***Our Lady of the Assumption & St Edward Lyndhurst***

***THIS WILL BE UPDATED AND CONTENT MAY CHANGE ONCE GOVERNMENT GUIDANCE ON REOPENING PLACES OF WORSHIP HAS BEEN PUBLISHED. We are awaiting clarification from government on the extent and nature of what ‘supervised individual prayer’ means and what exactly will be required. We will update this document as further information becomes available.***

On 7th June the government announced that places of worship may open for individual prayer in line with social distancing guidelines from 15th June. The government requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for individual private prayer. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for individual private prayer or not, based on their local circumstances, resources and context.

This risk assessment relates to the opening of churches for private prayer only. Future versions of this document will be produced when small services such as weddings and funerals with limited numbers are allowed and then for different forms of public worship.

Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures to be revised and updated when the latest government guidance is reviewed and published.

Face Coverings Government has advised that cloth face coverings (and not surgical masks) could be worn for reassurance by people in enclosed areas but are not strictly necessary. Churches do not need to supply face coverings. People should not see their voluntary use disrespectful to prayer or the sacred space.

Children While children are unlikely to become very ill, they are capable of both being infected by the virus and of spreading it. Parents or guardians bringing children into a church should not be discouraged from doing so, but it will be important for parents to manage their children appropriately, particularly ensuring they touch as few surfaces as possible for their own safety.

Vulnerable People It remains a person’s own choice to come to church to pray. Churches may wish to consider setting aside a section only for people who are more vulnerable to serious disease if infected, and clearly signposted as such, or otherwise having a designated time only for people who are more vulnerable and wish to pray privately.

VERSION CONTROL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version 1 | 11/06/2019 | Checked by Director Estates | Checked by H&S Manager | Reviewed by COO |
|  |  |  |  |  |
| RA carried out on.  | 23/6/2020 | Stephen Short | Fr. Gerry | Review monthly |
|  |  |  |  |  |

|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Parish: Our Lady & St Edward Lyndhurst** | **Date Assessed: 23rd June 2020** | **Assessed by: Stephen Short/ Fr. Gerry** |
| **Task/Activity:** Access to church buildings for clergy for purposes of private prayer and/or livestreaming  | **Review Frequency:** Daily to ensure assessment reflects latest government guidance | **Reference:** COVID- 19 Risk Assessment |
| **Activity/****Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional Controls Required** |
| Access to church buildings for clergy | Lone WorkingLegionella Lapse of compliance certificates | Clergy | Lone Working PolicyEnsure that all taps, toilets and other water storage devices are run well to flush the systemsbefore anyone uses them, especially if the church has not been in use for some time. CheckedHoly water stoups and the font are empty.Review Parish certificates for Gas safe, Electrical Inspections etc and instruct specialists where necessary All up to date | 5 | 2 | 10 | The Diocesan Lone Working Policy can be found [here](https://www.portsmouthdiocese.org.uk/health-and-safety)See [Government Guidance for organisations on supplying safe water supplies](https://www.gov.uk/government/publications/guidance-for-organisations-on-supplying-safe-water-supplies?utm_source=a85cd421-5f76-4767-95f7-da69aa76fe3d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)Contact Diocesan Estates Team for support where H&S/parish staff furloughed/shielding |

|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Parish:** **Our Lady & St Edward Lyndhurst** | **Date Assessed: 23rd June 2020** | **Assessed by:**  **Stephen Short/Fr Gerry** |
| **Task/Activity:** Preparation of the church for Holy Mass. | **Review Frequency:** Daily to ensure assessment reflects latest government guidance | **Reference:** COVID- 19 Risk Assessment |
| **Activity/****Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional Controls Required** |
| Preparation of the church for individual prayer | Harm due to Legionella/ Gas/electrical non-compliance |  Clergy Parishioners Visitors | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. Carried outCarry out H&S walk round to identify hazards, eg blocked exits etc completedCheck emergency lighting and fire extinguishers.CheckReview Risk Assessment regularly and update if necessary, Check monthly.Internal communication channels and cascading of messages will be carried out regularly to reassure in a fast-changing situation. Phone Stephen 07777660050 | 5 | 1 | 5 | Contact Diocesan H&S Manager Email:scripps@portsmouthdiocese.org.uk |
|  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Parish: Our Lady & St Edward Lyndhurst** | **Date Assessed: 23rd June 2020** | **Assessed by:** **Stephen Short/Fr. Gerry** |
| **Task/Activity:** Preparation of the church for individual prayer | **Review Frequency:** Daily to ensure assessment reflects latest government guidance | **Reference:** COVID- 19 Risk Assessment |
| **Activity/****Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional Controls Required** |
| Preparation of the church for individual prayer | Contact withCoronavirusleading to infection causing illness – by not maintaining social distancing | Clergy ParishionersVisitors | Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. **2m i**n all directions from each person. CompletedFlow of movement for people entering and leaving the building considered to maintain physical distancing requirements. Monitor arrivals do not let pass across exiting peopleOne point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit. One entryMaintain as much ventilation within the church space as possible; keep doors open to decrease transmission risk through touching and allow a flow of fresh air into the church. Windows open air fan available in hot weatherClearly mark out seating areas including exclusion zones to maintain distancing Completed seating is markedFurther mitigating actions include:* Closing off intermediate pews (avoid self- adhesive tape, use ribbon or non- adhesive hazard warning tape)
* Numbers within the buildings sufficiently reduced to assist in maintaining one/two metre distances at all times. Mitigating circumstances seating 1/2 metre distances Face covering at all times.

No singingSupervised exit of congregation from Church by steward. | 5 | 2 | 10 | Determine if temporary changes are needed to the building to facilitate social distancing. Contact Diocesan Estates Team on gaining relevant consents. LISTED or LISTABLE BUIILDINGSAll restrictions on making alterations or any permanent damage to surfaces of listed buildings still apply. Contact Diocesan Estates team for advice on non-destructive solutions.Consider online booking systems eg ticketsource.co.uk which is free for free events when open for services in future.Indicate at entrance maximum number of occupants, beyond which a queuing system must be used.Signage installed within the building to remind occupants to maintain two metre distance at all times. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Parish:** | **Date Assessed:** | **Assessed by:** |
| **Task/Activity:** Preparation of the church for individual prayer | **Review Frequency:** Daily to ensure assessment reflects latest government guidance | **Reference:** COVID- 19 Risk Assessment |
| **Activity/****Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional Controls Required** |
| Preparation of the church for individual prayer | Exposure to Coronavirus leading to infection causing illness – by touching contaminated surfaces | Clergy ParishionersVisitors | Remove Bibles/Missals/hymnbooks. Single use leaflets may be provided. Consider if pew cushions/kneelers need to be removed DoneConfessional boxes to be closed DoneRemove bulk boxes of candles, tapers & matches. Unlit candles may be placed in holders and parishioners to light their candle from an existing candle if they do not carry a personal form of ignition. For electric candle stands, sanitiser should be provided to clean between use. DoneEnsure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes DoneDetermine placement of hand sanitiser available for visitors to use. In porch for arrivals and in toiletsToilet facilities in churches should remain closed.If facilities for hand washing only can be provided, and these can be cleaned frequently, then these can be opened to allow people to wash their hands but only if liquid soap can be provided and disposable paper towels are used. Cloth towels must not be used. In place | 5 | 2 | 10 | Physical veneration of relics or objects such as statues, crucifixes and shrines is not permitted. Maintain social distance during confessionGloves to be worn while placing candles in holders |
|  |  |   |  |  |  |  |
|  |  |  |  |  |  | Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.  |
|  |  |  |  |  |  | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.If toilets are used in an emergency, they must be fully cleaned before reuse. |

|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Parish:** | **Date Assessed:** | **Assessed by:** |
| **Task/Activity:** Preparation of the church for individual prayer | **Review Frequency:** Daily to ensure assessment reflects latest government guidance | **Reference:** COVID- 19 Risk Assessment |
| **Activity/****Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional Controls Required** |
| Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) | Exposure to Coronavirus leading to infection causing illness – by touching contaminated surfaces |  Cleaners | If the church building has been closed for 72 hours between periods of being open, then there is no need for cleaning. NotedIf opening more frequently cleaning to be scheduled. Yescleaning rota established to cover your opening arrangements YesAll cleaners provided with gloves (ideally disposable). YesSuitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. YesFrequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Clean toilet regularly.YesConfirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. YesConfirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. Daily bagged and sealed |  |  |  | Advice on cleaning church buildings can be found [here](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf) |
|  |  |
|  |  |  |  |  |  |

Notes and observations to be added

Additional PPE available for bodily fluids e.g. sick occurrences.

Disposal aprons, disposal over shoes, full face shields,



|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Parish:** | **Date Assessed:** | **Assessed by:** |
| **Task/Activity:** Preparation of the church for individual prayer | **Review Frequency:** Daily to ensure assessment reflects latest government guidance | **Reference:** COVID- 19 Risk Assessment |
| **Activity/****Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional Controls Required** |
| Responding to visitor falling ill potential coronavirus exposure | Exposure to Coronavirus leading to infection causing illness – by touching contaminated surfaces | Clergy ParishionerVisitorsCleaners | Emergency access to toilets should be available, but they must then be closed until fully cleaned. YesIf a visitor presents with temperature and/or persistent cough, NHS 119 should be called for advice and the church should be vacated. NotedThe church building must then be closed for 72 hours with no access permitted.If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.If advised that a member of the community or visitor has developed Covid-19 and were recently on our premises. (including where they have visited other premises such as domestic premises) Track and Trace forms implemented. Placed in sacristy after service kept for 21 days. The Parish Priest or appointed person of the team will contact the Public Health Authority to discuss the matter, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/**Inform Stephen Short****07777660050**. | 5 | 2 | 10 | Public Health England guidance on cleaning in non-healthcare settings.Public Health England guidance available [here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)All people present in the church must be instructed to self-isolate for [14 days](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/). |

|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Parish:** | **Date Assessed:** | **Assessed by:** |
| **Task/Activity:** Preparation of the church for individual prayer | **Review Frequency:** Daily to ensure assessment reflects latest government guidance | **Reference:** COVID- 19 Risk Assessment |
| **Activity/****Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional Controls Required** |
| Preparation of the church for individual prayer | Exposure to Coronavirus leading to infection causing illness – by individual non-compliance with procedures | Steward | At least two stewards present in the church throughout the time it is open for prayer. Rota in place. Three Stewards for Mass.Stewards to ensure that hand sanitisation occurs at entry and exit points, social distancing including a one-way system is maintained by people in the church and if a pre-determined capacity is reached, restrictions imposed on entering the church. (Through, for example, a “one in, one out” policy families to be treated as a unit.) People with cold or flu-like symptoms should be asked not to enter. Stewards Aware of proceduresStewards not from vulnerable or shielding groupStewards practice good hand hygiene through either regular hand washing and following guidance refraining from eating or drinking. | 5 | 2 |  10 | Training for stewards provided and documented.  Steward Training carried out on Saturday, 28th June 2020. |

|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Parish:** | **Date Assessed:** | **Assessed by:** |
| **Task/Activity:** Preparation of the church for individual prayer | **Review Frequency:** Daily to ensure assessment reflects latest government guidance | **Reference:** COVID- 19 Risk Assessment |
| **Activity/****Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional Controls Required** |
| Use of Candles | Fire Burns as a result of lighting votive candles | AllAll | Stands ensure that votive candles are held safely and will not ignite the fabric of the building. NotedBucket of sand placed near votive candles to be used to extinguish lit candles in an emergency.Stewards to monitor number of candles burning and check that votive candles have not been placed at other sites around the church and if they have extinguished them.Candles must be extinguished by stewards before closing the churchVotive candles are to be spaced apart to enable individuals to light with the greatest safety.Spare votive candles removed and stand replenished by stewards when required. | 5 | 2 |  10 |   |

|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Parish:** | **Date Assessed:** | **Assessed by:** |
| **Task/Activity:** Preparation of the church for individual prayer | **Review Frequency:** Daily to ensure assessment reflects latest government guidance | **Reference:** COVID- 19 Risk Assessment |
| **Activity/****Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional Controls Required** |
| Stewardship | Physical & emotional abuse | ClergyStewards | Stewards to work in pairs, and be aware of visitor’s behaviour, in particular to be aware that some people may be visiting church for the first. NotedStewards are advised that while comforting the distressed, social distancing must be maintained. YesWhen noticing that rules are being broken stewards should approach individuals and draw attention to the rules in a non-threatening manner YesStewards must have access to a mobile phone and a number to call for assistance/support.YesA register must be maintained of who is working on any day and any issues that arise, this register must be checked daily by the priest and kept for 6 months post Covid. 9 | 5 | 2 |  10 | Should any stewards experience a distressing situation, a free confidential helpline service is available. For further information please contact Hilary Foley, 023 94 216481. |

Risk/Priority Indicator Key

|  |  |  |
| --- | --- | --- |
| **Severity (Consequence)** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 1. Negligible (delay only) | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury / damage / interruption) | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (lost time injury, illness, damage, lost Parish) | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. High (major injury / damage, lost time Parish interruption, disablement) | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (fatality / Parish closure) | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  | 1 | 2 | 3 | 4 | 5 |
| **Likelihood** |  | SEVERITY (CONSEQUENCE) |
| 1. Improbable / very unlikely |  |
| 2. Unlikely |  | **Summary** | **Suggested Timeframe** |
| 3. Even chance / may happen | 12-25 | High | As soon as possible |
| 4. Likely | 6-11 | Medium | Within the next three working days |
| 5. Almost certain / imminent | 1-5 | Low | Whenever viable to do so |

Weekly Review Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Yes** | **Confirmed by** | **Comments** |
| Parish have reviewed the updated guidance from the government |  Y | Stephen Short |  |
| Reviewed and update the risk assessment to incorporate any changes to the guidance | Y | Stephen Short |  |
| Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available | Y | Stephen Short |  |
| Identified and implemented any new recommended control measures | Y | Stephen Short |  |
| As numbers increase within the offices, review the risk assessment and social distancing procedures | N/A | Stephen Short |  |
| Signage recommended has been in installed where necessary | Y | Stephen Short |  |
| Procedures arising from the reviewed risk assessment to be communicated to all employees | Y | Stephen Short |  |
|  |  |  |  |