

St Bartholomew & All Saints Parochial Church Council

Risk Assessment – Prevention of Spread of Covid-19.

Premises:	St Bartholomew's Church	Area assessed:	Whole Building
Date of assessment:	21 May 2021	Assessment review due:	21 June 2021
Name of assessor:	Ruth Sexton/Melvyn Blackman	Signature of assessor:	
Who might be harmed?	Clergy; Employees; Volunteers; Congregation; Members of the Public; Visitors; Contractors		

<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 and access to churchyard for interment of Ashes. To be read in conjunction with addendum to funerals.</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 • Anyone displaying symptoms of Covid19 or who has tested positive for it IS permitted to attend, but it is strongly advised NOT to due to the risk they pose to others. • If mourners do attend who have tested positive or displaying 	<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. Consider inviting close friends and family only, to reduce the risk of spreading infection. • For interment of ashes in the churchyard a limit of 30 persons is to be observed. Attendees must maintain 2-metre social distancing • Deceased’s family to consider inviting close friends and family only to reduce risk of spreading infection • Verger to be present. • Live streaming/videoing of service to be considered to assist close family members not attending in person to do so remotely. 	<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 “Covid-19: guidance for arranging or 		

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	<p><i>symptoms of Covid19 mitigation measures outlined in the addendum to funerals MUST be adhered to</i></p> <ul style="list-style-type: none"> • <i>Remote access by live streaming/ recording of the service should be considered for those mourners who have signs of Covid19 or who have tested positive for the disease</i> • <i>If after careful consideration, an individual chooses to attend in person, strict protocols Must be adhered to (see addendum to Access for funerals for details)</i> • <i>Number of persons attending limited to covid-secure capacity of the church but still subject to observance of strict 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> 	<ul style="list-style-type: none"> • <i>Sufficient Vergers/Stewards to be present to ensure compliance with controls and undertake “queue management” if situation warrants. These individuals are not included in numbers attending.</i> • <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> 	<p><i>attending a 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 from 17th May 2021 under ‘Step 3’”</i> 		
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	<ul style="list-style-type: none"> • <i>If service is live streamed or recorded ensure looked after children and/or adults in witness protection do not appear</i> • <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>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.
03 December 2020	9	Recovery Group Guidance: 'Covid-19 Permitted Activities under the 3 Tier System Vs 2 dated: 02 December 20. Plus, HM

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		Government Guidance Covid-19: Guidance for arranging or attending a funeral during the coronavirus pandemic. Dated 24/11/20
08 January 2021	10	See Recovery Group Guidance 'Permitted Activities under national lockdown rules', version 3.1, dated 07/01/21 and a local decision not to permit choirs to perform in church during the national lockdown.
20 April 2021	11	H.M. Government 4 Step plan 12 April 2021 and Recovery Group revised guidance" Covid-19: Advice for Conducting Funerals, dated 16 April 2021: Moved from step 1 to Step 2 in the Government 4 step plan.
21 May 2021	12	Recovery Group Guidance: "Covid-19 Permitted Activities from 17 May 2021 under 'Step 3'", version 1.1, dated 17/05/21 and "Covid-19 Advice for Conducting Funerals", version 5.8, dated 17/05/21