We do not anticipate that young people or children will attend the Evensong service on Sunday evenings or the midweek Eucharist so no additional controls will be necessary for these services • Young persons and children attending weddings, funerals and baptisms must be supervised by a parent or guardian at all times • Young persons and children must apply hand sanitizer thoroughly to their hands on entering the Church • Soft toys, furnishings and other items usually handled by children in the children's 	<ul style="list-style-type: none"> • Further, stringent controls will be required when Church services return to full use and family Eucharist and Sunday school reconvenes 		<p>2x2=4 (Low)</p>

			corner have been removed and put out of use			
<p>Covid-19. Risk of spreading or contracting Coronavirus through interaction with others in confined spaces:</p> <p>- Bell-ringing</p>	Bell-ringers, who are volunteers in the Church	4x4 = 16 (high)	<ul style="list-style-type: none"> • A range of guidance has been developed by the CCCBR (Central Council of Church Bell Ringers) and this to be reviewed by Bell Tower Captains and followed accordingly • Relevant and practical measures within the above guidance documents to be summarised into a specific, simple set of procedures which should be shared with all bell-ringers • Bell-ringers to sign above document to acknowledge their acceptance of the preventative measures • Government and WHO guidance on social distancing and good hygiene practices to be followed by all bell-ringers at all times when in the Church (this includes on staircase leading to Tower where 2m gap should be left between persons) • Bell-ringers to meet outside Church beforehand in order that specific bells can be allocated to each ringer • All those participating must 	<ul style="list-style-type: none"> • As Bell Chamber has not been used for many months there are a number of safety checks that will need to be performed by Tower Captain before ringing can resume to ensure Tower is in safe condition. Checklist provided by CCCBR to be utilised to complete these checks and any safety concerns identified raised with the Church • Social distancing within Bell Tower will likely result in fewer bells being available for ringing as 2m distance must be maintained at all times when in Tower • Consideration should be given to only using bell-ringers who live locally and can walk to Church or has their own vehicle and can drive to avoid the use of travel by public transport • Where it is practice, the spitting on hands or ropes is prohibited 	Tower Captain to ensure actions and controls included are implemented prior to resumption of bell-ringing	4x3 = 12 (Medium)

			<p>wash their hands before or after bell-ringing or use hand sanitizer where this is not practicable</p> <ul style="list-style-type: none"> • Anyone participating in bell-ringing who either themselves or resides with someone who has tested positive, is self-isolating, showing symptoms or has been in close contact with anyone showing symptoms must not attend for bell-ringing, report themselves unavailable for duty and isolate for a minimum of 14 days • Persons considered vulnerable or in high risk groups (people over 70, those with underlying health conditions, pregnant workers, those defined as clinically vulnerable and were previously shielding, those with protected characteristics which place them at increased risk should be actively discouraged from bell-ringing • Bell Tower to be kept well-ventilated at all times ringing is taking place • Ringing shall be for periods not exceeding 15 minutes at a time and 72 hours intervals as a minimum between rings 	<ul style="list-style-type: none"> • It is noted that ultimately it is the choice of the individual should they choose to attend bell-ringing sessions when they really should be staying at home and the Church cannot deny them access. Whilst general precautions will be in place attendance in these situations would be entirely at the risk of the individual 		
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			<ul style="list-style-type: none"> • No coaching, training or shadowing to take place whilst social distancing rules are in place • Sharing of items between bell-ringers is to be discouraged • Access to Tower to be via external door leading direct to Tower stairs, (adjacent to Clergy Vestry), and not through Church/Vestry to minimise contact with other users or Church staff 			
Risk of spreading or contracting Coronavirus through cash donations	Staff handling or counting cash	3x3=9 (Medium)	<ul style="list-style-type: none"> • Collection bag or plate will not be used and worshippers encouraged to place offering in small wall safe to left of North porch • A period of 72 hours will be left between emptying of wall safe and those handling cash will wear disposable gloves • Where possible cash donations to be discouraged and people will be asked to donate online or via other electronic means 			3x2=6 (Low)
Risk of spreading or contracting Coronavirus through use of toilet facilities	All	3x3=9 (Medium)	<ul style="list-style-type: none"> • Toilet facilities to be out-of-bounds to visitors and where volunteers, staff use them hands to be sanitized before 			3x2=6 (Low)

			<p>and after using them and surfaces/handles touched to be wiped down with antibacterial wipes provided</p> <ul style="list-style-type: none"> • A good supply of soap and paper hand towels to be provided • Waste receptacles will be fitted with disposable bin liners (polythene bin bags) • Waste, which could contain contaminated materials, to be disposed of in usual waste at end of each week 			
<p>Covid-19. Interaction with others when visiting people in their homes for home communion, pastoral visits etc and risk of spreading or contracting Coronavirus</p>	<p>Members of Clergy/persons being visited</p>	<p>4x3=12 (Medium)</p>	<ul style="list-style-type: none"> • Persons being visited to be contacted beforehand and asked to confirm the following: <ul style="list-style-type: none"> ○ Does anyone in the property have a confirmed case of Coronavirus or are displaying the symptoms? ○ Is anyone in the property currently shielding or self-isolating? ○ Do you or anyone in the property have underlying health issues? ○ Is anyone in the property pregnant? ○ Are you or anyone in the property over 70 years of age? 	<ul style="list-style-type: none"> • If yes is answered to any of the preceding questions the visit should not go ahead • If it is vital that the visit happens this is possible but increased safety protocols will be needed such as the use of PPE (facemask/visor, disposable gloves, antibacterial wipes -to wipe down surfaces touched) • Pastoral home visits will generally not take place and home communions will be restricted 		<p>4x2=8 (Low)</p>

<p>Covid-19 interaction with others and the risk of spreading or contracting Coronavirus travelling to the Church via public transport</p>	<p>Staff, worshippers</p>	<p>4x3=12 (Medium)</p>	<ul style="list-style-type: none"> • Worshippers live locally and most will either walk or drive in their own vehicles • Staff who need to use public transport to get to work will for the meantime work from home or are on furlough 	<ul style="list-style-type: none"> • When it is decided to recall staff to the Church the travel arrangements will need to be carefully considered, especially in the case of staff who are particularly vulnerable because of underlying health issues or other reason and have been shielding 		<p>4x2=8 (Low)</p>
<p>Cleaning the church after known exposure to someone with Coronavirus symptoms</p>	<p>All</p>	<p>4x3=12 (Medium)</p>	<ul style="list-style-type: none"> • If possible Church building will be closed for 72 hours with no access permitted • If not possible to close Church for 72 hours then a deep clean will be carried out of the Church prior to commencement of subsequent service 	<ul style="list-style-type: none"> • Appropriate response will be decided at the time but likely option will be to quarantine the Church for 72 hours as opposed to deep clean 		<p>4x2=8 (Low)</p>
<p>Cleaning the church after general use (no known exposure to anyone with Coronavirus symptoms)</p>	<p>All</p>	<p>4x1=4 (Low)</p>	<ul style="list-style-type: none"> • Check all cleaners are not in a vulnerable group or self-isolating and implement appropriate controls if they are • All cleaners will be provided with appropriate PPE – gloves (ideally disposable) to protect their skin from exposure to cleaning materials • Suitable cleaning materials will be provided, depending on materials and if historic surfaces are to be cleaned 	<ul style="list-style-type: none"> • Consideration to be given by Church to the appointment of contract cleaners at some future stage • See also section 6 under review addendum page 21 		<p>4x1=4 (Low)</p>

			<ul style="list-style-type: none"> • Particular attention will be paid to the cleaning of areas and surfaces frequently touched (door handles, rails etc) • Following each service pews and chairs used by worshippers to be cleaned down with antibacterial spray/wipes provide by staff 			
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Risk assessment completed by:

Name	Signed	Date
Anthony Sewell		

Approved by (Vicar & PCC)

Name	Signed	Date

Reviewed by all staff

Name	Signed	Date

Addendum to SSWSJ Covid risk assessment - originally dated 19 July 2020

Formal review of risk assessment for commencement of 10am Eucharist from Sun 6 September 2020

	Risk area to be considered	What is issue?	Manageable Y/N	Actions required to ensure Covid safe
1	Covid-19. Interaction with visitors to Church, volunteers, staff other persons and risk of spreading or contracting Coronavirus	<ul style="list-style-type: none"> • How do we manage the increased numbers? • We need to agree what our maximum will be • Will we need a queuing system at North porch? Who takes charge of this? • We need to implement a process for recording names of attendees quickly (particularly at busy times) otherwise there is a risk we will overlook some people • Can we rely on sides persons who are not typically dependable? • Will people need to be escorted to their seats to ensure social distanced? • How do we deal with latecomers? • Are we prepared to turn people away if we cannot accommodate them safely? • Can we assume that those in high risk groups will not attend in person and will continue to zoom from home? This would impact on our numbers in Church • Is it presumed that singing/chanting will still be banned to prevent the transmission via aerosols or droplets • Will we allow the choir to resume? This is permitted provided specific guidance is followed 		<ul style="list-style-type: none"> • Numbers will be monitored and any issues addressed accordingly • Pews have been arranged so that we can confidently manage 39 persons or an increased number if groups are in bubbles • A queuing system at this stage is considered unlikely but will be kept under review • In addition to recording details of attendees in a book the Test and Trace App is available and encouraged • Choir numbers will be minimal and incremental as it becomes safer to do so Government rules permit • Young people interactions will be minimal as Sunday School is not expected to reconvene in the foreseeable future, therefore young people will not play a significant part in service and there will be no processions • Ministry of Healing and Laying on of Hands will not take place for the foreseeable future • Involvement of congregants in service will not generally occur

		<ul style="list-style-type: none"> • How does Celebrant/Priests prevent transmission via aerosols or droplets when addressing others close-up? (children during usual interactions, distribution of communion) • We need to make a decision about the administering of the “laying on of hands” and if we can safely continue with this • Do we want to temporarily discourage the assistance of servers to minimise close contact with others? • Do we want to continue to involve members of congregation in gospel reading – holding of lectionary? Probably not if we are to ensure social distancing 		
2	<p>Covid-19. Interaction with visitors to Church, volunteers, staff other persons and risk of spreading or contracting Coronavirus:</p> <p>- Persons considered vulnerable or in high risk groups (people over 70, those with underlying health conditions, pregnant workers, those defined as clinically vulnerable and were previously shielding, those with protected characteristics which place them at increased risk.</p>	<ul style="list-style-type: none"> • Do we have any staff who are particularly vulnerable and if so how do we ensure they are protected as much as is reasonably practicable? This includes travelling to Church. 		<ul style="list-style-type: none"> • This will be carefully monitored by Vicar and where an individual employee a specific risk assessment will be agreed with the individual to ensure return can be done safely. If not individual will not be able to return and will continue to work from home
3	<p>Covid-19. Interaction with visitors to Church, volunteers, staff other persons and risk of spreading or contracting Coronavirus:</p> <p>- Young people and children</p>	<ul style="list-style-type: none"> • What are the arrangements for school assemblies where large numbers of people gather? Presumably these are cancelled for the foreseeable future? • Will Sunday school continue? If so who will be responsible for monitoring hygiene practises (hand washing) and 		<ul style="list-style-type: none"> • School services will no longer take place routinely and any that do will be specifically planned at the time • Sunday school will not reconvene for the foreseeable future • Children’s procession will not take place for foreseeable future

		<p>social distancing protocols for children in Sunday School?</p> <ul style="list-style-type: none"> Do we want to continue with the children's procession during service? Probably not a good idea if we are to maintain social distancing 		
4	Risk of spreading or contracting Coronavirus through cash donations	<ul style="list-style-type: none"> Do we still encourage giving in Church? If so, do we continue to pass around collection bags? Would it best to leave out collection plate? 		<ul style="list-style-type: none"> Cash donations are discouraged but people can donate via small wall safe if not on line
5	Risk of spreading or contracting Coronavirus through use of toilet facilities	<ul style="list-style-type: none"> Will we allow our toilet to be used? The rules do not preclude this although we currently do 		<ul style="list-style-type: none"> Toilet will not generally be available for use but where it is the cleaning of touched surfaces will take place immediately by user with antibacterial wipes provided by Church
6	Cleaning	<ul style="list-style-type: none"> What will be our arrangements for cleaning following services? Who does this? With Church now at full use there will be no possibility of a 72 hour break between uses which would have negated the need for cleaning 		<ul style="list-style-type: none"> Cleaning will be done by staff following each service. If needed members of congregation will be asked to support this activity Areas to be cleaned, using antibacterial wipes or antibacterial spray, will include pews/plastic chairs that have been used, door handles, light switches, organ parts (this will be done by Dir of Music or other visiting organist) etc. Consideration to be given by Church to the appointment of contract cleaners at some future stage