

St Bartholomew & All Saints Parochial Church Council

Risk Assessment – Prevention of Spread of Covid-19.

Premises:	St Bartholomew’s Church	Area assessed:	Whole Building
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Date of assessment:	11 November 2020	Assessment review due:	31 December 2020
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Name of assessor:	Ruth Sexton/Melvyn Blackman	Signature of assessor:	
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Who might be harmed?	Clergy; Employees; Volunteers; Congregation; Members of the Public; Visitors; Contractors
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<u>Area of Focus</u>	<u>Controls Required</u>	<u>Additional Controls</u>	<u>References/Information Source</u>	<u>Action</u>	
				<u>by?</u>	<u>completed</u>
<p>Access to the church for the purposes of conducting funerals. Interment of Ashes in churchyard.</p>	<ul style="list-style-type: none"> • Use only a single point of entry to the building • Display “distancing” signs on approach path to south door. • Mark path to south door with floor tape to assist guests maintain social distancing • Display notices regarding hygiene, physical distancing and use of hand sanitizer on entering and leaving building. • Ensure supply of hand sanitizer is available adjacent to entrance/exit door • No waiting in entrance porch permitted • It is a legal offence for anyone who is required to self-isolate due to symptoms of Covid-19 or testing positive for Covid-19, to attend a funeral under any circumstance other than for the funeral of a close family member. 	<ul style="list-style-type: none"> • Church to be cleaned regularly at intervals proportionate to use • Ensure cleaners are not from a vulnerable group • Numbers attending subject to minister’s discretion subject to physical distancing requirement being met. • It is advised only a modest number of mourners attend. • For interment of ashes in the churchyard a limit of 15 persons is to be observed. This applies to all Covid-19 alert level areas. Attendees must maintain 2metre social distancing • Vergers to be present. • Live streaming/videoing of service to be considered to assist close family members not attending in person to do so remotely. • Sufficient Vergers/Stewards to be present to ensure compliance with controls and undertake 	<ul style="list-style-type: none"> • House of Bishops Recovery Group “COVID-19-opening cathedral and church buildings to the public” • House of Bishops Covid-19 Recovery Group “Risk Assessment for Opening Church Buildings to the Public” • House of Bishops Covid-19 Recovery Group “Keeping church buildings clean” • Public Health England Guidance “COVID-19: cleaning in non-healthcare settings” • House of Bishops Covid-19 Recovery Group “Risk Assessment for Opening Church Buildings to the Public” • HM Government “Covid-19: guidance for the safe use of places of worship during the pandemic” • HM Government Guidance for “Arranging or attending a 		

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	<ul style="list-style-type: none"> • <i>If a close family member of the deceased has been advised by NHS Test and Trace that they have tested positive for Covid-19 it is strongly recommended they attend remotely if possible.</i> • <i>If the close family member, after careful consideration, chooses to attend in person, strict protocols Must be adhered to. (See Addendum to Access for Funerals for details.)</i> • <i>Number attending to be limited to agreed figure of no more than 30 persons, without observing the 'Rule of 6'.</i> • <i>If numbers attending permits, areas of church not required for mourners to be cordoned off.</i> • <i>Seating plan to be created in advance to ensure compliance with physical distancing requirements. Clergy to establish number and size of family groups to facilitate this task.</i> • <i>Seating plan to be kept securely for 21 days to facilitate NHS Test and Trace</i> • <i>The wearing of face coverings in a place of worship is a mandatory requirement, except in the case of specified exceptions (Refer to stewarding protocol).</i> • <i>Mourners to avoid playing musical instruments which are blown.</i> • <i>If service is live streamed or</i> 	<p><i>“queue management” if situation warrants. These individuals are not included in numbers attending.</i></p> <ul style="list-style-type: none"> • <i>If weather conditions permit, keep south door open until commencement of ceremony to avoid congestion in doorway or unnecessary contact with door handle etc</i> • <i>Some professional socially distanced vocal/instrumental contributions can take place, either indoors or outdoors, but outside wherever possible.</i> • <i>Singing should be limited to a small set group of no more than 6 people, staying at least 2 metres apart. with NO audience participation.</i> • <i>Unless employed by place of worship choir/musicians to be counted as part of overall numbers in the service.</i> • <i>No singing by congregation.</i> • <i>For infection control purposes clergy to have dedicated, individual microphones</i> • <i>Pulpit, lectern and stand microphones to be left in situ for 72 hours after use to reduce need for cleaning</i> • <i>Liaison between clergy/undertaker and family to ascertain if any at risk individuals subject to “safeguarding” provisions are attending and who should not appear in the live streaming or recording of service</i> 	<p><i>funeral during the coronavirus pandemic.”</i></p> <ul style="list-style-type: none"> • <i>HM Government Guidance ‘Working safely during coronavirus (COVID-19) Performing Arts’</i> • <i>RSCM Guidance Covid-19 for ‘Safely resuming Group music-making in church’</i> • <i>House of Bishops Recovery Group ‘Covid-19 NHS Test & Trace Data’</i> • <i>House of Bishops Recovery Group ‘Covid-19 Advice on Face Coverings’</i> 		
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	<p><i>recorded ensure looked after children and/or adults in witness protection do not appear</i></p> <ul style="list-style-type: none"> • <i>Use of communal Bibles or hymn books to be avoided. Orders of Service to be placed on pews before the service and then taken away by mourners or safely disposed of.</i> • <i>Provide waste receptacle with disposable liner at exit.</i> • <i>Manage departure of mourners to avoid congestion in doorway.</i> • <i>Potentially contaminated waste to be removed daily and held in secure location for 72 hours prior to final disposal.</i> • <i>Toilets in Croft to be available on a 1in /1 out basis</i> • <i>Ensure hand sanitiser available in Croft</i> • <i>Ensure hand washing facilities plus suitable options for drying are available</i> • <i>Waste from toilet area to be removed daily and held in a secure location for 72 hours.</i> 	<ul style="list-style-type: none"> • <i>Clergy who are officiating at services and those who assist them (for instance by reading) do not always need to wear a face covering, but one should be worn if physical distancing cannot be maintained. This exemption does not pertain to worshippers who should wear face coverings consistent with requirements for any other public space.</i> • <i>Only disabled toilet and its hand-wash facilities to be used.</i> • <i>Croft toilets to be cleaned regularly.</i> • <i>Visible cleaning schedule in the toilet area and ensure it is kept up to date</i> 			
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Document Change Record

Date	Version	Change
02 October 2020	6	Rule of 6 amendment HM Government Guidance 'The Rule of 6' with some exemptions-see Recovery Group COVID-19 Advice for Conducting Funerals version: 5.3 Issued 25 Sept 20
29 October 2020	7	New legislation permitting people who are symptomatic or who have tested positive for Covid-19 to attend funerals - See Recovery Group revised guidance Covid-19 Advice for Conducting Funerals, dated 16 October 20. Plus, HM Government Guidance: Covid-19: guidance for arranging or attending a funeral during the coronavirus pandemic dated 23 October 20.
11 November 2020	8	Change in legislation regarding playing of wind instruments and professional singers at funerals. See HM Government Guidance Covid-19 : guidance for arranging or attending a funeral during the coronavirus pandemic dated 10 November 2020.

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Date of assessment:	3 November 2020	Assessment review due:	31 December 2020
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Name of assessor:	Ruth Sexton/Melvyn Blackman	Signature of assessor:	
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Who might be harmed?	Clergy; Employees; Volunteers; Congregation; Members of the Public; Visitors; Contractors
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<u>Area of Focus</u>	<u>Controls Required</u>	<u>Additional Controls</u>	<u>References/Information Source</u>	<u>Action</u>	
				<u>by?</u>	<u>completed</u>
<p><u>Addendum</u></p> <p>To be read in conjunction with “Access to the church for the purpose of conducting funerals”</p> <p>Additional HM Government guidance regarding attendance of people instructed to self-isolate by NHS Test and Trace.</p>	<p><i>If a close family member, has tested positive for Covid-19, or is displaying symptoms of Covid-19, or has been a close contact of someone who has tested positive for Covid-19 decides to attend the funeral in person They Must:</i></p> <ul style="list-style-type: none"> • Advise the funeral organiser and other mourners of their intent. • Ensure they do not attend at the same time as another mourner who may be clinically vulnerable or extremely clinically vulnerable. • Maintain a 2-metre distance between themselves and others at all times. • Practise strict hand and respiratory hygiene. • Avoid touching eyes, nose, mouth. • Cover coughs and sneezes. • Wear a surgical-grade Type 	<ul style="list-style-type: none"> • Clergy/vergers who are in the clinically vulnerable or extremely clinical vulnerable group should not be in attendance • Thorough cleaning of the church after the funeral should be undertaken as per HM Government guidance. • Church cleaner must not be from a clinically vulnerable group. • Cleaner must wear gloves, face covering and plastic apron. • Disposable waste must be retained in a sealed bag, placed outside the North door for 72 hours before placing in normal waste bin. • Any mop heads used should be disposed of in a similar fashion • CW to remove waste after 72 hours and dispose in general waste. 	<ul style="list-style-type: none"> • House of Bishops Covid-19 Recovery Group “Keeping church buildings clean” • Public Health England Guidance “COVID-19: cleaning in non-healthcare settings” • HM Government “Covid-19: guidance for the safe use of places of worship during the pandemic” • HM government “Covid-19: guidance for arranging or attending a funeral during the coronavirus pandemic.’ • House of Bishops Recovery Group ‘Covid-19 Advice on Face Coverings’ 		

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	<p><i>11R face mask or higher grade, which must be properly fitting to minimise risk of transmission.</i></p> <ul style="list-style-type: none"> • <i>If a respirator mask is used e.g. N95 this should be non-valved.</i> • <i>Any mourner who comes in close contact with the individual concerned (e.g. who offers consolation or support) may then be required to self-isolate.</i> 				
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