

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:	08 January 2021	Assessment review due:	31 March 2021
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 “distancing” signs on approach path to south door. • Mark path to south door with floor tape to assist social distancing. • No waiting in entrance porch • Display notices regarding hygiene practices, physical distancing and use of hand sanitizer at entrance/exit • Ensure supply of hand sanitizer is available adjacent to entrance/exit door. • Record of those attending to be held securely for 21 days to assist NHS Test & Trace and then destroyed. • Seats to be used/not used to be denoted by appropriate signs and pews not in use to be cordoned off. • If service is live streamed or 	<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 present to ensure compliance with controls and undertake “queue management” if situation warrants • If weather conditions permit, keep south door open until commencement of service to avoid congestion in doorway or unnecessary contact with door handle etc • Parents/responsible adult from same household responsible for ensuring children follow social distancing guidance. • No “sharing of the peace” through physical contact 	<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 “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 from 2 December” • House of Bishops Covid-19 Recovery Group “Towards Re-opening Church Buildings: Covid-19 Risk Assessment Checklist for Parish Churches” • HM Government Guidance 		

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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 worshippers/safely disposed of.</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>Provide waste receptacle with disposable liner at exit.</i> • <i>Manage departure of congregation to prevent congestion/bottlenecks in the doorway.</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> • <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> • <i>No refreshments to be served after service</i> 	<ul style="list-style-type: none"> • <i>No singing by choir or congregation permitted.</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. 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 the associated hand-washing facilities to be used.</i> • <i>Croft toilets to be cleaned regularly.</i> • <i>Display cleaning schedule in the toilet area and ensure it is kept up to date</i> • <i>Under national lockdown rules, any person attending must not join any other group or mingle with anyone outside of their</i> 	<p><i>"Covid-19: guidance for the safe use of places of worship and special religious services and gatherings during the pandemic"</i></p> <ul style="list-style-type: none"> • <i>House of Bishops Recovery Group "Covid-19 Advice on the Conduct of Public Worship"</i> • <i>House of Bishops Recovery Group "Covid-19 NHS Test & Trace"</i> • <i>House of Bishops Recovery Group "Covid-19 Advice on Face Coverings"</i> • <i>HM Government 'Celebrating religious festivals during coronavirus (Covid-19)'</i> • <i>HM Government 'National lockdown: Stay at home'</i> • <i>House of Bishops Recovery Group "Covid-19 Permitted activities under national lockdown rules"</i> 		
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	<ul style="list-style-type: none"> • <i>Under national lockdown rules, any person attending to be either: [a] alone, [b] part of a group all from the same household or [c] from two linked households.</i> 	<i>household or support bubble and should maintain strict social distancing at all times.</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 issued 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.