

# Covid-19 Risk Assessment

## For opening up church for Christenings, Weddings and Funerals

<b>Name of Church</b> Holy Trinity, Coleford		<b>Assessment undertaken by Revd Clarissa Cridland, Ann and Richard Usher</b>
<b>Date of Initial Assessment 15 July 2020</b>		<b>Assessment Review Date</b> After first services -

### **I was glad when they said unto me, “let us go to the house of the Lord.” (Psalm 122 v1)**

Re-opening our churches for public worship will inevitably be a time of mixed emotions – joy at being able to come together to worship in our church buildings; sadness for the loss or absence of some members of our church communities; uncertainty about what the future “new normal” may be. This guidance is written to offer support in enabling church buildings to be opened safely for public worship. The same basic principles of physical distancing, hygiene and safety that were outlined in the guidance for opening church buildings for individual prayer still apply. This guidance should also be read in conjunction with advice on cleaning and on detailed guidance for conducting services such as Holy Communion, baptisms, weddings and funerals available here.

The guidance below has been adapted from published Government Guidance for use by the Church of England.

For other denominations who use Church of England buildings to meet for worship we ask that adhere to the same advice (where relevant) including conducting their own risk assessment and ensuring compliance to physical (social) distancing, Public Health hygiene practices and guidance on music and singing for example.

#### **Salient points**

**Weddings and Funerals.** An advisory ‘cap’ of 30 has been set for weddings and other ‘stand-alone’ services such as baptism and confirmation if not conducted during ‘routine communal worship’. This number is confined to the officiant, bride and groom, witnesses, photographer and guests. It does not include staff or volunteers employed by the church such as vergers or churchwardens. Social distancing rules need to be maintained as appropriate to family (father of the bride etc) or not (bridesmaids) when wanting to walk down the aisle.

- Signing the register: All should sanitise their hands before signing and after completion.
- The minister does not have to touch the rings at the Giving of Rings nor has to touch the couple’s hands as part of a prayer or blessing
- Hymns and singing are not advised as this may encourage droplet and aerosol spread
- Order of Service booklets or sheets must be put on pews 72 hours before the service.
- For funerals there will be a maximum of 30 mourners.
- For Christenings there will be a maximum of 30 attendees

There is no numerical 'cap' on other services, but social distancing and Public Health requirements must be met.

- The two-metre 'rule' applies for public worship except in situations where closer contact cannot be avoided; extra Public Health precautions must then be taken.
- Consideration should be given to keeping numbers below the maximum possible to further minimise risk.
- Wearing of face-coverings is voluntary.
- While those at extra risk and the 'clinically extremely vulnerable' should be advised of the risks of attending public worship, a decision to do so is theirs alone.
- Government guidance includes a request for names of attendees to be recorded and kept for 21 days to assist 'track and trace' if required.
- Singing, chanting and playing of brass or woodwind instruments are not recommended, but a further update will follow soon.
- Detailed instructions on 'consumables' suggest that services of Holy Communion can be held if specific guidance is followed, including the continued suspension of the Common Cup (see the guidance document on Holy Communion).
- Public worship guidance includes surrounding grounds (including churchyards, car parks and courtyards); meetings in other places should follow other guidance for people meeting in public spaces.
- Refreshments can only be served at tables if a café is included in the church or cathedral building.

## Opening up for church use

Hazards/Risks	Additional Covid-19 Controls – Reducing Risk	Action Plan
Airing the Building	Open up the doors for at least an hour to let the building air out. If the building has been closed during lockdown, there is a risk of excessive dust and mould. No one should be in the building during this time for safety reasons.	Building to be aired with both doors open for at least an hour. Done
Check Cleanliness of Building	Once the building has aired, check the general cleanliness of the building. Look for any leaks from pipes or animal waste (e.g. bats). Make a note of anything that needs to be included during a deep clean.	All checked – the church will be cleaned by our regular cleaner
Electrics	Check the lights, light bulbs, emergency lights, fire alarms, security systems are in good working order. There is risk of deterioration of portable electrical equipment caused by the damp and possibly mice while the buildings were closed.	All checked
Heating	If the heating system was turned off, it is recommended to switch it on in order to check for leaks. It is also recommended to gradually increase the temperature as a high spike in temperature could affect any delicate fabrics or natural materials in the building.	All checked

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Water Systems and Legionella	<p>Checked prior to opening:                      All water systems should be flushed on a weekly basis (ideally twice/week).                      All hot water storage systems should be switched off (but not drained) and flushed to prevent the storage of hot / warm water.                      All taps (hot and cold) should be run at half pressure for five minutes each at every flushing.                      All toilets should be flushed twice at every flushing.                      All hot water boilers should be run and flushed through at every flushing.                      Because the buildings have already remained empty for a period of time, there is a small risk that the systems are already infected. Therefore, when flushing the systems ensure that spray and water particles are not breathed in (wear a mask or stand well clear of the running water).                      If the building has been closed during lockdown, then it is recommended to arrange a test. These tests will take up to ten days to be analysed and during this time water outlets producing mist should not be used. If the test is positive for either bacteria, then a chemical flush can be arranged.</p>	All Checked
Organ Maintenance	<p>For a church with a larger or mechanically complex organ, prolonged lack of use will result in long-term problems with its performance. If an organist is available in the neighbourhood to keep all the action parts moving, it is appropriate for them to do so in a manner consistent with Public Health guidance. The person performing maintenance needs to sign the register of who has entered the building and the surfaces need to be sanitised in line with Public Health England guidelines.</p>	Not Applicable
Cleaning	<p>The building may need to be cleaned. If the building is listed, please refer to Historic England’s Guide to Cleaning Historical Surfaces. Cleaning of some historic objects, such as stained glass, will need extra care. Please speak with the Conservation Officer for further guidance.</p>	The building will be cleaned before first use

## Social Distancing

Hazards/Risks	Persons Affected	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk	Action Plan

## Social Distancing

Hazards/Risks	Persons Affected	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk	Action Plan
Social Distance	Anyone	2	2	4-6	Strict adherence to social distancing of at least 2 metres (3 steps) between individuals and households. For frequently used places mark areas using floor tape or paint to help people keep 2m distance. People to sit in households or ‘bubbles’ only.	Signs to be displayed – Stay Two Metres Apart. Both doors to be fully open for ventilation. People will sit in an allocated seat where a paper service sheet has been left. A guide will make sure this is done
People queuing outside to enter building	Anyone	2	1	3-4	Queue management is important so the flow of groups in and out of the premises can be carefully controlled, reducing the risk of congestion or contact. Considerations should be made for how to manage those waiting outside a place of worship, including the introduction of socially distanced queuing systems.	Guide welcomes people and encourages people to enter the building socially distanced at 2m. Markers/tape to indicate where people can stand to wait to enter the building.
Have two points of access so that an ‘in’ and ‘out’ system can be established.	Anyone	2	1	5	People will be asked to enter and exit via main porch door People will be instructed to leave at different times beginning with the back pews.	The priest will instruct the congregation to leave in rows starting at the back of the church with small pauses between each row, some people to go out of the rear exit and some to go out of the main entrance and a request not to gather for a chat outside the exit or on the main pathway; especially for the first few weeks.
Maximum number in the building	Anyone	2	1	3	In defining the number of people that can reasonably follow social distancing, the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.	Maximum seating with 2m distancing is 37 seats. For a wedding number of party will be 30 including bride and groom. For a funeral number of party will be 30 plus the coffin, undertaker and bearers who will not remain in church. For a Christening there may be no more than 30 attendees which includes all babies and toddlers

**Social Distancing**

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Masks						Everyone should wear a mask, unless they have special dispensation.
Worship leader and Leader/Preacher /Reader & Prayers	Anyone	2	2	3	Worship leader to be physically distant of 5m from anyone if they are to sing. Service Leader to use one pulpit and Preacher to use another pulpit if they different people. Service Leader and Preacher to use different microphones. A microphone must not be passed around the congregation for example during testimony time.	This will be individually agreed for each service.
Singing/shouting in the service - virus spread	Anyone	3	2	4	Hymns and singing are not advised as this may encourage droplet and aerosol spread. Recorded music should be encouraged as the next best option.	There will be no singing. Recorded music may be played.
Communal Bibles/Service Sheets	Anyone	3	2	4	The use of communal Bibles or hymn books should be avoided. Orders of service will be placed on pews before the service and then taken away by the congregation to safely dispose of.	Service Sheets will be placed on pews at least 72 hours in advance.
Babies and Toddlers						All babies able to crawl and toddlers must be on leading reins

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For Christenings	Vicar and Christening Family					Annointing will be done using an implement such as a cotton wool bud. The Baptism itself will be done with a shell, with a parent holding a baby or young child.

## Cleaning

Hazards/Risks	Persons Affected	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk	Action Plan
Cleaning surfaces and touchpoints	Volunteers opening the church	3	1-2	5	<p>If the church building has been closed for 72 hours between periods of being open then there is no need for cleaning. If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.</p> <p>Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray</p> <p>Cleaning with gloves are potentially contaminated so in order to control the risk of cross contamination from the gloves they should ideally be bagged as contaminated waste as they are removed and the hands sanitised immediately after this in case there has been any transfer from the outer surface of the gloves whilst they are being removed. The bagged gloves can then be taken home safely and disposed of as general waste.</p>	<p>Volunteers cleans the area before using; door handles, chairs etc All cleaners provided with gloves (ideally disposable). Volunteer to bag gloves in a take home to dispose of. Volunteer to sanitise hands afterwards.</p> <p>The church will be cleaned each week by our paid cleaner.</p> <p>However, should a Christening / wedding / funeral take place within 72 hours of a normal worship service then the church will have to have extra paid cleaning which will be charged to the Christening / wedding / funeral party.</p>
Toilets	Anyone	1	1	1	<p>To be used in emergency only. Use liquid not bar of soap and paper towels</p> <p>Antibacterial wipes to be available in toilet</p> <p>Check toilet clean before leaving the building</p>	Not applicable

**Cleaning**

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					following a service and lined waste bins empty.	

**Good Hygiene**

Hazards/Risks	Persons Affected	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk	Action Plan
Handwashing facilities	Anyone	2	2	5	Provide hand sanitiser stations at main door.	Hand Sanitiser at both entrance & exit doors.
Sneezing/coughing in the building	Anyone Volunteers	2	2	3	Have hand tissues available in the building and ask people to take away with them.	Tissues provided
Increase awareness of good hygiene	Anyone	1	1	1	Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.	Print and use posters.
Cash donations	Anyone	1	1	1	cash donations to continue but online or bank transfer giving to be encouraged	No ‘collection’ during services. Plate will be left on table and any donations given will be bagged up and left in safe for a week before being counted.

**Other**

Hazards/Risks	Persons Affected	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk	Action Plan
Paper Materials/hymn books/bibles	Volunteers	1	1	1	All hymn books, prayer books, lectionaries or any other paper materials to be removed	Cover or remove all paper materials, books and toys. Service sheets will be placed at least 48 hours; preferably 72 hours beforehand.

**Other**

Hazards/Risks	Persons Affected	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk	Action Plan
Issuing information to perspective people before they enter the building.	Anyone	3	2	5	<p>How do people know how to use the building safely?</p> <ul style="list-style-type: none"> <li>• Please keep 2m socially distancing in and around the buildings.</li> <li>• Please use hand sanitiser upon entering and leaving the building.</li> <li>• If the toilet is needed in emergency it should be used one person at a time recognizing 1+metres distance. Wash hands before and after use and wipe down all surfaces touched.</li> <li>• Sit where you are allocated and remain seated during the service. Don't wander around the building to talk to others. Leave the building and the churchyard as directed by the Worship Leader.</li> <li>• A register will be kept to inform you if we are aware of a Covid-19 infection has occurred with the users of the building during the time you were present.</li> <li>• If you feel ill, stay at home.</li> </ul>	Before the building is open for Worship the rules will be clearly set out and circulated on the weekly newsheet and on the church website. Copies of these rules will be displayed in church.
Volunteer/staff role	Volunteers	3	2	5	<p>To responsibly control access within the church's measured safe capacity limit,                      To maintain social distancing between parishioners at all times and remind if needed,                      To keep a record of those attending, to assist contact tracers should a visitor later develop symptoms.</p>	Issue information to volunteers.

Likelihood

1 = Low (seldom)

2= Medium (frequently)

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Severity

1 = Low (minor cuts/bruises)

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2 = Medium (serious injury / incapacitated

for > 3 days)

3 = High (fatality or number of persons

seriously injured)

Risk Rating

1-2 = low priority

3-4 = medium priority

5-6 = high pri

