

Diocese contact: 01604 712065, propertyadmin@northamptondiocese.com
Mentor Services Advice Line: 0800 634 7000

Risk Assessment – COVID 19 – Use of Church Premises for Worship

Church Premises to which this risk assessment relates: **St Edwards' Parish Church, Kettering**

Date of Assessment: **23.12.2020**

Frequency of review: **Weekly during the Covid 19 crisis**

This risk assessment must be read carefully to ensure it is applicable to your church premise. Anything not applicable should be deleted completely. Any of the listed control measures that are **not currently** in place should be deleted from the list and added to the 'action required' column. Someone then needs to be made responsible for carrying out the action required and signing it off. **The information contained in this risk assessment has been passed onto all relevant persons.**

If you have any valid additional control measures not listed, add them in the relevant column. The risk level should be assessed using the key at the bottom of the risk assessment.

Please ensure that any specific hazards not identified in this risk assessment, but that you are aware of, are added to it using the blank boxes at the end of the form. Please note that this risk assessment does not address or assess all fire issues. A separate fire risk assessment should be in place for all premises.

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Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
<p>General premises – COVID-19 <i>(arrangements for car parking)</i></p>	<p>Lack of general arrangements</p>	<p>Parishioners / volunteers / Diocese employees</p>	<ul style="list-style-type: none"> • Stewards to oversee and monitor use of the church to ensure maximum capacity is not reached. • A car park steward must be on site before the car park is opened to parishioners. • Stewards are identifiable with hi-vis tabards/jacket. These are kept in the sacristy. • Stewards to have received induction/training on systems put in place. Parishioners to be reminded of • social distancing measures on exit of church • Onsite car park use and access to the premises monitored by stewards for adequacy in line with COVID-19 distancing requirements (2m). Cones, additional signage required. 	<p>1 x 3 = 3</p>	<p>None</p>	

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<p>General premises – COVID-19</p>	<p>Lack of general arrangements</p>	<p>Parishioners / volunteers / Diocese employees</p>	<ul style="list-style-type: none"> • Established area for worship within the main body of the church in accordance with 2m social distancing requirements. • Parishioners briefed by suitable means to confirm the arrangements in place • Identify access/egress points to provide an in/out system for the premises and where possible a one-way system in operation. Main entrance used as entrance. Emergency exit beside sacristy used as exit. • Signage will be in place inside and outside the church as applicable outlining handwashing/social distancing requirements. • One steward will be in place to control entry to the church and another steward to direct parishioners to where they can sit. Dependent on premises, a further steward may be needed to ensure parishioners safe exit from the premises. • Anti-bacterial gel (with at least 60% alcohol) is provided at both the entrance to and the exit from the premises - hygiene points. • COVID-19 signage displayed to request use of anti-bacterial gel/handwashing requirements. • Stoups are emptied and covered over. • Stewards to have received induction/training on systems put in place • Stewards to follow check list on entry to ensure all dispenser units are operational and full, and all required sanitizing products/PPE are available. 	<p>1 x 3 = 3</p>	<p><i>Assessment carried out on building space to look at implementation of regulations put in place. To be reviewed in relation to regulatory changes and local application.</i></p>	<p>19.12.2020 DM</p>

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<p>General premises – COVID-19</p>	<p>Lack of general arrangements</p>	<p>Parishioners / volunteers / Diocese employees</p>	<ul style="list-style-type: none"> • Seats or pews are marked with social distancing guideline of 2m in all 4 directions. No hymn books, prayer books, cards or any other paper materials are accessible. • Water safety (legionella) controls have been applied prior to opening premises based on advice from water safety contractor. • Fire alarm servicing/maintenance (where applicable) has taken place in line within required 6 monthly timescales prior to opening premises. • Any remaining items will be disposed of after each service • Where Priests are present there must be no blessings of rosaries, prayer cards, medals, etc. and 2m social distancing always implemented. • Seating areas adjustments to implement required social distance regulations, suitable signage placed on areas not to be used • Parishioners reminded to take all printed prayer sheets and newsletters with them when leaving the building. • Ventilation. Use of airing undertaken using entrance/exit door during start/end of worship process. Premises then cleaned by stewards. No mechanical or electrical air circulation systems in place. Confirmed with Mentor, diocese H&S advisers 23.12.2020 that ventilation during a service is not required. The current method of airing, combined with cleaning regime, along with no mechanical or electrical air circulation systems is meeting their advice, as potential stale air is removed during exit process of natural ventilation. • Priest to ensure that all H&S checks are up to date within the parish. 	<p>1 x 3 = 3</p>	<p>None</p>	<p>Health and safety walkthrough completed 19.12.2020 DM</p>

Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
<p>General premises – COVID-19 <i>(arrangements for onsite supervision, monitoring, cleaning)</i></p>	<p>Lack of monitoring and general arrangements</p>	<p>Parishioners / volunteers / Diocese employees</p>	<ul style="list-style-type: none"> • Availability of stewards will dictate opening of churches and for how long – where the minimum of 2 stewards (plus 1 for parking if appropriate) • Stewards have received training and instruction on their roles and responsibilities. • Minimum of 2 stewards required at any one time in the church building, plus another in the car park if car park is to be used. (parking area is a restricted area at front of the church, sufficient for those with mobility limitations) • Stewards appointed must be healthy individuals and not vulnerable persons who are ‘shielded’ under Covid-19, i.e. those that have received a letter to confirm this, or those without a letter that feel that they are part of a vulnerable group; and also those in our parish that are aged over 70. • Stewards appointed ensure social distancing of 2m is upheld; to control access/egress; and cleaning down facilities after use including common touchpoints (doors, buttons, handles, applicable equipment); to oversee and monitor use of the church for prayer to ensure booking slots are managed and do not over-run; to oversee car parking. • Stewards will also record name/contact details of attendance for contact tracing if this is required by our local authority. • Scheduled cleaning takes place prior to, and after premises use. • Stewards to have received induction/training on systems put in place. • Rota system set up and sent out on a weekly basis allowing for suitable supervision of entry/exit points at each service. 	<p>2 x 3 = 6</p>	<p>None</p>	

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<p>General premises – COVID-19 (arrangements for onsite supervision, monitoring, cleaning)</p>	<p>Lack of monitoring and general arrangements</p>	<p>Parishioners / volunteers / Diocese employees</p>	<ul style="list-style-type: none"> • Limited access to church premises to comply with social distancing. Local demand overseen by stewards to manage numbers. New maximum occupancy implemented, at 20-25% capacity. • Stewards will keep the premises clean in line with Covid-19 and parish cleaning schedule. • Hot running water is available in the premises and a range of normal domestic cleaning products are available for use by stewards. • Internal fire doors will not be wedged open (may remain open if self-closers are fitted and connected to the fire alarm). • Water outlets are to be checked to ensure suitable temperatures are being achieved. • Priests involved in any of these arrangements must follow government guidelines and not involve themselves where they are 'shielded' or are over 70 years of age. 	<p>2 x 3 = 6</p>	<p>None</p>	

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<p>COVID-19 (Someone infected entering the church)</p>	<p>A person enters the church and passes the virus onto others</p>	<p>Parishioners / volunteers / Diocese employees</p>	<ul style="list-style-type: none"> • An information poster highlighting the symptoms and the risk of COVID-19 is placed on the entry point to the premises. Symptomatic individuals will not be allowed entry. • COVID-19 information posters are placed in designated locations within the church premises (notice boards etc.). • Best practice Hygiene requirements (handwashing and use of hygiene points, etc.) are monitored by stewards. Persons are instructed to utilize hand sanitizer. No handshaking. • Suitable signage is in place at each entry point/suitable locations in the church and will be updated as per regulation changes • Contractors are not permitted onsite unless previously agreed and they have provided a COVID-19 risk assessment outlining their own health and safety controls. 	<p>2 x 3 = 6</p>	<p>None</p>	
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Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
COVID-19 (Someone becomes ill in the church)	Contracting COVID-19 in church	Parishioners / volunteers / Diocese employees	<ul style="list-style-type: none"> UK Government guidance to be followed. Diocese December 2020 directive to be followed. Best practice Hygiene requirements (handwashing etc.) are monitored within the church. All persons are instructed to sanitise their hands. No handshaking. Stewards to have received induction/training on systems put in place. Persons showing signs of COVID-19 infection will initially be removed from the church to the designated area, away from any others and then instructed to return home and to follow NHS Guidance online. The church will be decontaminated following governmental guidance. 	2 x 3 = 6	None	
COVID-19 (Contaminated premises)	Contracting COVID-19 in church	Parishioners / volunteers / Diocese employees	<ul style="list-style-type: none"> UK Government guidance is being followed. Hand sanitizer/anti-bacterial gel is placed in the church at entry and exit/hygiene points; parishioners are also encouraged to carry their own anti-bacterial gel/wipes. Church toilets for parishioners are to remain closed at this time. Stewards have implemented an increased cleaning regime. Hard surfaces and common touchpoints are cleaned regularly, including doors, buttons, handles and equipment. Stewards to have received induction/training on systems put in place. Hot running water is available in the premises and a range of normal domestic cleaning products are available for use by Stewards. 	2 x 3 = 6	None	

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COVID-19 (proximity, church gatherings)	A person catches COVID- 19 due to being close with an infected person	Parishioners / volunteers / Diocese employees	<ul style="list-style-type: none">• UK Government guidance to be followed.• Social distancing requirements of 2m are implemented.• Signage to be in place to remind people of the importance of social distancing.• No handshaking – 2m social distancing arrangements in place.	1 x 4 = 4	None	
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COVID-19 <i>(Vulnerable persons)</i>	Persons with underlying health conditions incl. reduced immunity, pregnancy, over 70, etc. contracting Covid-19 in church	Parishioners / volunteers / Diocese employees	<ul style="list-style-type: none"> UK Government guidance to be followed. All individuals instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater), a continuous dry cough in the last 14 days or a loss of taste and smell Any parishioners/persons that are 'shielding' must not attempt to attend the premises. 	1 x 4 = 4	None	
COVID-19 <i>(Persons who have contracted COVID-19)</i>	Contracting COVID-19 in church	Parishioners / volunteers / Diocese employees	<ul style="list-style-type: none"> For employees if NHS 111/online or a GP determines an individual has contracted COVID-19 they will be treated as off sick as per normal Diocese sickness policy. Individuals who have had contact with another individual who is symptomatic will be made aware of the symptoms and advised to follow NHS Online Guidance. The church premises will be decontaminated following governmental guidance. 	1 x 3 = 3	None	




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<p>COVID-19 (Use of Personal Protective Equipment / Other)</p>	<p>Contracting COVID-19 inside / outside church</p>	<p>Parishioners / volunteers / Diocese employees</p>	<ul style="list-style-type: none"> • Disposable gloves provided and used by stewards for all cleaning down of surfaces. After use these are disposed of in normal waste arrangements; stewards instructed to wash their hands after removing gloves for at least 20 seconds duration. • Stewards to have received induction/training on systems put in place. • Waste disposal methods carried out as per induction training. • Location of where face coverings are kept at premises and other PPE • General face coverings (not Personal Protective Equipment masks) should be provided by the parish and can be used by stewards. The following advice is given by the Diocese when using a face covering: <ol style="list-style-type: none"> 1) Handwashing before putting on/taking off is required 2) Change the face covering if touched or becomes damp 3) Change/wash the face covering at least daily 4) If used and the material is not washable stewards are advised to dispose of face coverings carefully within normal waste arrangements. 	<p>1 x 3 =3</p>	<p>None</p>	

Risk Assessment Carried out by: Signed:

David McNally CMIOSH

<p>reference documents</p>	<p> Mcnally David_1627_09_2020</p> <p> COVID-19-Guidanc e-December-2020-FI</p> <p> Guidance on Reopening Catholic</p>		<p>Latest Gov.uk worship advice</p> <p>Diocese guidance December 2020</p> <p>Guidance on re-opening of catholic churches for individual prayer 1 June 2020 revision 6.</p>
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KEY

Likelihood:

- 1 - Very unlikely
- 2 - Unlikely
- 3 - Fairly likely
- 4 - Likely
- 5 - Very likely

Severity

- 1 - Insignificant
- 2 - Minor
- 3 - Moderate
- 4 - Major
- 5 - Fatality

- 1-4 - acceptable level of risk; no further action required but ensure controls are maintained
- 5-8 - adequate controls in place; but look to improve at next review if possible
- 9-15 - controls are tolerable but should improve within a specified timescale
- 16-25 - unacceptable level of risk: stop activity and make immediate improvements