

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:	20/04/2021	Assessment review due:	17 May 2021
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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.. 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 “queue management” if situation 	<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 		

St Bartholomew & All Saints Parochial Church Council

	<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 no more than 30 persons, subject to strict adherence for 2 metre distancing requirements.</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>If service is live streamed or recorded ensure looked after children and/or adults in witness protection do not appear</i> 	<p><i>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>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> • <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> 	<p><i>funeral during the coronavirus pandemic.”</i></p> <ul style="list-style-type: none"> • <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> • <i>House of Bishops Recovery Group:” Covid-19 Permitted Activities under National Lockdown.”</i> 		
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St Bartholomew & All Saints Parochial Church Council

	<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>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.
03 December 2020	9	Recovery Group Guidance: 'Covid-19 Permitted Activities under the 3 Tier System Vs 2 dated: 02 December 20. Plus, HM Government Guidance Covid-19: Guidance for arranging or attending a funeral during the coronavirus pandemic. Dated 24 November 20
08 January 2021	10	Recovery Group Guidance:" Permitted activities under National Lockdown Rules "dated 7 January 2021 and a local decision not

St Bartholomew & All Saints Parochial Church Council

		permit choirs to sing in church during National Lockdown.
20 April 2021	11	H.M. Government 4 Step plan 12 April 2021. Recovery Group revised Guidance" Covid-19 Conducting Funerals, dated 16 April 2021: Moved from step 1 to Step 2 in the Government 4 step plan.