



Yate Parish Covid 19 Risk Assessment

<i>Church:</i> St James Church, Westerleigh BS37 8QP	<i>Assessor's name:</i> Patrick Mills, Churchwarden	<i>Date completed:</i> Draft 2: 3 July 2020	<i>Review date:</i>
<i>Maxim number of persons:</i>	24 persons plus 1 at organ.	(20 in pews, 4 in choir stalls)	

Events covered: Stage2 and Stage 3 reopening churches and restoration of pastoral ministry following lockdown

Item	Stages of plan/ Area of Focus	Risks identified/ significant issues	Risk Rating	Controls required/ risk mitigation	Action by whom	Completed name and date
2.1	Stage 2 - Limited public access for private prayer	Physical notices	Low	Check required notices in place a. Use sanitiser, wash hands b. Maintain social distance c. "Closed for cleaning" d. One-way system around church	Wardens	Done (CW) 12 June
2.2	Layout for private prayer	Potential transmission of Covid 19 by arrangement of seating and fabric and shared resources.	Moderate	Only wipeable seats made available. Remove from accessible area all cushions, seat fabric, kneelers, hymn books, prayer books and bibles, leaflets and toys.	Wardens	Done (CW) 12 June
2.3	Layout for private prayer	Potential for breach of social distancing regulations	Low	Establish one-way system for access to and from prayer area. Prayer-area seats spaced at 2m marked with tape.	Health & Safety officer wardens	Done (CW H&S) 12 June
2.4	Waste disposal	Transmission via discarded waste	Low	Provide waste-bins with disposable bags and ensure black bin available for fortnightly emptying.	Wardens	Done CW 12 June
2.5	Toilet arrangements	Unfortunately, there are no toilets at St James.	n/a	Ensure hand-sanitisers available and used.	Wardens	n/a

2.6	Private prayer procedures	Increased handling of door-handles and touching of seating and surfaces	Moderate	Hand sanitiser available at doors. Accessible seating cleansed daily. Cleansing of handles and surfaces with alcohol spray when church is locked for the evening	Ministry team to clean following use. Cleaners to clean weekly	Every day if open.
2.7	Visits by Ministry Team	Potential transmission of Covid 19 across Ministry Team	Moderate	Visits from only dedicated Ministry Team 'bubble'. Only allow one-to-one meetings with members of congregation.	Incumbent	Organised. Incumbent June
2.8	Availability of wardens	Wardens may not be available to carry out tasks due to being in high-risk groups	Low	Recruit additional volunteers if necessary	Wardens	In progress
2.9	Stage 2- Contractor visits	Potential transmission of Covid 19 through contractor or to contractor	Low	Contractor to be accompanied Handles & surfaces wiped down afterwards Contractor to have own risk assessment	Wardens	As required
3.1	Stage 3: Layout for Sunday worship	Risk of Covid transmission proximity by poor layout in church	High	Layout of seating arranged to ensure social distancing. Alternate pews roped off. One-way system with separate entry and exit.	Wardens	Done: CW & curate 2 July
3.2	Layout for Sunday worship	There is a risk of unexpected contact transmission lingering over between Sunday Worship and Private Prayer.	High	Use separate seating areas for Private Prayer and Sunday Worship and rope them off when not active.	Wardens	Done: CW & curate 2 July
3.3	Arrangements for Sunday worship	Risk of Covid transmission through congregation sharing resources.	Low	No shared resources, as for Private Prayer (2.2). Parish Office to print individual prayer books or single use service sheets. Light candles with taper, place sanitiser nearby.	Parish office Wardens	For 5 July
3.4	Before each Sunday worship	Risk of Covid from unknown stale air of entry	Low	Church to be ventilated for 15 mins before opening to worshippers. Church very draughty anyway.	Wardens	CW
3.5	During each Sunday worship	Risk of Covid transmission through human proximity during service	Low	Ensure occupancy less than maximum (see top line) Sidespersons to check entry to ensure social distancing; also to encourage use of hand sanitiser. People asked not to attend if there is a possibility of COVID-19 symptoms Ensure social distancing rules are adhered to. Minimise walking around. Ensure orderly exit, pew by pew.	Wardens Sidespersons	Each Sunday service

3.6	Administration of communion	Risk of Covid transmission through communion rituals	High	Priest to use sanitizer at all times before during and after. Follow Diocesan guidelines on administration of communion. Communion in one kind only. Spiritual communion to be an option. Use Morning Prayer on alternate Sundays.	Minister	Each communion service
3.7	Sharing peace	Risk of Covid transmission through peace handshakes and hugs	Very high	Peace not to be shared. No hugs!	Minister	Order of incumbent
3.8	Sunday worship	Risk of Covid transmission through singing	Low	No singing. Music to be orchestral in character.	Organist or CD-organiser	Each service
4.1	Interment of ashes	Risk of Covid transmission to very elderly visitors, even outside.	High	Hold service in churchyard. Restrict numbers in party. Special distancing measures for over 70's	Celebrant Funeral director	When needed
4.2	Funerals	Risk of Covid transmission between participants in emotional mood, especially if over 70's present.	Very high	Subject to parish review Special distancing measures for over 70's	Incumbent	When needed
4.3	Weddings	Risk of Covid transmission between participants in celebratory mood.	Very high	Subject to parish review	Incumbent	When needed
4.4	Baptisms	Risk of Covid transmission between participants in celebratory mood, Especially if excitable children are present.	Very high	Subject to parish review	Incumbent	When needed