



St Nicholas

Covid 19 Risk Assessment

Events covered: Staged reopening churches and restoration of pastoral ministry following lockdown **Date:** 2nd July 2020

Stages of plan/ Area of Focus	Risks identified/ significant issues	Risk Rating	Controls required/ risk mitigation	Action by whom
Stage 1 – Preparation of churches for recording services and private prayer (1st June onwards) Only one designated Ministers allowed into their designated Church Access permitted for contractors and cleaners	<ul style="list-style-type: none"> ○ Infection from animal waste (esp. bat droppings/ rodent activity) 	Low	Provision of PPE (mask, gloves & apron) to cleaners. Waste hoovered up as 1 st priority Ensure Hoover bags are emptied safely into plastic bin-liners that are then sealed and disposed of	Wardens/ cleaners
	<ul style="list-style-type: none"> ○ Dangerous spores in the atmosphere 	Low	Airing of Churches – all doors opened during 1 st entry – ventilate before any activity starts	Ministers & Wardens
	<ul style="list-style-type: none"> ○ Contagion in unused water systems 	Moderate	Follow South Glos Council guidelines	Office Administrator to complete weekly checks

	<ul style="list-style-type: none"> ○ Clergy/ cleaner on own in churches 	Moderate	Clergy/ cleaner to have mobile phone and lock doors if possible	Wardens to provide notices. Cleaners to put them out during cleaning
	<ul style="list-style-type: none"> ○ Others wandering into church 	Low	Notices at doors to make clear church is closed and cleaning is in progress	Wardens to provide sanitiser and alcohol cleansing wipes for door handles. Ministers & cleaner to ensure it is used
	<ul style="list-style-type: none"> ○ Increased handling of door-handles and touching of surfaces 	Moderate	Hand sanitiser available in porches/ near door. Notices requiring hand cleansing on entry and exit. Regular cleansing of handles and surfaces with alcohol spray	Ministers
	<ul style="list-style-type: none"> ○ Potential transmission of Covid 19 through touching of service books etc. 	Moderate	Minister to bring their own prayer books, minimising chance of spreading of Covid 19.	Ministers
	<ul style="list-style-type: none"> ○ Potential transmission of Covid 19 through touching of communion vessels 	Moderate	Minister celebrating to ensure vessels are thoroughly cleaned after Eucharist and sanitizer is used on entering and leaving Church	
	<ul style="list-style-type: none"> ○ Cleaner lone working 	Low	Cleaner to be accompanied when airing church for first time and 'No Entry' signs to be deployed. Subsequently church to be locked during cleaning	

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<p>Stage 2 – Limited public access for private prayer</p> <p>Designated Churches open to the community for Private Prayer but no congregational worship permitted</p>	<ul style="list-style-type: none"> ○ Increased handling of door-handles and touching of surfaces ○ Potential transmission of Covid 19 through contamination of seat fabric ○ Potential transmission of Covid 19 through contamination of candles ○ Potential transmission of Covid 19 through books & leaflets ○ Potential for breach of social distancing regulations ○ Potential transmission of Covid 19 through children's toys & books 	<p>Moderate</p> <p>Moderate/Low</p> <p>Moderate/Low</p> <p>Moderate/Low</p> <p>Low</p> <p>Moderate/ Low</p>	<p>Hand sanitiser available at doors. Notices requiring hand cleansing on entry and exit. Cleansing of handles and surfaces with alcohol spray when church is locked for the evening</p> <p>Only wipeable seats made available. Cleansed daily as for handles</p> <p>Hand sanitiser next to candles. Use lit candle to light others.</p> <p>Remove all leaflets and cover up hymn books and bibles to make them inaccessible.</p> <p>Establish one-way system for entry to and exit from designated prayer area. Seats spaced at minimum of 2 metres.</p> <p>Toys and books covered up and are not available</p>	<p>Wardens/ cleaners</p> <p>Wardens to set up. Ministry Team to clean following use Cleaners to clean weekly</p> <p>Wardens to set up and light 1st candle.</p> <p>Wardens</p> <p>Wardens to set up</p>

<p>Ministry Team permitted one-to-one meetings</p>	<ul style="list-style-type: none"> ○ Potential transmission of Covid 19 across Ministry Team 	<p>Low</p>	<p>Divide Ministry Team into two 'bubbles' Continue Team Meetings via Zoom or socially distanced meetings Continue Morning Prayer via Facebook</p>	<p>Incumbent</p>
<p>Church open for contractor visits</p>	<ul style="list-style-type: none"> ○ Potential transmission of Covid 19 through contractor or to contractor 	<p>Low</p>	<p>Contractor accompanied and handles/ surfaces (and, if necessary, toilets) wiped down afterwards Contractor to have own risk assessment and PPE.</p>	<p>Office Administrator to make appointments, ask if risk assessments have been completed, accompany contractor and clean where necessary.</p>
<p>General</p>	<ul style="list-style-type: none"> ○ Wardens may not be available to carry out tasks due to being in high-risk groups ○ General Risk of Covid transmission church fabric/ chairs & surfaces 		<p>Recruit additional volunteers where necessary</p> <p>Controls & Mitigation from Stage 1 continue where appropriate (incl. ventilation of churches on opening)</p> <p>Ensure toilets stocked with soap/sanitizer for hand washing and wipes for surfaces. Ensure hand dryers are operational. Hand-basin and taps to be wiped down with sanitiser when closing building.</p> <p>Waste materials to be bagged in disposable bags</p>	<p>Wardens</p> <p>Wardens & Incumbent</p>

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<p>Stage 3 – Public worship allowed to resume with restrictions (track & trace)</p> <p>Sunday worship with attendance limits in place for social distancing St. Nix 30</p> <p>Limit number of services across Parish (e.g. combine 8.15, Sunburst & 10.45 Services at St. Mary’s into a single family-oriented service) 630 Praise to stay online initially</p>	<ul style="list-style-type: none"> ○ Risk of Covid transmission through human proximity ○ Risk of Covid transmission through communion ○ Risk of Covid transmission through singing 	<p>Moderate/High</p> <p>Moderate/High</p> <p>Moderate/High</p>	<p>Church to be ventilated for 15 mins before being open for worshippers</p> <p>Welcomers control entry/ exit to ensure social distancing at pinch points Welcomers encourage use of hand sanitiser People asked not to attend if there is a possibility of Covid symptoms Layout of seating revised to ensure social distancing Peace not to be shared</p> <p>Communion in one kind. Priest uses Sanitizer at all times before during and after worship. Spiritual communion to be an option (with appropriate prayers) Follow Diocesan/ church guidelines on administration Alternate Communion and Morning Worship</p> <p>All services will be ‘said’ services with no singing allowed. Where recorded music can be played congregations can sit and</p>	<p>Hosting Warden</p> <p>Hosting Warden/ Welcomers</p> <p>Wardens & Incumbent</p> <p>Ministers</p> <p>Ministers/ Tech Team</p>

			listen to music in a reflective manner	
	<ul style="list-style-type: none"> ○ Risk of Covid transmission through service sheets 	Moderate/ low	Use electronic displays only.	Ministers/ Tech Team
	<ul style="list-style-type: none"> ○ Risk of Covid transmission church fabric/ chairs & surfaces 	Moderate/High	Hosting Churchwardens responsible for cleaning of key areas afterwards.	This could be delegated to a couple of Parishioners happy to take on this role
	<ul style="list-style-type: none"> ○ Congregants will wish to continue self-isolating. Lack of confidence in mitigation 	High	Continue with recorded services Provide assurance	Ministry Team/ Tech Team Ministers & Wardens
	<ul style="list-style-type: none"> ○ Collection 	Moderate	A basket will be placed on a table for monetary offerings. Any money will be bagged up and left in safe for a week before being counted and banked.	Wardens
Weddings	<ul style="list-style-type: none"> ○ Risk of Covid transmission through human proximity 	Moderate/High	Restrict numbers permitted to attend and follow CofE guidelines	Ministers
Funerals	<ul style="list-style-type: none"> ○ Risk of Covid transmission through human proximity 	Moderate/High	Restrict numbers permitted to attend and follow CofE guidelines	Ministers
	<ul style="list-style-type: none"> ○ Risk of Covid transmission through service sheets 	Moderate	Family/ FD must provide single-use service sheets	Ministers
	<ul style="list-style-type: none"> ○ Risk of Covid transmission through touching coffin 	Moderate	Coffin to be trollyed in and out with no touching permitted by Minister or mourners	Ministers/ FD

Baptisms	<ul style="list-style-type: none"> ○ Risk of Covid transmission through human proximity 	Moderate/High	<p>Same social distancing requirements as for other service and restriction of numbers. (Limited to Parents, siblings, God Parents and Child to be Baptised) Follow CofE guidelines</p>	Ministers
General	<ul style="list-style-type: none"> ○ Risk of Covid transmission through baptismal water 	Moderate/ low	<p>Font and jug to be thoroughly cleansed before and after using alcohol spray No sign of the cross Parent to hold Child and Baptismal shell to be used</p>	<p>Wardens</p> <p>Ministers</p>
			<ul style="list-style-type: none"> ○ General Risk of Covid transmission church fabric/ chairs & surfaces 	Moderate/High

			Controls & Mitigation from Stages 1 & 2 continue where appropriate	
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<p>Stage 4 - Full Return Pre-Vaccine/ immunity</p> <p>Return to regular pattern of services (incl. Praise & Play, Little Sparks, Messy Church etc.)</p> <p>Pastoral Offices with individual Church social attendance limits in place</p> <p>Allow bookings for events & hiring</p>	<ul style="list-style-type: none"> ○ Risk of second wave of Covid in autumn when our guard has dropped 	<p>Moderate</p>	<p>Continue with hand sanitising and social distancing controls</p> <p>Continue with use of dryers in toilets and heightened hygiene precautions</p> <p>Restrict events for vulnerable groups (e.g. Monday Lunch Club)</p> <p>Follow CofE and Government guidance</p> <p>Regular groups to provide their own risk assessments and clean surfaces before vacating.</p>	<p>Wardens</p> <p>Wardens</p> <p>DCC/ Wardens</p> <p>Group leaders</p>

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<p>Stage 5 – Post Vaccine/immunity</p> <p>Arrive at the New Norm</p> <p>New Worship plan to be introduced</p>				
<p>Contingency stage - Implementable at any point if the church building is known to have been exposed to someone with Coronavirus symptoms</p>	<ul style="list-style-type: none"> ○ Risk that church building becomes the source of multiple infections 	<p>Low</p>	<p>If possible, close the building for at least 72 hours (preferably a week) with no access permitted. Post notices to explain why church is closed Hand over track & trace data of attendance at services to Public Health authorities. Employ cleaner for additional hours to give the building a thorough (deep) clean in line with Public Health England advice</p>	<p>Wardens & Incumbent</p>

Completed for use by St Nicholas Church by Anne White and Sue Harrison

Date: 2nd July 2020