

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 form Winter in Venice Laboratory Services not on Safety Data Sheet.	Check sanitiser is available regularly Additional sign put on sanitiser, all Welcomers informed.	Open/closing members	daily	Yes Yes.
Risk factors Spread of COVID 19	Clergy, Admin, Church warden, Pcc member, Organist Congregation	Maintain regular contact with the congregation to ascertain any changes to their health, including whether there are any COVID-19 symptoms within the home. Where there are any symptoms then the individual must not attend the church.	Telephone tree in place and Zoom meet ups	Clergy, Pastoral team		
Suspected case whilst on site	Clergy, Admin, Church warden, PCC member,	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>	Clergy who are tested for Covid-19 to inform their line manager of result and date of test.	Those affected	immediate	

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	Organist Congregation visitors Spread of COVID 19	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 COVID-19: getting tested guidance				
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 2 metre 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. • Currently No access to disabled service users or by special arrangement • Service 	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	Ongoing	

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		<p>OPEN CHURCH 9.30 – 5.00 daily</p> <ul style="list-style-type: none"> Signs marking one-way routes around church (in at front door, exit by tower door. Rope off areas not to be used to aid areas available Daily cleaning regimes for frequently touched surfaces, e.g., door handles, light switches, chairs by Open/Closing Rota members. Seating in pews to be reconfigured / rope off pews not in use to allow social distancing. 		Open/Closing Rota members	Ongoing Daily	
		<p>Services in church on Sunday Morning (No Hymns to be sung)</p> <ul style="list-style-type: none"> From Sunday 19 July offer 9.30 & 11.15 am Broadcast streaming of 9.30 am service via website/facebook and afterwards on YouTube <p><u>FACE COVERINGS - We strongly encourage worshippers to wear face coverings. Although this is not a requirement we are asking you to think about doing so for the protection of others. 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</u></p> <p>Face coverings are not required for employees in indoor settings where face coverings have to be worn by members of the public. This is one of the risk-mitigating factors that has allows us to increase our capacity to 30 people per service. Young children and those for whom face coverings represent a clinical risk should not wear a face covering.</p> <p>Fr. James McDonald or visiting clergy to wear mask during the giving of communion</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. 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 (1, 3, 	<ul style="list-style-type: none"> service limited capacity of 30 people Test & Trace information to be stored for 21 days see guidance sheet issued on 16th July 2020 	Clergy/Wardens Fr. James McDonald or visiting clergy	Sunday 19 July	Yes

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		<p>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.</p> <ul style="list-style-type: none"> • Only go up for communion when invited to by a warden/deputy warden. • All to take away their service sheet • Leave church observing social distancing, sanitizing on the way out. Do not gather. <ul style="list-style-type: none"> • All pews and touch points to be clean between services 	<ul style="list-style-type: none"> • single use service sheet to be taken away by individuals 			
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 wipes provided to clean all Touchpoints.</p> <p>Lidded bin provided outside accessible toilet.</p>	<p>Install traffic light system</p> <p>Welcomer will 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	<p>Clergy</p> <p>Spread of COVID 19</p>	<p>Funerals</p> <p>Travel off site is only required for essential purposes conducting a ceremony at the local crematorium</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>	Follow crematorium guideline	Fr. James McDonald	When conducting service	

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	Those offering and using the car rota	See details for seating arrangements & toilet arrangements above. 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.	Driver and passenger advised to share the same transport each time. Drivers of small vehicles advised to take only one or two passengers. Drivers advised to open the car windows for ventilation. Drivers advised to consider seating arrangements to maximise distance between people in the vehicle. Drivers advised to clean the touch points in the car both before and after the each journey. The driver and passengers strongly advised to wear a face covering.	Advice given by Fr. James McDonald and Churchwardens . Advice to be actioned by driver and passengers.	Ongoing	
Money handling	Clergy/Treasurer/Wardens Congregation, visitors Spread of COVID 19	Where possible avoid money handling e.g. encourage members to make direct donations or use sum up, on-line, QR code	Signage/promotion Announcements during notices		ongoing	done
Clergy/Admin mental health	Clergy /Admin	Line Managers maintaining contact with all working remotely during this time to monitor wellbeing. Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19) .	Managers are to perform Clergy 1-2-1's and keep team in contact with each other	Wardens keep in Contact	Weekly catch up	

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Provision of first aid and Responding to emergencies on site	Clergy, Admin, Church warden, Pcc member, Organist Congregation visitors	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). Try to maintain 2m 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.	Annual reminder and when large numbers in church			
Premises safety	Clergy, Admin, Service users Wider safeguarding / safety risks	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. 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	Record of security check kept.	Church Warden -Brian McAdam (and Chair of Fabirc)	Weekly	

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

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>