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| N.B. This document will be updated and contents may change as government guidance regarding places of worship has been published reflecting latest position |

On the 23 June 2020 government announced that places of worship may open for public services as well as private prayer at of 4 July, with social distancing and all the necessary risk mitigations. 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 church and cathedral buildings to members of the public entering for services and private prayer. As well as indicating best-practice, it is also intended to help parishes decide on whether to open for individual private prayer and services or not, based on their local circumstances, resources and context. This risk assessment is to be adapted to the circumstances of the parish,

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. **Diocesan guidelines** have also been issued for ease of reference reflecting the government directives and liturgical guidance.

**Face Coverings:** Government has advised that cloth face coverings (and not surgical masks) could be worn for reassurance by people in enclosed areas Churches do not need to supply face coverings for visitors. Clergy to wear face mask for distribution of communion.

**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.

**Completion of the risk assessment**

Places of worship are also workplaces and should therefore be aware of their responsibilities as employers under existing health and safety law. Places of worship have a duty of care to volunteers, to ensure that as far as reasonably practicable they are not exposed to risks to their health and safety.

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| **Version Control** | | | | |
| Version 1 | 11/06/2019 | Checked by Director Estates | Checked by H&S Manager | Reviewed by COO |
| Version 2 | 02/07/2020 |  |  | Reviewed by COO |
|  | **27/07/2020** | **Fr D Adams** | **LGu** | **Reviewed July 25th** |

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| **Coronavirus Risk Assessment** | | | | | | | | |
| **Parish:** | | | **Date Assessed:** | | | | **Assessed by:** | |
| **Our Lady of Mercy & St Joseph, Lymington**  **St Francis, Milford on Sea**  **St Anne’s Brockenhurst** | | | **Reassessed 24th July 2021** | | | | **Fr David Adams/Linda Guilding** | |
| **Task/Activity:** | | | **Review Frequency:** | | | | **Reference:** | |
| **Access to church buildings for parishioners and visitors for the purpose of public Mass** | | | **Ensure assessment reflects latest government guidance of 19th July 2021** | | | | **COVID- 19 Risk Assessment 2** | |
| **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | | **Severity**  **(1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | | **Additional Controls Required** |
| Lone Working | Clergy and staff | Lone Working Policy NOTED | | 5 | 2 | 10 | | Lone Working Policy |
| Legionella | All | Ensure that all taps, toilets and other water storage devices are run well to flush the systems before anyone uses them, especially if the church has not been in use for some time. DONE  Toilets now in use..  Holy water stoups and the font are empty. & have remained so. | |  |
| Lapse of compliance certificates |  | Review Parish certificates for Gas safe, Electrical Inspections etc and instruct specialists where necessary DONE | | The checklist for reopening of buildings and cleaning provided by Ellis Whittham should be used |
| **Coronavirus Risk Assessment** | | | | | | | | |
| **Parish:** | | | **Date Assessed:** | | | | **Assessed by:** | |
| **Our Lady of Mercy & St Joseph, Lymington**  **St Francis, Milford on Sea**  **St Anne’s Brockenhurst** | | | **24th July 2021 Reassessment of risk** | | | | **Fr David Adams & Linda Guilding** | |
| **Task/Activity:** | | | **Review Frequency:** | | | | **Reference:** | |
| **Preparation of the church for individual prayer & public services** | | | **Ensure assessment reflects latest government guidance of 19th July** | | | | **COVID- 19 Risk Assessment** | |
| **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | | **Severity**  **(1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | | **Additional Controls Required** |
| Harm due to Legionella/  Gas/ electrical non-compliance | Clergy Parishioners  Visitors | Where church has not been reopened for some time Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. DONE  Health and Safety walk-round to identify hazards, e.g. blocked exits etc DONE  Check emergency lighting and fire extinguishers. DONE | | 5 | 1 | 5 | | Weekly/monthly checks & annual service. |

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| **Coronavirus Risk Assessment** | | | | | | | | |
| **Parish:** | | | **Date Assessed:** | | | | **Assessed by:** | |
| **Our Lady of Mercy & St Joseph, Lymington**  **St Francis, Milford on Sea**  **St Anne’s Brockenhurst** | | | **024/07/2021 Reassessment of risk** | | | | **Fr David Adams/Linda Guilding** | |
| **Task/Activity:** | | | **Review Frequency:** | | | | **Reference:** | |
| **Preparation of the church for individual prayer and services** | | | **Ensure assessment reflects latest government guidance 19th July 2021** | | | | **COVID- 19 Risk Assessment** | |
| **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | | **Severity**  **(1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | | **Additional Controls Required** |
| Contact with  Coronavirus  leading to infection causing illness – by not maintaining social distancing | Clergy Parishioners  Visitors | Pews & kneelers now back in place. No restrictions to numbers in line with Government guidelines.  Flow of movement for people entering and leaving the building and during services considered to maintain physical distancing requirements.  DONE  One point of entry into the church to manage flow of people.  ~~8~~~~th~~ ~~August 2020 Masks mandatory.~~  Masks strongly recommended inside building  Maintain 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.  Diocesan guidance for services reviewed and implemented.  No further mitigating actions- all pews now available  Encouraging 4 to a pew maximum  A minimum of 2 Stewards on duty at every Mass  Visitors/parishioners encouraged to scan QR code on entering. Contact details/names taken of visitors. | | 5 | 2 | 10 | | Stewards on duty to keep to 2m distance when moving around the church.  Stewards on duty controlling flow in to church. Stewards release 1 pew at a time, from back forward, at end of mass to avoid bunching at door.  Signage now removed. Stewards monitor flow in & out.  Spare masks available. Stewards request masks be worn.  Weather permitting windows and main door open  No restrictions of numbers to services in line with government policy  Stewards monitoring  Stewards on duty encouraging scan of QR code & taking details from visitors. |

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| **Coronavirus Risk Assessment** | | | | | | | | |
| **Parish:** | | | **Date Assessed:** | | | | **Assessed by:** | |
| **Our Lady of Mercy & St Joseph, Lymington**  **St Francis, Milford on Sea**  **St Anne’s Brockenhurst** | | | **24/07/2021 Revised RA** | | | | **Fr David Adams/Linda Guilding** | |
| **Task/Activity:** | | | **Review Frequency:** | | | | **Reference:** | |
| **Preparation of the church for individual prayer and services** | | | **Ensure assessment reflects latest government guidance of 19th July** | | | | **COVID- 19 Risk Assessment** | |
| **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | | **Severity**  **(1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | | **Additional Controls Required** |
| Exposure to Coronavirus leading to infection causing illness – by touching contaminated surfaces | Cleaners | Church building closed for 72 hours between periods of being open, so there is no need for thorough cleaning  Suitable cleaning materials provided,  Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. FR DAVID ADAMS  Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site –AFTER MASS | | 5 | 2 | 10 | | Stewards wipe down used surfaces door knobs etc  Anti bac wipes available for parishioners/visitors to wipe their own seat if they wish. |

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| **Coronavirus Risk Assessment** | | | | | | | | |
| **Parish:** | | | **Date Assessed:** | | | | **Assessed by:** | |
| **Our Lady of Mercy & St Joseph, Lymington**  **St Francis, Milford on Sea**  **St Anne’s Brockenhurst** | | | **24/07/2021 Reassessment of risk** | | | | **Fr David Adams/Linda Guilding** | |
| **Task/Activity:** | | | **Review Frequency:** | | | | **Reference:** | |
| **Responding to visitor falling ill potential coronavirus exposure** | | | **Daily to ensure assessment reflects latest government guidance 19th July 2021** | | | | **COVID- 19 Risk Assessment** | |
| **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | | **Severity**  **(1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | | **Additional Controls Required** |
| Exposure to Coronavirus leading to infection causing illness – by touching contaminated surfaces | Clergy  Parishioner  Visitors  Cleaners | If a visitor presents with temperature and/or persistent cough, NHS 111 should be called for advice and the church should be vacated. UNDERSTOOD  The church building must then be closed for 72 hours with no access permitted. UNDERSTOOD  If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.  UNDERSTOOD | | 5 | 2 | 10 | | Public Health England guidance on cleaning in non-healthcare settings.  UNDERSTOOD  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/).  UNDERSTOOD  Advice BEW clean but not deep clean |

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| **Parish:** | | | **Date Assessed:** | | | | **Assessed by:** | |
| **Our Lady of Mercy & St Joseph, Lymington**  **St Francis, Milford on Sea**  **St Anne’s Brockenhurst** | | | **24/07/2021 Reassessment of Risk** | | | | **Fr David Adams/Linda Guilding** | |
| **Task/Activity:** | | | **Review Frequency:** | | | | **Reference:** | |
| **Preparation of the church for individual prayer and services** | | | **Daily to ensure assessment reflects latest government guidance 19th July 2021** | | | | **COVID- 19 Risk Assessment** | |
| **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | | **Severity**  **(1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | | **Additional Controls Required** |
| Exposure to Coronavirus leading to infection causing illness – by individual non-compliance with procedures | Stewards | At least 2 stewards present in the church throughout the time it is open for Mass. DONE  Stewards to ensure that hand sanitisation occurs at entry and exit points, social distancing is maintained by people in the church and if a pre-determined capacity is reached people turned away..  People with cold or flu-like symptoms should be asked not to enter.  UNDERSTOOD & IN PRACTICE  Stewards not from vulnerable or shielding group DONE  Stewards practice good hand hygiene through either regular hand washing and following guidance refraining from eating or drinking. IN PRACTICE  Stewards monitor queue and keep to 2m distance. Encourage mask wearing & sanitising. Ask to scan QR code DONE FOR EVERY MASS  Communion: Priest goes to end of pew to distribute communion. Controlling flow. Maintaining distance between people. Priest wears mask. | | 5 | 2 | 10 | | Training for stewards provided and documented. DONE  Register of stewards retained DONE  Automatic sanitiser installed in all 3 churches |

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| **Coronavirus Risk Assessment** | | | | | | | | |
| **Parish:** | | | **Date Assessed:** | | | | **Assessed by:** | |
| **Our Lady of Mercy & St Joseph, Lymington**  **St Francis, Milford on Sea**  **St Anne’s Brockenhurst** | | | **03/07/2020** | | | | **Fr David Adams/Linda Guilding** | |
| **Task/Activity:** | | | **Review Frequency:** | | | | **Reference:** | |
| **Use of Candles** | | | **Daily to ensure assessment reflects latest government guidance** | | | | **COVID- 19 Risk Assessment** | |
| **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | | **Severity**  **(1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | | **Additional Controls Required** |
| Fire |  | Votive candles are now in use in the 3 churches.  Candles extinguished at end of Mass.  Regulations in place. | | **1** | **1** | **GREEN** | | 1 person at a time lighting candles.  Fire blanket by candle stand. Water available. Burns 1st aid kit available. |
| Burns as a result of lighting votive candles |
| **Coronavirus Risk Assessment** | | | | | | | | |
| **Parish:** | | | **Date Assessed:** | | | | **Assessed by:** | |
| **Our Lady of Mercy & St Joseph, Lymington**  **St Francis, Milford on Sea**  **St Anne’s Brockenhurst** | | | **24/07/2021 Reassessment of Risk** | | | | **Fr David Adams/Linda Guilding** | |
| **Task/Activity:** | | | **Review Frequency:** | | | | **Reference:** | |
| **Communication** | | | **Daily to ensure assessment reflects latest government guidance 19th July 2021** | | | | **COVID- 19 Risk Assessment** | |
| **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | | **Severity**  **(1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | | **Additional Controls Required** |
| Lack of understanding/ compliance | Clergy  Stewards volunteers  Visitors | Risk assessment published on parish website DONE  Announcement in parish newsletters DONE  Announcements reflecting local situation the start of services IN NEWSLETTER AND ON WEBSITE  Training for volunteers and stewards  DONE & ONGOING | | 5 | 2 | 10 | | Briefing to participants for lifecycle events (e.g. baptisms, weddings and funerals) so that it is clear what to expect AS AND WHEN  Keeping up to date with changes to guidanceONGOING  Signage removed. |

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| **Risk/Priority Indicator Key** |

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| **Severity/Consequence** | |
| **1.** | **Negligible** (delay only) |
| **2.** | **Slight** (minor injury / damage / interruption) |
| **3.** | **Moderate** (lost time injury, illness, damage, lost Parish) |
| **4.** | **High** (major injury / damage, lost time Parish interruption, disablement) |
| **5.** | **Very High** (fatality / Parish closure) |

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| **Likelihood** | |
| **1.** | **Improbable / very unlikely** |
| **2.** | **Unlikely** |
| **3.** | **Even chance / may happen** |
| **4.** | **Likely** |
| **5.** | **Almost certain / imminent** |

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| **Risk/Priority Indicator Matrix** | | | | | | |
| Likelihood | 5 | **5** | **10** | **15** | **20** | **25** |
| 4 | **4** | **8** | **12** | **16** | **20** |
| 3 | **3** | **6** | **9** | **12** | **15** |
| 2 | **2** | **4** | **6** | **8** | **10** |
| 1 | **1** | **2** | **3** | **4** | **5** |
|  | | 1 | 2 | 3 | 4 | 5 |
| Severity | | | | |

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| **Summary** | | **Suggested Timeframe** |
| **12-25** | **High** | **As soon as possible** |
| **6-11** | **Medium** | **Within the next three working days** |
| **1-10** | **Low** | **Whenever it is viable to do so** |

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| **Weekly Review Checklist** | | | |
| Action |  | Confirmed by | Comments |
| Parish have reviewed the updated guidance from the government and the Diocese |  | LGU |  |
| Reviewed and update the risk assessment to incorporate any changes to the guidance |  | LGU |  |
| Ensured sufficient stocks of cleaning material soap, hand sanitiser and disinfectant are available |  | LGU |  |
| Identified and implemented any new recommended control measures |  | LGU 04/07/2020 10/11/20 24/7/2021 |  |
| As numbers increase within the offices as workplaces review the risk assessment and social distancing procedures |  | 10/1120 24/7/2021 |  |
| Signage recommended has been in installed where necessary |  | LGU |  |
| Procedures arising from the reviewed risk assessment to be communicated to all employees |  | ~~1/11/20~~ 24/07/2021 |  |

**Useful Links:**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/COVID19-PPE-Safe-Mask-Wear-Poster.pdf>