

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:	10 December 2021	Assessment review due:	as required
Name of assessor:	Melvyn Blackman/Ruth Sexton	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 public worship</p>	<ul style="list-style-type: none"> • Use only a single point of entry to the building • Display notice at entrance to church porch reminding attendees that the wearing of face coverings is a <u>mandatory requirement</u> in places of worship except for specified exemptions. • Provide supply of face coverings at entrance to building for issue to attendees who do not have one. • Display polite notices at entrance to church porch <u>encouraging</u> congregation to continue observing “safe” practices including physical distancing and use of hand sanitizer • Display NHS Test & Trace QR code in prominent position in church entrance porch 	<ul style="list-style-type: none"> • Church to be cleaned regularly at intervals proportionate to use • If possible, keep church closed for 72 hours following service to mitigate need for cleaning. • Ensure cleaners are not from a vulnerable group • Sufficient Vergers/Stewards on duty to explain measures to congregation on arrival and ascertain individual preferences regarding seating etc • Members of congregation indicating a wish to maintain social distancing to be offered a “please give me space” sign to place on adjacent seats. • If weather conditions permit, keep all three external doors open to improve ventilation. • Parents/responsible adults accompanying a child to be responsible for ensuring that child respects the wishes of 	<ul style="list-style-type: none"> • House of Bishops Covid-19 Recovery Group “Keeping Church Buildings Clean” [version 3 – 02 December 2020] • Public Health England Guidance “Covid-19: cleaning in non-healthcare settings” [15/05/2020] • House of Bishops Covid-19 Recovery Group “Risk Assessment Template for Opening Church Buildings to the Public” [version 10 – 16/07/2021] • RSCM “Covid-19: Guidance for Safe Music-making in Church” [09/12/21] • HM Government Guidance “Coronavirus: how to stay safe and help prevent the spread” [08/12/21] • HM Government Guidance “Face coverings: when to wear one, exemptions, and how to make your own” [09/12/21] 		

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	<ul style="list-style-type: none"> • <i>Provide alternative system to collect (and securely store) names and contact details of those who wish to check in but do not have access to a smartphone or prefer not to use the app.</i> • <i>Ensure supply of hand sanitizer is available adjacent to entrance/exit door.</i> • <i>Alternate pews only to be used and pews not in use to be denoted by appropriate signs</i> • <i>If service is live streamed or recorded, ensure “looked after” children and/ or adults in witness protection do not appear</i> • <i>If hymn books and orders of service are issued to those attending, these should be collected after the service, set aside and not used for a further period of 72 hours.</i> • <i>Processing may take place as long as physical distancing is maintained</i> • <i>Provide waste receptacle with disposable liner at exit.</i> • <i>Potentially contaminated waste to be removed daily and held in secure location for 72 hours prior to final disposal.</i> • <i>Church Croft toilets to be available and used on a one in/one out basis</i> • <i>Ensure hand sanitiser available in Church Croft</i> 	<p><i>others regarding social distancing.</i></p> <ul style="list-style-type: none"> • <i>No “sharing of the peace” through physical contact</i> • <i>Congregation to remain seated during the singing of hymns..</i> • <i>Congregation to keep face coverings in position whilst singing.</i> • <i>Where cash offerings continue, these should be collected in a receptacle that is set in one place and handled by one individual. Gloves to be worn to handle cash offerings.</i> • <i>For infection control purposes, clergy to have dedicated, individual lapel microphones.</i> • <i>After use, pulpit, lectern and stand microphones to be left in situ for 72 hours to reduce the need for cleaning.</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.</i> • <i>Only disabled toilet and the associated hand-washing facilities to be used.</i> • <i>Croft toilets to be cleaned regularly.</i> 	<ul style="list-style-type: none"> • <i>House of Bishops Covid-19 Recovery Group “Opening and managing church buildings” [version 2.3 – 09/12/21]</i> 		
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	<ul style="list-style-type: none"> • <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> 				
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Document change record

Date	Version	Change
22 October 2020	5	See Recovery Group guidance “Covid-19 Permitted Activities under the 3 Tier System”, version 1.0 issued 14/10/2020 and “Covid-19 Advice on the Conduct of Public Worship”, version 2.6 issued 16/10/2020. Risk Assessment reviewed and “Rule of Six” added to ‘controls’. Also, reference to numbers attending being limited to 25 persons removed from ‘controls’
07 December 2020	6	See Recovery Group guidance “Covid-19 Advice on the Conduct of Public Worship”, version 2.7 issued 02/12/2020 and “Covid-19 Permitted Activities under the 3 Tier System”, version 2 issues 02/12/20. Risk Assessment reviewed and: [a] reference to “Rule of Six” removed from ‘controls; [b] reference to “High Risk Areas” added to ‘controls’ and [c] reference to “numbers involved in singing” added to ‘additional controls’.
08 January 2021	7	See Recovery Group guidance “Permitted Activities under national lockdown rules”, version 3.1, issued 07 January 2021 and a local decision to continue with Public Worship but not to permit choirs to perform during the national lockdown.
25 March 2021	8	HM Government “Covid-19 Response -Spring 2021 Road Map out of Lockdown” issued 22 February 2021. See Recovery Group guidance “Covid-19 Permitted Activities under national ‘Step’ Regulations “version 1, Issued 25 March 20
20 July 2021	10	HM Government’s decision to move to Step 4 of the ‘Roadmap out of Lockdown’ with effect from 19 th July 2021. See House of Bishops Covid-19 Recovery Group’s revised guidance: <ul style="list-style-type: none"> • Covid-19 NHS Test & Trace Data, version 5 – 16/07/2021 • Risk Assessment Template for Opening Church Building to the Public, version 10 – 16/07/2021 • Opening and managing church buildings in Step 4 of the Roadmap out of Lockdown, version 1.0 – 19/07/2021
03 September 2021	11	Updated to reflect PCCSC decision on 17 August 2021 to allow congregational singing.
10 December 2021	12	See Recovery Group revised guidance “COVID-19 Opening and managing church buildings”; version 2.3; issued 09/12/21. Risk Assessment reviewed and amended/updated to reflect HM Government’s decision to move to Plan B.