



## Yate Parish

# Covid 19 Risk Assessment

**Events covered:** Staged reopening churches and restoration of pastoral ministry following lockdown **Date:** 5<sup>th</sup> June 2020

Stages of plan/ Area of Focus	Risks identified/ significant issues	Risk Rating	Controls required/ risk mitigation	Action by whom
<b>Stage 1 – Preparation of churches for recording services and private prayer (1<sup>st</sup> June onwards)</b>  Only one designated Ministers allowed into their designated Church  Access permitted for contractors and cleaners	<ul style="list-style-type: none"> <li>○ Infection from animal waste (esp. bat droppings/ rodent activity)</li> </ul>	Low	Provision of PPE (mask, gloves & apron) to cleaners. Waste hoovered up as 1 <sup>st</sup> 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"> <li>○ Dangerous spores in the atmosphere</li> </ul>	Low	Airing of Churches – all doors opened during 1 <sup>st</sup> entry – ventilate before any activity starts	Ministers & Wardens
	<ul style="list-style-type: none"> <li>○ Contagion in unused water systems</li> </ul>	Moderate	Flush through all water systems for 45 minutes	Wardens (where there is on-site water)

	<ul style="list-style-type: none"> <li>○ Clergy/ cleaner on own in churches</li> </ul>	Moderate	Clergy/ cleaner to have mobile phone and lock doors if possible	Cleaners / Ministers
	<ul style="list-style-type: none"> <li>○ Others wandering into church</li> </ul>	Low	Notices at doors to make clear church is closed and cleaning is in progress	Wardens to provide notices. Cleaners to put them out during cleaning
	<ul style="list-style-type: none"> <li>○ Increased handling of door-handles and touching of surfaces</li> </ul>	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	Wardens to provide sanitiser and alcohol cleansing wipes for door handles. Ministers & cleaner to ensure it is used
	<ul style="list-style-type: none"> <li>○ Potential transmission of Covid 19 through touching of service books etc.</li> </ul>	Moderate	Minister to bring their own prayer books, minimising chance of spreading of Covid 19.	Ministers
	<ul style="list-style-type: none"> <li>○ Potential transmission of Covid 19 through touching of communion vessels</li> </ul>	Moderate	Minister celebrating to ensure vessels are thoroughly cleaned after Eucharist and sanitizer is used on entering and leaving Church	Ministers
	<ul style="list-style-type: none"> <li>○ Cleaner lone working</li> </ul>	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	

Stages of plan/ Area of Focus	Risks identified/ significant issues	Risk Rating	Controls required/ risk mitigation	Action by whom
<p><b>Stage 2 – Limited public access for private prayer</b></p> <p>Designated Churches open to the community for Private Prayer but no congregational worship permitted</p>	<ul style="list-style-type: none"> <li>○ Increased handling of door-handles and touching of surfaces</li> <li>○ Potential transmission of Covid 19 through contamination of seat fabric</li> <li>○ Potential transmission of Covid 19 through contamination of seat fabric</li> <li>○ Potential transmission of Covid 19 through books &amp; leaflets</li> </ul>	<p>Moderate</p> <p>Moderate/Low</p> <p>Moderate/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 lighter. Use tapers to light</p> <p>Remove all leaflets and cover up hymn books and bibles to make them inaccessible. Where prayer resources are being made available these should be laminated, few in number and wiped clean with sanitiser on a daily basis Safeguarding information to be laminated</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</p> <p>Wardens</p>

Ministry Team permitted one-to-one meetings	○ Potential for breach of social distancing regulations	Low	Establish one-way system for entry to and exit from designated prayer area. Seats spaced at minimum of 2 meters with tape marks on floor to prevent gradual erosion	Wardens to set up
	○ Potential transmission of Covid 19 through children's toys & books	Moderate/ Low	Remove toys and books from being available	Wardens
	○ Potential transmission of Covid 19 across Ministry Team	Low	Divide Ministry Team into two 'bubbles' Continue Team Meetings via Zoom or socially distanced meetings Continue Morning Prayer via Facebook	Incumbent
Church open for contractor visits	○ Potential transmission of Covid 19 through contractor or to contractor	Low	Contractor accompanied and handles/ surfaces (and, if necessary, toilets) wiped down afterwards Contractor to have own risk assessment	Wardens
General	○ Wardens may not be available to carry out tasks due to being in high-risk groups		Recruit additional volunteers where necessary	Wardens
	○ General Risk of Covid transmission church fabric/ chairs & surfaces		Controls & Mitigation from Stage 1 continue where appropriate (incl.	Wardens & Incumbent

			<p>ventilation of churches on opening)</p> <p>Ensure toilets stocked with soap and disposable towels for hand washing Hand-basin and taps to be wiped down with sanitiser each day when closing building</p> <p>Waste materials to be bagged in disposable bags</p>	
--	--	--	---	--

Stages of plan/ Area of Focus	Risks identified/ significant issues	Risk Rating	Controls required/ risk mitigation	Action by whom
<p><b>Stage 3 – Public worship allowed to resume with restrictions (track &amp; trace)</b></p> <p>Sunday worship with attendance limits in place for social distancing St Mary’s 50 St. Nix 35 St James 30 St. Peter’s 12</p> <p>Limit number of services across Parish (e.g. combine 8.15, Sunburst &amp; 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"> <li>○ Risk of Covid transmission through human proximity</li>   <li>○ Risk of Covid transmission through communion</li> </ul>	<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 (St. M &amp; St. N – tape to be used to ‘seal off’ pews in St. J &amp; St. P) 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) Tape marks on floor to ensure social distancing for those queuing Follow Diocesan/ church guidelines on administration</p>	<p>Hosting Warden</p> <p>Hosting Warden/ Welcomers</p> <p>Wardens &amp; Incumbent</p> <p>Ministers</p> <p>Wardens</p> <p>Ministers</p>

			Alternate Communion and Morning/ Evening Worship	
	<ul style="list-style-type: none"> <li>○ Risk of Covid transmission through singing</li> </ul>	Moderate/High	All services will be 'said' services with no singing allowed. Where recorded music can be played congregations can sit and listen to music in a reflective manner	Ministers/ Tech Team
	<ul style="list-style-type: none"> <li>○ Risk of Covid transmission through service sheets</li> </ul>	Moderate/ low	<u>Either</u> use electronic displays where available <u>Or</u> Parish Office to print individual prayer books or single use service sheets	Ministers/ Tech Team
	<ul style="list-style-type: none"> <li>○ Risk of Covid transmission church fabric/ chairs &amp; surfaces</li> </ul>	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"> <li>○ Congregants will wish to continue self-isolating. Lack of confidence in mitigation</li> </ul>	High	Continue with recorded services Provide assurance	Ministry Team/ Tech Team Ministers & Wardens
Weddings	<ul style="list-style-type: none"> <li>○ Risk of Covid transmission through human proximity</li> </ul>	Moderate/High	Restrict numbers permitted to attend and follow CofE guidelines	Ministers
Funerals	<ul style="list-style-type: none"> <li>○ Risk of Covid transmission through human proximity</li> </ul>	Moderate/High	Restrict numbers permitted to attend and follow CofE guidelines	Ministers

Baptisms	○ Risk of Covid transmission through service sheets	Moderate	Family/ FD must provide single-use service sheets	Ministers
	○ 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
	○ Risk of Covid transmission through human proximity	Moderate/High	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	Ministers
	○ Risk of Covid transmission through baptismal water	Moderate/ low	Font and jug to be thoroughly cleansed before and after using alcohol wipes No sign of the cross Parent to hold Child and Baptismal shell to be used	Wardens Ministers
General	○ General Risk of Covid transmission church fabric/ chairs & surfaces	Moderate/High	Cleaning of churches after every service  People attending to be registered for track & trace (with contact details if new)	Wardens



			<p>Check PCC liability insurance up to date</p> <p>Notices requesting people to stay away if they suspect they have Covid symptoms (&amp; connect online)</p> <p>Controls &amp; Mitigation from Stages 1 &amp; 2 continue where appropriate</p>	Treasurer
--	--	--	---	-----------

Stages of plan/ Area of Focus	Risks identified/ significant issues	Risk Rating	Controls required/ risk mitigation	Action by whom
<p><b>Stage 4 - Full Return Pre-Vaccine/ immunity</b></p> <p>Return to regular pattern of services (incl. Praise &amp; Play, Little Sparks, Messy Church etc.)</p> <p>Pastoral Offices with individual Church social attendance limits in place</p> <p>Allow bookings for events &amp; hiring</p>	<ul style="list-style-type: none"> <li>○ Risk of second wave of Covid in autumn when our guard has dropped</li> </ul>	<p>Moderate</p>	<p>Continue with hand sanitising and social distancing controls</p> <p>Continue with use of paper towels in toilets and heightened hygiene precautions</p> <p>Restrict events for vulnerable groups (e.g. Lunch-at-One continue with distributed meals)</p> <p>Follow CofE and Government guidance</p>	<p>Wardens</p> <p>Wardens</p> <p>DCC/ Wardens</p>

Stages of plan/ Area of Focus	Risks identified/ significant issues	Risk Rating	Controls required/ risk mitigation	Action by whom
<p><b>Stage 5 – Post Vaccine/immunity</b></p> <p>Arrive at the New Norm</p> <p>New Worship plan to be introduced</p>				
<p><b>Contingency stage - Implementable at any point if the church building is known to have been exposed to someone with Coronavirus symptoms</b></p>	<ul style="list-style-type: none"> <li>○ Risk that church building becomes the source of multiple infections</li> </ul>	Low	<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</p> <p>Hand over track &amp; trace data of attendance at services to Public Health authorities.</p> <p>Employ cleaner for additional hours to give the building a thorough (deep) clean in line with Public Health England advice</p>	Wardens & Incumbent

Completed by: **Ian Wallace**

Date: 5<sup>th</sup> June 2020