**Our Lady of Mercy & St Joseph, Lymington; St Anne’s, Brockenhurst & St Francis of Assisi, Milford on Sea.**

**Risk assessment** Lifting restrictions 19th July 2021 (version 1)

**Our primary aim is to keep all safe as best we can who use our churches**.

**Most legal restrictions to control COVID-19 have been lifted at step 4. This means that:**

**There are no longer restrictions on group sizes for attending communal worship. COVID-19 has not gone away, so it is important to remember the actions we can take to keep ourselves and others safe. Everybody needs to continue to act carefully and remain cautious.**

**However, to minimise risk at a time of high prevalence, we should limit the close contact we have with those we do not usually live with. This includes minimising the number, proximity, and duration of social contacts. We ask you not to gather in church to socialise after Mass.**

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| **Churches:** **Our Lady of Mercy & St Joseph, Lymington;**  **St Anne’s, Brockenhurst & St Francis of Assisi, Milford on Sea.** | **Assessor’s name: Linda Guilding** | **Date completed:**  **19/7/2021** | **Review date:**  **19/8/2021** |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| Preparation of **the Church for services.**  Surface transmission of Covid-19  Track and Trace.  Face Coverings.  Holy Communion  Singing, music.  Singing area.  Good hygiene and cleaning of the building.  Communicate.  Cleaning. | Parish Priest |  | Parish Priest | 19th July 2021 |
| Review guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). |  |  |  |
| Point of entry into the church to manage flow of people. While no situation is risk free, there are actions we can take to protect ourselves and others around us. Social distancing and capacity  From 19 July social distancing restrictions no longer apply. This means that you do not need to implement social distancing. | Entry through main entrance  Stewards to help keep the 2m distance between people whist entering and exiting the church | Stewards | Ongoing |
| Automatic hand sanitisers available for visitors to use on entry and exit. | In church OLMSJ  In porch St Anne’s & St Francis | Stewards | 19th July 2021 |
| Brief Stewards on precautions to take managing entry/exit and conduct of people attending church services. | Direct congregation | Stewards |  |
| Doors and windows are open to improve ventilation. |  | Stewards/ PP |  |
| Remove from use all books (including hymn books and prayer books) plus cards and leaflets except single use material that will be removed by user. | Remains as previous |  |  |
|
| Continue for the present. | Eiter Q.R. code or by taking contact phone number from visitors | Stewards |  |
| Appropriate use of face coverings. Strongly advise the use of masks. | Stewards to encourage those who may be reticent. Spare masks. | Stewards |  |
| Pews are now open & available. Max 4 to a pew where possible. | Monitor overcrowding of pews. | Stewards |  |
| PP approaches each pew for communion to limit movement. | If necessary Stewards to direct parishioners for communion from each pew. | Stewards/PP |  |
| There are no limits on the number of people who can sing or perform indoors. However, some activities can also increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more particles as they breathe heavily, such as singing, or raising their voices. | At this stage of easing no singing is allowed. Hymn books not available. More music from CD. | Parish Priest |  |
| No singing. Considering singing with masks on. |  | Parish Priest |  |
| If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes. |  | Stewards |  |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Before services | Stewards/LGu |  |
| In toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. |  | Stewards/LGu |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  | LGu/PP |  |
| Cleaning of touch points | If the church building has been closed for 72 hours between periods of being open, then there is no need for extra cleaning to remove the virus from surfaces. | Stewards |  |
| All Stewards provided with disposable gloves | Disposal of gloves and other disposable cleaning materials to be placed in double bags. | Stewards | 19th July 2021 |
| If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes. | After Mass. | Stewards |  |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. |  | LGu |  |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. |  | Professional cleaner |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms.** | Church building not in use for 72 hours with no access permitted.  If the building has not been quarantined for 72 hours, then carry out cleaning as per the normal after service. | St Anne’s -Open Sunday & Thursday for public Mass  St Francis- Open Sunday & Wednesday for Public Mass  OLMSJ Open Sunday & Tuesday for public Mass | PP |  |
| **Visitors.** | Will be unclear on requirements for attending at our church or visiting the building for other purposes, or anxious about attending. | Explain the system we are using to keep people safe via phone, email, newsletter & on website  [www.nfwp.org.uk](http://www.nfwp.org.uk)  Stewards approach on site. | PP & website manager |  |
| **Votive Candles.** | Votive candles still in use placed unlit in stand. One person at a time to light candle. | One lit candle prepared in stand. |  |  |