

All Saints Church Kings Langley

RISK ASSESSMENT FOR: Open church and Sunday Services during COVID-19 pandemic

	Assessment by: Ingrid Allen	Date: 05/07/2020
	Manager Approval: Fr. James McDonald	Date: 16/07/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Visitors to site Open Church 9.30 – 5.30 Daily.	Clergy, Admin, Church warden, PCC member, Organist Congregation visitors	Signage at entrance of the building advising that people showing symptoms must not enter the premises. Hand sanitiser dispensers for use by public at entrance and exit of church - signage to reinforce use. *recommend not using it for children under 6 years of age . Information received from Winter in Venice Laboratory Services not on Safety Data Sheet. QR Code at entrance of church for all to use when visiting.	Check sanitiser is available regularly. Additional sign put on sanitiser; all Welcomers informed.	Open/closing members	Daily 24 September October 2020	Yes Yes.
Risk factors Spread of COVID 19	Clergy, Admin, Church warden, PCC member, Organist	Maintain regular contact with the congregation to ascertain any changes to their health, including whether there are any COVID-19 symptoms within the home. Weekly Keeping in Touch letter produced and emailed to all members and delivered to those without email end of the week. (about 14) Where there are any symptoms then the individual must not attend the church.	Telephone tree in place and Zoom meet ups.	Clergy, Pastoral team		Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Congregation					
Suspected case whilst on site	Clergy, Admin, Church warden, PCC member, Organist Congregation visitors Spread of COVID 19	If a member displays symptoms: (high temperature (37.8 or more), loss of taste or smell, or a new continuous cough, they should advise their manager or Fr. James and follow the <u>stay at home guidance</u> All aware of need to self-isolate in event of developing symptoms to arrange to have a test for COVID-19. Close church for 72 hours and clean if notified of a confirmed case. Guidelines on who can get tested and how to arrange for a test can be found in the <u>COVID-19: getting tested guidance</u>	Clergy who are tested for Covid-19 to inform their line manager of result and date of test.	Those affected	immediate	
Maintenance of social distancing. Proximity of Clergy and Congregation For services	Clergy, Admin, Church warden, PCC member, Organist Congregation visitors	Consider the scope of the Church, which activities are being delivered. Open church, services (Sundays, funerals, weddings meetings) All Clergy to maintain social distancing in line with national guidance as far as is reasonable. Signage near the entrances of the building - as a reminder of 2m distancing. Some activities may not allow for social distancing, e.g. when administering communion. Based on the size of Church determine how many people can visit at any one time in order to maintain social distancing of two metres, as far as is reasonable. Limit the number of people Clergy, plus congregation, Organist (Music only) Use outside areas/ where possible and space, weather conditions allow. Social distancing to apply to all parts of building – entrances, exits, main body of church Clergy - vestry, Admin -office areas, toilets etc. <ul style="list-style-type: none"> • Reduction in contact at communion – no large meetings, events etc. • Clear communication. 	Ensure areas of Church are not over-populated and that all comply with restrictions. Monitor use of high traffic areas, entrance(bottlenecks) Operate a one-way system Signs promoting clear guidance on social distancing, effective hand sanitising. Introduced across all areas.	Clergy/Wardens & deputy Wardens Welcomers	Ongoing	yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> Currently No access to disabled service users or by special arrangement Service 				
		<p><u>OPEN CHURCH 9.30 – 5.00 daily</u></p> <ul style="list-style-type: none"> Signs marking one-way routes around church (in at front door, exit by tower door. Daily cleaning regimes for frequently touched surfaces, e.g., door handles, light switches, chairs by Open/Closing Rota members. 		Open/Closing Rota members	Ongoing Daily	
	Clergy, Admin, Church warden, PCC member, Organist Congregation visitors	<p>Services in church on Sunday Morning including choir. (No Hymns to be sung when opening church for services@ 19 July) Following the announcement that live indoor performances can resume from 15 August with socially distanced audiences, DCMS have updated the Performing Arts guidance to confirm that non-professionals can now engage in all performing arts activities, including singing, wind and brass. Such activity must take place in line with the performing arts guidance. Duration of rehearsals (and services)</p> <ul style="list-style-type: none"> Standing and seating arrangements (directions as well as spacing) Extra control measures for a conductor – e.g., protective visors Gathering arrangements (including processions, robing spaces, as well as entrances and exits to the building) Handling of music Cleaning of seating, equipment, instruments <p>From Sunday 3 January 2021 resume streaming of service with minimum attending. Track and trace information to be collected,</p>	<ul style="list-style-type: none"> From 6 September Langley chapel to house the choir <p>Vicar /Clergy, organist, sound operator and minimum choir (6) readers.</p>	Director of music, Clergy Church Wardens	From 30 August 20	
		<p>From Sunday 19 July offer 9.30 & 11.15 am</p> <ul style="list-style-type: none"> Broadcast streaming of 9.30 am service via website/Facebook and afterwards on YouTube. <p><u>6 September offer one service @ 9.30</u></p>	<ul style="list-style-type: none"> service limited capacity of 30 people Service capacity to increase to 40 			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		Lockdown 3 From Sunday 6 January 2021 we will revert to streaming the 9.30 am Service via our Facebook page and website and afterwards on YouTube.				
		<p><u>FACE COVERINGS –</u> Face coverings must be worn when attending a place of worship where other people may be present. Those leading the service do not need to wear a face covering unless physical distance cannot be maintained. Face coverings should be worn by all to receive Holy Communion.</p> <p>_We strongly encourage worshippers to wear face coverings From Saturday 8 August, Government guidance changes and members of the public/congregation will be required to wear a face covering inside all buildings, unless they have a legitimate reason for not wearing one: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Young children under 11 and those for whom face coverings represent a clinical risk should not wear a face covering.</p> <p>December 2020 Tier 4 face coverings to be worn at all times during a service unless reading, in the choir and singing a hymn or Clergy (who will wear a face covering whilst administering communion in one kind)</p>	<ul style="list-style-type: none"> • Test & Trace information to be stored for 21 days. • Spare masks available should they be required. 	<p>Clergy/Wardens All attending church. Fr. James McDonald or visiting clergy.</p> <p>All attending service</p>	<p>Sunday 19 July</p>	<p>Yes</p> <p>Yes</p>
		<p><u>Attending Service</u></p> <ul style="list-style-type: none"> • On entrance to Church via Hall door sanitize hands when being recorded with the Track and Trace Welcomer. (Track and Trace information stored for 21 day). • Collect (one use only) service sheet. 	<ul style="list-style-type: none"> • see guidance sheet issued on 16th July 2020. 		<p>From 16 July 2020</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> Sit in one of the marked (green tick) pews. Pews marked with green tick for use and staggered. E.g., in front of the Lectern use the odd Pew (from pew 3, 5) on the opposite side use the even numbered pews (2, 4, 6). Either individual at ends of pew (if over 1.6 meters) or whole pew for family. Peace. No Physical contact to be made. Only go up for communion when invited to by a Welcomer. All to take away their service sheet. Leave church observing social distancing, sanitizing on the way out. Do not gather. From 1 August extremely Clinically and vulnerable are welcome to attend worship service All pews and touch points to be clean between services when more than one service held in a day. Or if we are aware that there will be a service held within 72 hours. 	<ul style="list-style-type: none"> single use service sheet to be taken away by individuals. Individuals with mobility issues (e.g., using a walking aid) to receive communion in their pew 	Welcomer/ warden to notify Clergy before service	From 26 July 2020 1 August 2020	yes
Effective hygiene protocols being able to be implemented	Admin	<p>Toilets Not in use at the moment -Emergency only at either 9.30 or 11.15 service</p> <p>Restrict the number of people using toilet facilities at any one time based on size / number of facilities and ability to maintain social distancing e.g. use a traffic light system for door, or a locally managed one in/one out arrangement. Consider is some facilities need taking out of use to facilitate social distancing e.g. use the accessible toilet only Signs on all other doors stating not in use.</p> <p>All to be mindful and patient of others using facilities and observe social distancing.</p> <p>Toilet is provided with soap and hand driers (which can still be used in line with Public Health advice) Users asked to wash hands before using the facilities and again after. Then wipe down using spray and blue paper towel provided to clean all Touchpoints.</p> <p>Lidded bin provided outside accessible toilet.</p>	<p>Install traffic light system. Welcomer will to be notified and arrangements will be made for cleaning.</p> <p>Signs up 12/07/20</p>	Clergy /Wardens/ Welcomers to monitor	Ongoing	
Travel off site	Clergy	<p>Funerals</p> <p>Travel off site is only required for essential purposes conducting a ceremony at the local crematorium.</p>	Follow crematorium guideline.	Fr. James McDonald	When conducting service	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	<p>Spread of COVID 19</p> <p>Those offering and using the car rota</p>	<p>Where travel is essential, use private single occupancy vehicles where possible. If using public transport individuals should follow government advice on the wearing of face coverings. (mandated from 15th June)</p> <p>Wash / sanitise hands on re-entering the building.</p> <p>See details for seating arrangements & toilet arrangements above.</p> <p>Individuals offer lifts to less able members of the congregation. This includes collecting them at home, driving them to church and then taking them home after the service. May also include limited physical assistance and/or moderate lifting of personal mobility equipment.</p> <p>Funeral ceremonies must have no more than 30 people attending, whether indoors or outdoors. This number does not include funeral staff.</p>	<p>Driver and passenger advised to share the same transport each time.</p> <p>Drivers of small vehicles advised to take only one or two passengers.</p> <p>Drivers advised to open the car windows for ventilation.</p> <p>Drivers advised to consider seating arrangements to maximise distance between people in the vehicle.</p> <p>Drivers advised to clean the touch points in the car both before and after each journey.</p> <p>The driver and passengers strongly advised to wear a face covering.</p>	<p>Advice given by Fr. James McDonald and Churchwardens. Advice to be actioned by driver and passengers.</p>	<p>Ongoing</p>	
Money handling	<p>Clergy/Treasurer/Wardens Congregation, visitors</p> <p>Spread of COVID 19</p>	<p>Where possible avoid money handling e.g., encourage members to make direct donations or use sum up, on-line, QR code</p>	<p>Signage/promotion Announcements during notices</p>		<p>ongoing</p>	<p>done</p>
Clergy/Admin mental health	<p>Clergy /Admin</p>	<p>Line Managers maintaining contact with all working remotely during this time to monitor wellbeing.</p>	<p>Managers are to perform Clergy 1-2-1's and keep</p>	<p>Wardens keep in Contact</p>	<p>Weekly catch up</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Awareness and focus on the importance of mental health at times of uncertainty. The government has published <u>guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)</u>.</p> <p>Clergy and office admin who are self-isolating should work from home if appropriate. not return until their period of self-isolation (at least 10 days) has been completed. Staff who have a symptomatic household member or are contacted as part of test and trace must stay at home and not leave the house for 10 days. (reduced from 14 days from Monday 14th December). Isolation period includes the day the first person in household's symptoms started (or the day their test was taken if they did not have symptoms and the next 10 full days</p>	<p>team in contact with each other.</p> <p>National restrictions ended on Dec 2nd 2020 Hertfordshire entered tier 2. Should any clinically extremely vulnerable office staff/clergy who cannot work from home return to the workplace ensure line manager has carried out individual risk assessments and these are reviewed. As of December 20th 2020 Hertfordshire, is now in Tier 4 congregation, office admin or clergy who are clinically extremely vulnerable are now strongly advised to stay at home and work from home as much as possible Lockdown (3) from 6 January 2021.</p>			
<p>Provision of first aid and Responding to emergencies on site</p>	<p>Clergy, Admin, Church warden, Pcc member, Organist Congregation visitors</p>	<p>Fire Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation but will only be for short period and thus low risk).</p> <p>Maintain social distancing - separation at assembly areas (where space permits). People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	<p>Annual reminder and when large numbers in church</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Premises safety	Clergy, Admin, Service users	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational.	Record of security check kept.	Church Warden -Brian McAdam (and Chair of Fabric)	Weekly	
	Wider safeguarding / safety risks	Flush all water outlets thorough in areas of the building which have been closed for period of time. Ensure key fire doors are not being compromised / wedged open				

A review of this assessment should be conducted following any significant changes to Government advice relating to COVID-19 etc. Government advice will be checked regularly for updates by Fr. James McDonald and the Churchwardens.

Name and job title of reviewer	Reason for review of risk assessment	Date
Ingrid Allen Church Warden	Follow up after trial service with the PCC on 12 July 2020	13 July 2020
Ingrid Allen Church Warden	Additional information received form WIV Laboratory Services regarding use of sanitiser on children under 6 years of age.	23 July 2020
Ingrid Allen Church Warden	Amended information about wearing of face masks from 8 August new Government guidance	5 August 2020
Ingrid Allen Church Warden	Updated information about choir from 30 August, peace and one service only from 6 September	31 August 2020
Ingrid Allen Church Warden	QR Code added for use by visitors.	October 2020
Ingrid Allen Church Warden	Tier 4 information added	1 January 2021.
Ingrid Allen Church Warden	Lockdown 3 information added.	6 January 2021.

Relevant links

Working safely during Coronavirus <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Guidance for offices <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>;

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

NHS test and trace <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

Coronavirus Latest UK documents https://www.gov.uk/government/latest?topical_events%5B%5D=coronavirus-covid-19-uk-government-response

HSE Working Safely during Coronavirus <https://www.hse.gov.uk/coronavirus/working-safely/index.html>