**Remembrance Sunday Ceremonies During Covid-19**

**Do’s**

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|  |  | Have you done this? Y / N |
| Plan the event | Think about the event and decide if you can do it safely. Write down key details and consider things that may go wrong. Visiting the location ahead will help with this. | YES – Plan attached |
| Limit the amount of people involved | Try to discourage groups or organisations attending. Consider alternatives to share the moment with others such as using social media live platforms. And keep the event as short as possible. | YES - Event limited to 30 minutes and live streamed via Zoom |
| Write a risk assessment for your event | You need to produce a simple risk assessment of all the Covid things that could go wrong and what you do to control them. E.g. no singing, how you keep people distanced etc. See below for a template you can use for this. | YES - Attached |
| Encourage use of face masks | Wearing of face masks outside is not mandatory, however in large groups it will make it safer as realistically managing to keep everyone distanced will be a challenge. You should encourage people to wear a mask during the ceremony. | YES – announcement at beginning of service |
| Obtain test & trace details | You should take reasonable steps to record the contact details of those attending and retain these for 21 days. | YES – 4 volunteers with clipboards |

**Don’t**

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|  |  | Have you done this? Y / N |
| Allow singing | Singing will encourage aerosols to come out of our mouths, this is what can spread Covid-19 so singing must not be allowed. | No singing permitted by members of the public. Professional singer outside and behind a screen |
| Hold any part of the service indoors | The transmission risk increases indoors. Church services may continue in line with government guidance, but as much as possible this event should take place outdoors. | Service outside on grass in front of Chapel and then at outdoor memorial. Walking route will ensure no cross over |
| Allow people to be within two metres of each other | Social distancing is key to minimise the spread. You should have people to manage those attending to ensure social distancing is maintained. | If people are too close, they will be asked to move. |

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| **What are the hazards?** | **Who might be harmed and how?** | **Controls** | **What further action is needed to control the risk?** | **Who needs to carry out this action?** | **When is the action needed by?** |
| Getting or spreading coronavirus by not washing hands or not using antibacterial gel | Wreath layers  Public  Volunteers | Wash hands before ceremony starts  Provide or request people to bring 60% hand sanitiser  Sanitise before holding microphone | Obtain sanitiser  Ask all participants to sanitise and wear face coverings prior to event | All  Rev Jennie  Rev Jennie/P Elliott  Flag bearers  Rev Jennie | All participants to be asked to sanitise before event.  Sanitising required before microphone/colours etc. exchanged.  Message on social media. |
| Getting or spreading coronavirus by large crowds congregating together | Wreath layers  Public  Volunteers | Marshals in place to limit crowd numbers/move groups 2m apart  Transmit by social media to reduce actual numbers attending  Make the ceremony as short as possible | All participants to be asked to wear face covering and maintain social distancing  Zoom details published  30 minutes in total | Rev Jennie  Rev Jennie | Zoom details published. Announcement at beginning requesting face coverings and social distancing.  Any groups too close will be asked to move apart during event. |
| Contracting or spreading the virus by not social distancing | Wreath layers  Public  Volunteers | Ensure attendees know to remain in groups of six and/or within their households  Provide enough space to allow this and limit numbers if not enough space  Don’t allow any singing  Donations online | Signs or communication before event  Contact tracing details to be requested from all  Provide marshals to manage this | Rev Jennie  4 volunteers to request details | Announcements  2 volunteers at Chapel & 2 at Memorial. |
| Walking between Chapel & War Memorial | Participants, marshals and spectators | Temporary Road Closure in place | Weather forecast to be checked, ground conditions checked.  Road Closed signs  Marshals to wear Hi-Viz vests and take charge if un-expected vehicle movements  First aider to be appointed | Rev Jennie  C Wills  A Benson to provide vests  Rev Jennie to appoint first aider | Prior to event commencing  On the day  On the day  ASAP |
| Emergency situation | Participants, marshals, spectators,  residents | Barriers to be moved to allow emergency services through if required | Marshals to move spectators to safe space and off road  Emergency services to be advised of event | Marshals  A Benson | During event  7 days before event |
| Care of children | Children attending event | Group leaders responsible for brownies/cubs etc. Parents responsible for own children attending |  |  |  |

**PLAN FOR REMEMBRANCE DAY SERVICE**

**10am** Minister, Key board player, professional singer and PA helper arrive at Chapel

Maintain social distance, use hand sanitiser and face masks

Service to take place outside on grass

Mics to be on stands – only PA helper to touch mics and amplifier

Only key board player to touch keyboard

Professional singer and Minister move Performance Screen outside

*if wet*, team to arrive at 9.30 to set up gazebo to keep equipment dry, sanitising before and after setting up and taking down

*if wet and windy*, gazebo team may need to hold the gazebo firm or Minister will change service structure to suit weather conditions

If anyone does need the toilet, they must follow the Chapel guidelines for use of building and toilets.

Person in charge of Zoom to arrive, set up and administer entry to service. He will remain socially distanced from Minister as far as possible.

**10.15** Team 1 x Track and Trace marshals arrive with clipboards Marshals to have masks and sanitiser. Take surname, phone number and number of people

for each household bubble.

Professional singer to remain behind screen when singing

Minister and marshals encourage household bubbles to socially distance

First Aider to arrive and stay with main body of people throughout; phone number to be given to both teams of Traffic Marshals.

Provider of Union Jack to hand sanitise before and after handing over flag; as must the Union Jack bearer

**10.30** Minister reminds people to keep socially distanced, not to sing or speak loudly.

People stand for 15-minute Service of Remembrance

Colour bearers to keep hold of colours and not present them

If children come, they must be looked after by their responsible adult

If wet, people to bring their own waterproof clothing

Separate mics to be used by Minister and Professional singer

**10.45** Minister reminds people to remain socially distanced, if they cannot keep socially distanced while walking to War Memorial, masks must be worn.

Minister to give clear instructions on how to leave the grass and walk to war memorial ie to follow her lead from the grass, up Chapel Lane and along Main Road so people do not pass across each other.

Track and Trace Marshals to encourage people to follow the Covid Secure route

Minister will pause at Main Road to ensure traffic marshals are in place. Traffic and Track and Trace Marshals to follow along when the last person has left Chapel Lane.

PA helper and assistant remain behind to put away equipment and lock chapel.

**10.45** Team 2 x Track and Trace Marshals to arrive at War memorial with clipboards. Marshals to have masks and sanitiser

Take surname, phone number and number of people for each household bubble and encourage household bubbles to distance from one another

**10.50** Traffic Marshals get ready to close road

**10.55** Participants from Chapel arrive at War Memorial

Minister sanitises hands before picking up mic to remind everyone to remain socially distanced from other household bubbles

**11.00** Silence

Reading of names from a sheet, not from War Memorial to avoid walking past people, and prayers

Minister invites laying of wreaths/crosses, one at a time

Blessing and dismissal (with reminders to remain socially distanced)

As soon as people have moved on to pavements, and it is safe, traffic marshals to allow traffic through

PA provider/helper (P Elliott) to handwash/sanitise before and after bringing up PA equipment; and hand sanitise before and after fastening wreaths etc

If wet, PA equipment may not be brought out and used

PA assistants to sanitise hands before and after carrying PA equipment back to house in Piddington Lane.