

Risk Assessment for access to St Mary's, Almondsbury during Covid-19 outbreak

This Risk Assessment is based on the risk assessment templates issued by the Church of England taking note of the relevant advice notices – including contractual and building work, clergy for private prayer and online streaming, public individual prayer, public acts of worship (including funerals, weddings and baptisms) and cleaning. Also this Risk Assessment includes Lich Gate distribution and Hand Bells Group accessing the building. This risk assessment relates exclusively to Covid-19 related risks, not general risks.

Notes:

The bell ringers have carried out a Risk Assessment for the ringing of the Bells for Sunday Services which allows only the household of 4 people to ring at the moment as from Sunday 12th July. This Risk Assessment has been signed off by the Incumbent (Philip Rowe) and Churchwarden (David Thomson) – 9th July 2020.

As from 2nd December, bell ringing can resume as the bell ringers are of one household (as extracted from the CCCBR website - No tower bell ringing other than by members of the same household, or single bells or Ellacombe chimes (which would be unlimited in duration).

The Bell Ringing Risk Assessment was updated with the change of the 72 hour rule to 48 hour rule – this was signed off by the Incumbent (Philip Rowe) on 27th December 2020 – this is to allow for the ringing on the bells using Ellacombe chimes on New Year's Eve.

16th March – Bell ringing will resume on Easter Sunday 2020 as church services will be resumed

The PCC has approved for the Lich Gate to be distributed again, the Risk Assessment and instructions to the Distributors (from Edward Ranger) have been approved by the Covid-19 Group

Updates: In this version

Changes with regards to Singing in Church – stating that will follow Church of England Guidelines

Resuming Church Services as from Easter Sunday, baptisms and Private Prayer

Liz Tierney – 19th March 2021

Signed off by Philip Rowe (Incumbent) and by the majority of the PCC

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or livestreaming Risk: Contracting or spreading the virus by not social distancing or by touching contaminated surfaces	Consider if anyone required for broadcasting is clinically extremely vulnerable or has household members who are. Ensure you have enough people who are safely able and willing to attend the church building to allow for livestreaming or recording to take place.	Ask those attending whether they have any symptoms before entering the building	PCC	7 th Nov 2020
	People who are essential for the content of the Livestream service and for technical support can enter the church	Ensure that the numbers are kept to a minimal. Ensure that all follow the strict hygiene and social distancing rules Other than the Incumbent or Associate Vicar should enter the church via the West Door	PCC	7 th Nov 2020
	One point of entry to the church building clearly identified and separate from public entry if possible	Use the North Door and Porch Door	PCC	
	A suitable lone working policy has been consulted if relevant.	See Lone Working Policy which can be found on the Church's Website	Liz Tierney (PSO)	July 2019
	Buildings have been aired before use.	This is advised to be done at least one hour before use. This is because of the risk of excessive dust and mould spores having gathered during closure	PCC	
	Check for animal waste and general cleanliness.		PCC	
	Ensure water systems are flushed through before use.	All toilets need to be flushed, ideally on a regular basis while	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		the building is being locked. All hot and cold water taps, and other hot and cold water outlets need to be run for 5 minutes before use – this is to reduce the risk of Legionella and Weil’s Disease		
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		PCC	
	Holy water stoups and the font are empty.		PCC	
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		PCC	
Deciding whether to open to the public Church Services will resume on Easter Sunday (4 th April 2020) and thereafter. If there is a delay to the Government Roadmap out of Lockdown does not continue on 12 th April, the Standing Committee will reassess whether to continue.	Note that we are already open for Private Prayer	Church will be available for Private prayer on Wednesdays (12 noon to 4pm). If there is a funeral or wedding on that day, the church will not be opened for Private prayer that day, due to the requirement of cleaning the church	Covid-19	15 th July 2020 28 th Sept 2020
	Update the Website, Daily Message and Facebook	Items to be included: This Risk Assessment Information regarding Livestreaming	Parish Administrator & Vicar	4 th July 2020
	Consider if a booking system is needed, whether for general access or for specific events/services	Decided that a pre booking system is not required	PCC	30 th June 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Government guidance include a request of names of attendees to be recorded and kept for 21 days to assist the ‘track and trace’ if required.	It was decided not to record the names on 5 th July. The PCC decided that Track and Trace will be carried out from 12 th July, using the advice from the Church of England See section on NHS Track and Trace for more information	PCC	7 th July 2020 28 th Sept 2020
	Include details on requirements such as bringing a face covering in the communications	The Weekly Message has mentioned the wearing of face coverings	Covid-19	7 th August 2020
Preparation of the Church for access by members of the public for church services purposes, including funerals, weddings, and baptisms, and individual Prayer. Risk: Getting or spreading coronavirus in common use high traffic areas such as entry/exit points, toilets and other communal areas Church Services will resume on Easter Sunday (4 th April 2020) and thereafter. If there is a	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Whoever opens up the church	PCC	
	Review Church of England guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).		PCC	
	Choose one 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.	The West (back) door will be used for entry and exit – this entrance is the only one not involving steps. <u>During warm weather</u> , both doors will be propped open (they will wedge open without the need of support)) – both wooden doors and one glass door (right hand door facing the altar) open	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p>delay to the Government Roadmap out of Lockdown does not continue on 12th April, the Standing Committee will reassess whether to continue.</p>		<p>towards the outer door. <u>If wet and during the winter</u> The outer wooden door with the bolts will be closed to reduce the flow of the rain and cold air. The other door may be closed once the service has started so to keep the heat inside the church The glass door will remain closed, and the duty warden will open and close the door when people want to enter in. At the end of the service, the glass door will be propped open by the duty warden.</p>		14 th Dec 2020
	<p>Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).</p>	<p>If necessary, social distancing while people queue outside of the church will be supervised by the Duty Warden/ Verger</p>	PCC	
	<p>Where possible, doors and windows should be opened temporarily to improve ventilation.</p>	<p>The West Doors will be left open (see above for changes if set and during the winter</p>	PCC	28 th Sept 2020
	<p>Remove from use all books (including hymn books and bibles) plus leaflets except single use material that will be removed by the user</p>	<p>All items have been put into the Lady Chapel and the area within the Lady Chapel has been roped off Hymn Trolley has been placed in front of the back pew so restricting the access to the hymn</p>	PCC	13 th June 2020 28 th Sept 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		books		
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	All items have been placed in the Lady Chapel and the area within the Lady Chapel has been roped off	PCC	13 th June 2020 28 th Sept 2020
	Consider if pew cushions/kneelers need to be removed as per government guidance	All items have been placed in the Lady Chapel and the area within the Lady Chapel has been roped off	PCC	13 th June 2020 28 th Sept 2020
	Remove or isolate children’s resources and play areas	The children resources have been roped within the Lady Chapel The Lady Chapel will be open for Church services, however only one household per service will be allowed – there will be signage stating this The Lady Chapel doors will be closed and signage for Private Prayer	PCC	13 th June 2020 28 th Sept 2020
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person.		PCC	4 th July 2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	With the migration of face to back seating with 2m gap we can seat 30 households(someone attending alone, within their household or support bubble) The places will be labelled.	PCC	4 th July 2020 28 th Sept 2020 3 rd Dec 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>The pews not in use will be pushed forward.</p> <p>Other locations can be made available if necessary (provided these are not in camera view)</p> <p>When no more safe space is available, people regretfully will be denied entry.</p> <p>Need to ensure that those leading the service must be at least 2m from the congregation.</p>		
	<p>Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.</p>	<p>Entry at the beginning of the service will be through the West Door. During warm weather both doors will be propped open. When wet and during the winter, the glass door will remain shut, with one of the outer wooden doors open.</p> <p>The duty warden will open the door when people want to enter</p> <p>The sidesperson will indicate to the worshippers the direction to the pews – either down the main aisle, north aisle or south aisle</p> <p>Exit will be both via the North Door and the West Door</p>	PCC	28 th Sept 2020
	<p>Limit access to places were the public does not need go, maybe with a temporary cordon in</p>	<p>Lady Chapel is to be roped off with signage</p>	PCC	13 th June 2020 28 th Sept 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	needed.	Kitchen area is to be locked The door between the Choir Vestry and Toilets is to be locked		
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitizer and cleaning material are placed on the hymn trolley by the West Door, Hand sanitizer are placed by the North Door so people can sanitize their hands on leaving	PCC	
	Determine if temporary changes are needed to the building to facilitate social distancing			
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Have been placed on the West glass door and on the hymn trolley	PCC	13 th June 2020
	If the Church has been used within the last 48 hours, ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		PCC	13 th June 2020
	Check that handwashing facilities have adequate liquid soap provision and paper towels, and a bin for the paper towels.	Will be using hand sanitizer Bins are available for paper towels	PCC	13 th June 2020
	Where there are toilet facilities ensure an adequate supply of liquid soap and disposable hand towels, and a bin for towels, are available.	Cleaning materials are also in place in the accessible toilet	PCC	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Need ensure that the bins are emptied at the end of the service	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	The Risk Assessment will be placed on the Website and Daily Message. A message on Facebook will point people to the location of the Risk Assessment Information regarding Livestreaming will also be put on the Website, Facebook and the Daily Message, as well as a poster on the West Door	PCC Parish Administrator	
	Produce signage/ other relevant materials to indicate compliance with the law requiring face coverings for all except those exempt	Poster to be made	Parish Administrator	
<p>Procedures specific for Public Church Services once the initial preparations have been made</p> <p>Church Services will resume on Easter Sunday (4th April 2020) and thereafter. If there is a delay to the Government Roadmap out of Lockdown does not continue on 12th April, the Standing Committee will reassess whether to</p>	Preparation for the church service each Sunday	<p>Ensure that Duty Wardens/ Sides People for the Service each week has been organised</p> <p>Check that the church has not been used within the last 48 hours without being cleaned. If not, need to arrange for the church to be cleaned before the Sunday service</p> <p>The roped areas of the pews to be removed, if in place</p> <p>Ensure that the permitted seating places are clearly labelled</p>	<p>Parish Administrator</p> <p>Duty Warden</p> <p>Duty Warden</p>	28 th Sept 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
continue.		<p>Ensure that the kitchen area is locked</p> <p>Ensure that the door between the Choir Vestry and the 'old' toilets is locked</p> <p>Ensure that the Lady Chapel door is open, and the One household per service signage is displayed</p> <p>Ensure that hand sanitizer, cleaning material and paper towels are available on the hymn trolley</p> <p>Ensure that spare face masks are available on the hymn trolley</p> <p>Ensure that the service sheets are on the hymn trolley ready for the congregation to pick up</p> <p>Ensure that there is hand sanitizer by the North Door</p> <p>Ensure that all notices are visibly displayed</p> <p>Ensure that the accessible toilet is unlocked, all signage visible, liquid soap, paper towels and cleaning material are available in the toilet area.</p> <p>Ensure that the toilet has been flushed, and the taps run for 5 minutes before the service</p>		28 th Sept 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		Ensure that the notices on the Lady Chapel doors are displayed – in particular to one household per service Ensure that the Building Access Log is placed in the Vestry		28 th Sept 2020
	Advice on lighting any candles (Altar, Communion and Advent Candles_	If you are using candles then take care not to light them immediately after using hand sanitiser gel, especially if this has alcohol in it. Wait a full minute after applying the gel, and then wipe your hands with a disposable tissue. Candles and matches or lighters should be securely locked away – this is to reduce the risk of someone finding materials to start a fire if they were to break in.	PCC	19 th Jan 2021
	Travelling to and from Church	People are permitted to travel to church, but are advised to stay local	PCC	3 rd Dec 2020 19 th Jan 2021
	Livestreaming the Service	Ensure that the iPad and associated cables are set up in front of the front pew safely Ensure safe use of equipment needed – avoid exceeding safe	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>Hand sanitizing will be compulsory on entry to the church – this will be supervised by the Sides person</p> <p>Worshippers will pick up a copy of the service sheet from the hymn trolley and will be asked to take their copy home with them</p> <p>People will not be shown to their seats unless they seek advice. All available seats will be clearly labelled on the pews.</p> <p>Sides person will indicate to the worshippers the direction to go.</p> <p>We will follow the Church of England guidance concerning music and singing in the church building which applies at the time.</p> <p>People are expected to remain seated throughout the service, unless the leader invites them to stand</p> <p>The wearing of face coverings must be worn by all those attending the church, including ministers and worshippers.</p> <p>There will be face masks available for anyone who needs them. They</p>		<p>19th March 2021</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>will be advised to take the face mask home with them to dispose of,</p> <p>Those who are leading the worship and those who are assisting (e.g. preachers, readers and intercessors) do not need to wear their face coverings while leading, preaching, and reading or intercessions.</p> <p>It is recognised that some people are exempt from wearing face coverings – see Government Guidelines</p> <p>All face coverings whether cloth or disposable must be taken away with you and washed/disposed of appropriately</p> <p>There will be no cash or envelope giving collection – details on how to give through BACS will be on the service sheet</p> <p>Once the service has started, the North Door will be unlocked, in case of emergency exits, and for people leaving the church after the service</p>	Duty Warden	
	Children and Young People	Children and Young People must sit with their parents/ guardian	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>throughout the service. Parents/ Guardians are responsible for their children at all times. Children age 11 and under do not have to wear face coverings There will be no Children or Young People groups The Lady Chapel is available for one household per service, but there will be no access to toys, story bags etc.</p>		28 th Sept 2020
	Leaving the Church	<p>Exit from the church will be via both the West Door and North Door, observing the 2m social distancing rule. Hand sanitizer will be available for use at both doors Whilst the church is in Tier 3, people must not attend with or socialise with anyone outside of their household or support bubble while they are in the church building and churchyard unless a legal exemption applies There will be no refreshments after the service, as hospitality is limited to table service. However Café style service may be</p>	PCC	<p>3rd Dec 2020 28th Sept 2020</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		provided in the future. There will be no Zoom Coffee after the service either.		
	<p>Clearing away after the service</p> <p>Note that church will not be open for Private prayer after the Sunday Service – however if there is going to be a funeral, wedding or baptism within 48 hours, these procedures will need to be carried out</p>	<p>While church is being cleaned, the church must be locked. The church will need to be cleaned after the service to allow it to remain open for private prayer – instructions will be made available If not enough volunteers (how many) come forward, the church will be locked after the service Need to ensure that the pews are roped off ready for Private Prayer(only if going to be opened within 48 hours since last used) Any unused copies of service sheets remaining on the hymn trolley can be put into the recycling bag, unless there is a suspected Covid-19 case or there has been a positive test result, the services sheets will need to be doubled bagged and place in a safe place for 72 hours and then put into the black bin. Any left service sheets on the pews can be picked up and placed</p>	PCC	<p>14th Nov 2020</p> <p>14th Nov 2020</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>into the recycling bag, unless there is a suspected Covid-19 case or there has been a positive test result, the services sheets will need to be doubled bagged and place in a safe place for 72 hours and then put into the black bin .</p> <p>Ensure to ensure that the accessible toilet is cleaned and locked ready for private prayer</p> <p>Ensure that one of the Lady Chapel door is opened,, to allow for ventilation</p> <p>Ensure that the accessible toilet is locked, and the No Entry sign is visible</p> <p>Ensure that a new Building Access Log is placed on the Hymn Trolley</p>		
	Toilets	<p>Only the accessible toilet will be available for the congregation.</p> <p>Users will be required to wipe any touched surfaces over before and after use – this includes the taps, sink, toilet pan and flush</p> <p>All children (13 and under) must be accompanied by their parent/ guardian to assist in the cleaning</p> <p>There will be a notice explaining this.</p>	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Track and Trace	<p>Register for the NHS QR Code A Poster for the QR will be printed and laminated</p> <p>The QR Poster will be placed on the glass door, so the QR code can be easily scanned</p> <p>The Sidesperson will invite lead person of each household to scan the QR code on their smartphones, provided that the mobile app has been downloaded and have Bluetooth switched on. It will be made clear that the information remains on their phone and is not shared with the Church.</p> <p>If people do not have a smartphone or do not want to use the QR code, the existing paper version will be used. In that case, the sidesperson will write down the name of those attending with contact details, if not known. This will be written on the form provided.</p> <p>It needs to be noted that these details will be for the specific purpose for Track and Trace, if requested by the NHS Tracers and</p>	<p>Parish Administrator</p> <p>PCC</p>	<p>28th Sept 2020</p> <p>28th Sept 2020</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>will not be used for any other purposes.</p> <p>The details that need to be recorded are the name of the worshipper. If there is more than 1 person in the household, then only the lead person needs to be recorded with the number of people in the group. Also the contact details of each person or lead member, together with the date of the service</p> <p>The Privacy Notice related to Covid-19 is to be available for people for read if they want more information.</p> <p>There will also be a list of those whom we have contact details for, so these will not need to be recorded on the register.</p> <p>Anyone not on that list, will need to provide contact details (telephone number or email address), and given a Data Consent Form to fill in.</p> <p>A box will be available for the Data Consent forms to be posted into.</p> <p>After the service, the register will</p>	Duty Warden	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		be locked in the Vestry Safe. After 21 days, the register will be destroyed (shredded).	Parish Administrator	
<p>Procedures Specific for Holy Communion</p> <p>Church Services will resume on Easter Sunday (4th April 2020) and thereafter. If there is a delay to the Government Roadmap out of Lockdown does not continue on 12th April, the Standing Committee will reassess whether to continue.</p>	Preparation of the Elements	<p>Communion will take place front of the side aisles – this will ensure that all communicants will not be in view of camera for the Livestreaming.</p> <p>Only the priest will prepare, administer and clear up the communion vessels – so there will be no Servers</p> <p>The bread and wine will be on the table at the start of the service – there will be no bringing up of the elements.</p> <p>Gluten Free wafer will be available on a plate with another plate over it, so the priest does not speak over them.</p> <p>Communion will be in one kind with only the priest receiving the wine</p> <p>The priest will sanitize their hands before preparing the elements and before administrating to the communicants</p>		14 th Dec 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>Wafers will be used and consecrated in a covered ciborium</p> <p>The priest will consume the wafer that is broken during the consecration</p> <p>The peace will not be shared with the congregation</p>		
	The administration of Communion	<p>The both priest will wear a face covering visor during the administration, and they will stand at the end of the side aisles</p> <p>Holy Communion will be administered in silence.</p> <p>The communicants will approach down the side aisles and return around the front pews and the central aisle – ensuring that they maintain social distancing at all times. They will be asked to keep the same distance as to when they are sitting in the pews.</p> <p>Face Coverings should only be removed for taking Holy Communion.</p> <p>The communicants are encouraged to sanitize their hands before and after removing the face covering to receive the</p>	Covid-19 Group	<p>14th Dec 2020</p> <p>14th Dec 2020</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		bread, and then sanitize their hands before and after replacing their face coverings The priest will drop the wafer into the communicant's hands If their hands touch, both will sanitize their hands. There will be no Sidesperson directing as this will weaken social distancing There will be no offer of praying for those who do not take communion During communion music will be played quietly, so the Livestream is aware that activity is taking place.		
Preparation of Church opening for Private Prayer Risk: Getting or spreading the coronavirus in common use high traffic areas such as entry/exit points, toilets and other communal areas. Private Prayer will resume on 7 th April 2020 and thereafter. If	Confirm that all controls (under Preparation of the Church for access by members of the public for church services purposes, including funerals, weddings, and baptisms, and individual Prayer) have been carried out before anyone else accesses the building. Clearly mark out seating areas including exclusion zones to maintain social distancing Note that this may not be necessary if only		PCC	 13 th June 2020 28 th Sept 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p>there is a delay to the Government Roadmap out of Lockdown does not continue on 12th April, the Standing Committee will reassess whether to continue.</p>	<p>opening the church on Wednesdays so have the 48 hour rule for cleaning</p>	<p>All pews in the church are not roped off as the church will only be opened on Wednesday thus removing the need to cleaning the church as will be outside the 48 hour rule</p>		<p>28th Sept 2020</p>
	<p>Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements</p>	<p>Markings are to be placed to show the one way flow up the aisle into the chancel (common sense will have to be applied when returning to the main church), then flow pass the pulpit and back around to the West door Queueing system may have to be put in place if the demand is high</p>	<p>PCC</p>	
	<p>Where there are toilet facilities, ensure an adequate supply of soap and disposable towels, and a bin (lined) for towels are available</p>	<p>Accessible Toilet will be available during Private Prayer. Ensure that the notice about cleaning the toilet after use is displayed</p>	<p>PCC</p>	<p>14th Dec 2020</p>
	<p>Provide named contact at the church so that if a member of the public, who has been in the church exhibits Coronavirus symptoms within a week, can let the contact know</p>	<p>The QR Code Poster will be left on the hymn table, so people can scan if they wish. Instruction on how to use will also be made available on the Hymn Trolley A Notice will be left on the hymn trolley with the Vicarage details if</p>	<p>PCC Parish Administrator</p>	<p>28th Sept 2020</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>they have subsequently have a positive covid-19 Test</p> <p>If someone does contact the Vicarage, a notice can be sent out via the Daily Message informing people of the positive test</p> <p>The Building Access Log will be left on the hymn trolley, for those who wish to sign instead of using the QR code.</p> <p>The Building Access Log needs to be locked in the Vestry before any Church Services</p>		
<p>Procedures for opening for Private Prayer</p> <p>Risk: Getting or spreading the coronavirus in common use high traffic areas such as entry/exit points, toilets and other communal areas.</p> <p>Private Prayer will resume on 7th April 2020 and thereafter. If there is a delay to the Government Roadmap out of Lockdown does not continue on 12th April, the Standing Committee will reassess</p>	<p>Unsupervised Private Prayer</p> <p>Unlocking and Locking up the Church</p> <p>Note: only if the church is going to be used within 48 hours of closing</p>	<p>The church will be open on Wednesdays from 12 noon to 4pm, unless the 48 hour rule cannot be observed</p> <p>Entry into the church when opening will be via either of the North Doors – this depends on the key holder’s keys.</p> <p>Ensure that the doors including the porch door are locked on entry and the handles must be wiped down.</p> <p>Before locking up the church, the volunteer cleaner needs to clean down all the vulnerable surfaces, including door handles, light</p>	<p>PCC</p> <p>PCC</p>	<p>28th Sept 2020</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
whether to continue.		switches, chairs (if available) and any other surfaces touched by people. When locking up the church, ensure that handles are wiped once the door is locked.		
	<p>Opening the Church ready for Private Prayer- Hygiene Preparation</p> <p>No access to the toilets</p> <p>No access to the kitchen area</p> <p>No new prayer requests to be written</p>	<p>Ensure that all door handles have been wiped down including the accessible toilet handle</p> <p>Ensure that hand sanitizer and cleaning materials are available on the hymn trolley by the door and in the chancel (if being opened more than once during the week)</p> <p>Ensure that the accessible Toilet is locked – this can be done by either a coin or screwdriver</p> <p>Ensure that the door to the Vestry and Toilet area is locked, and the key in the Messy Church cupboard in the Choir Vestry is put in the Vestry.</p> <p>Ensure that the kitchen door is locked – the key is in the Vestry old Safe</p> <p>Ensure that all pens and paper on the prayer request table are removed</p>	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		Ensure that the notice advising that any prayer requests can either emailed or phoned to the vicarage giving both the email address and telephone number		
	Entry and Exit to the Church	<p>The both West doors will be left propped open for the duration of the church being open so to reduce the number of people touching the door handles.</p> <p>If wet or during the winter months, one West door will remain open during the service.</p> <p>The glass door on the right when facing the altar will be open – with the door open towards the outer door.</p> <p>If wet or during the winter months, the outer door with the bolts, will be closed and bolted</p> <p>If wet or during the winter months, the glass will be closed during the service</p>	PCC	28 th Sept 2020
	Hygiene and Social Distancing Measures within the Church	<p>Ensure that the Notices on the glass door reminding people of hygiene and social distancing measure are visible.</p> <p>Ensure that the Notice asking</p>	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Face Coverings	<p>people to use the hand sanitizer on entry and exit of the church is available on the hymn trolley</p> <p>Ensure that the Notice advising people to clean the areas that they use is available on the hymn table</p> <p>Ensure that the hand sanitizer and cleaning materials on the hymn trolley by the door and at the altar rail (if open more than once during the week)</p> <p>Ensure that the signage on the Lady Chapel door – One Household Poster is displayed.</p> <p>Ensure that the No Entry sign on the Accessible Toilet is in place.</p> <p>Ensure that all roped off areas are in place the pews in the main church (if going to be open more than once during the week), and the Lady Chapel doors are closed.</p> <p>The wearing of face coverings must be worn by all those attending the church where there may be other people are present</p> <p>It is recognised that some people are exempt from wearing face coverings – See the Government</p>		<p>28th Sept 2020</p> <p>28th Sept 2020</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		Guideline There will be face masks available for anyone who needs them All face coverings whether cloth or disposable must be taken away with you and washed/disposed of appropriately		
	Cleaning of the Church The church should be cleaned regularly	Ask people to clean the areas that they use The designated cleaner (volunteer) needs to wipe all the vulnerable surfaces, at the end of the day before the church is locked up if the church is going to be used within 48 hours The areas that need to be cleaned include the wooden chairs in the Chancel (if available), the altar rail, handles and light switches as well as the hymn trolley by the West Door, and any other surfaces touched by people.	PCC	
Procedures for Small Funerals Risk: Getting or spreading the coronavirus in common use high traffic areas such as entry/exit points, toilets and other communal areas.	Preparation before the service Number of people allowed to attend a funeral	There is a limit of 30 people who can attend this can consist of Clergy, Funeral Directors staff, members of the person’s household, close family members – if no close family members – close friends are able to attend.	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	<p>People who are self-isolating or have symptoms (a new continuous cough, a high temperature or loss of taste and smell).</p> <p>Should additional people attend the service</p> <p>Determining responsibilities between the clergy and funeral directors</p>	<p>We have space for 30 households – those attending alone, within their household or support bubble within the church taking the 2m social distancing rule. Anyone showing symptoms of Covid-19 or who has been tested positive for it is permitted to attend but is strongly advised not to attend due to the risk that they post to others</p> <p>Is it possible for the service to be Livestreamed or Recorded?</p> <p>Organists and those essential for assisting in the service (like the Verger to direct people to their seats and manage the sound system) can attend but these should be kept to a minimum, and are excluded to the 30 minimum.</p> <p>The clergy and funeral director need to agree beforehand the responsibilities to ensure good stewarding of the funeral on the day.</p> <p>Clergy should be free to concentrate on conducting the funeral, while the funeral</p>	<p>Coivd-19 Group</p>	<p>3rd Dec 2020</p> <p>7th Nov 2020</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>mask home with them to dispose of.</p> <p>Those who are leading the worship and those who are assisting (e.g. preachers, readers and intercessors) do not need to wear their face coverings while leading, preaching, and reading or intercessions.</p> <p>It is recognised that some people are exempt from wearing face coverings – see Government Guidelines</p> <p>All face coverings whether cloth or disposable must be taken away with you and washed/disposed of appropriately</p>		
	<p>Cleaning the church</p> <p>Remember that we have Sunday Services, and Private Prayer on Wednesdays from 12noon and 4pm.</p>	<p>Check whether the church has been used within 48 hours of the service and whether it has been cleaned. If not, the church will to be cleaned as per the cleaning guidelines below.</p> <p>If the church is to be used within 48 hours of the service, the church must be cleaned after the service following the guidelines regarding cleaning below.</p>	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Burial of Ashes		This is limited to 6 people attending with appropriate social-distancing and hygiene procedures in place. If someone has been advised to self-isolate by NHS Test and Trace, they must not break their isolation to attend as this will be a legal offence and will be fined	PCC	14 th Dec 2020 9 th Jan 2021
Procedures for Small Weddings	Preparation before the service Number of people allowed to attend a wedding	There is a limit of 15 people who can attend this service which includes the couple, witnesses, guests and paid people outside the church (e.g. photographers). There is a limit of 6 people only and advised only to take place in exceptional circumstances, such as where one or both are seriously ill and not expected not to recover This does <u>not</u> include clergy, vergers, and organist, who are paid within the Church. We have space for 30 households (currently not permissible) consisting of those attending alone, within their household or support bubble within the church taking the 2m social distancing	PCC	28 th Sept 2020 19 th Jan 2021 19 th Jan 2021 3 rd Dec 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	People who are self-isolating or have symptoms Should additional people attend the service	rule. They should not attend the service. Organists and those essential for assisting in the service (like the Verger to direct people to their seats and manage the sound system) can attend but these should be kept to a minimum. No singing is allowed.		
	Preparations for the service	Follow the same guidelines as for Preparations for Public Worship (above) Ensure that the hand sanitizer, cleaning materials, paper towels and bin are by the register table.	PCC	
	Procedures for the service	Follow the guidelines as for Procedures specific Public Worship once the initial preparations have been made (where applicable). The QR Code Poster will be left on the hymn table, so people can scan if they wish. Instruction on how to use will also be made available. It is assumed that the wedding party will have the contact details of those attending the service	PCC	28 th Sept 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	<p>Rings</p> <p>Signing the Register</p> <p>Face Coverings</p>	<p>The clergy does not have to touch the rings or the couple's hands for the blessing</p> <p>Each person needs to sanitize their hands before signing, then complete all the signatures and then sanitize afterwards.</p> <p>Everyone needs to maintain a social distance, apart from the couple.</p> <p>If possible and available, use separate pens. Otherwise the pen needs to be wiped after each person has used the pens.</p> <p>The wearing of face coverings must be worn by all those attending the church, including ministers and visitors</p> <p>There will be face masks available for anyone who needs them. They will be advised to take the face mask home with them to dispose of,</p> <p>Those who are leading the worship and those who are assisting (e.g. preachers, readers and intercessors) do not need to wear their face coverings while leading, preaching, and reading or</p>		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		intercessions. The bride and groom are exempt from face coverings It is recognised that some people are exempt from wearing face coverings – see Government Guidelines All face coverings whether cloth or disposable must be taken away with you and washed/disposed of appropriately		
	Cleaning the church Remember that we have Sunday Services, and Private Prayer on Wednesdays from 12noon and 4pm.	Check whether the church has been used within 48 hours of the service and whether it has been cleaned. If not, the church will to be cleaned as per the cleaning guidelines below. If the church is to be used within 48 hours of the service, the church must be cleaned after the service following the guidelines regarding cleaning below.	PCC	
Procedures for small Baptisms Baptisms will resume on Easter Sunday (4 th April 2020) and thereafter. If there is a delay to the Government Roadmap out	Preparation before the service Offering of baptisms	Baptisms will be offered on Sundays at 12noon, with one baptism per Sunday Tim Jefferis has been approved as the designated person to ensure that the church is wiped clean	PCC	28 th Sept 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p>of Lockdown does not continue on 12th April, the Standing Committee will reassess whether to continue.</p>	<p>Number of people allowed to attend a baptism</p> <p>People who are self-isolating or have symptoms</p> <p>Should additional people attend the service</p>	<p>after the morning service. We have space for 30 households (whether attending alone, within their household or support bubble) within the church taking the 2m social distancing rule They should not attend the service. Is it possible for the service to be Livestreamed or Recorded? Organists and those essential for assisting in the service (like the Verger to direct people to their seats and manage the sound system) can attend but these should be kept to a minimum. No singing is allowed.</p>		<p>28th Sept 2020 3rd Dec 2020</p> <p>3rd Dec 2020</p>
	<p>Preparations for the service</p>	<p>Follow the same guidelines as for Preparations for Public Worship (above) Ensure that there is hand sanitizer and appropriate implement to pour water over the candidate's head, paper towels and a bin are by the font. Ensure that there is hand sanitizer wherever the lighted candle will be presented</p>	<p>PCC</p>	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	<p>Procedures for the service</p> <p>Face Coverings</p>	<p>Follow the guidelines as for Procedures specific Public Worship once the initial preparations have been made (where applicable).</p> <p>It is assumed that the baptism party will have the contact details of those attending the service. If the candidate is an infant, they must be held by the parents for the whole service including the baptism itself.</p> <p>The wearing of face coverings must be worn by all those attending the church, including ministers and visitors.</p> <p>There will be face masks available for anyone who needs them. They will be advised to take the face mask home with them to dispose of,</p> <p>Those who are leading the worship and those who are assisting (e.g. preachers, readers and intercessors) do not need to wear their face coverings while leading, preaching, and reading or intercessions.</p> <p>It is recognised that some people</p>	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>are exempt from wearing face coverings</p> <p>All face coverings whether cloth or disposable must be taken away with you and washed/disposed of appropriately</p> <p>Children aged 11 and under do not need to wear face coverings</p>		
	Baptism itself	<p>Only the clergy, the candidate (and parents if the candidate is an infant) should be at the font. The godparents should maintain a social distance.</p> <p>Clergy must sanitize their hands before and after the signing of the cross.</p> <p>Water should be poured over the candidate’s head using an appropriate implement such as a shell.</p> <p>The candidate or parents may wipe the forehead of water with paper towels, which should be immediately disposed of.</p> <p>No one should sign themselves with the baptismal water or be sprinkled with water after the baptism.</p> <p>When the lighted candle is</p>	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		presented, the person giving should sanitize their hands before and after in doing so.		
	Cleaning the church Remember that we have Sunday Services, and Private Prayer on Wednesdays from 12noon and 4pm.	Check whether the church has been used within 48 hours of the service and whether it has been cleaned. If not, the church will to be cleaned as per the cleaning guidelines below. If the church is to be used within 48 hours of the service, the church must be cleaned after the service following the guidelines regarding cleaning below.	PCC	
Preparations for the Church – construction workers and/or professional contractors	Confirm that all controls (under Access to church buildings for clergy for purposes of private prayer and/or livestreaming) have been carried out before anyone else access the building	Who is going to allow the contractors and maintenance workers into the building?	PCC	
Risk: Contracting or spreading the virus by not social distancing or by touching contaminated surfaces	Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place	Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes	PCC	
	Have hand sanitizer available for people to use on entry and exit of the church building	Parish Buying have launched procurement routes for supplies. How are we going to manage the	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		use and handling of the hand sanitizer		
	Confirm who has responsibility for locking and unlocking the building and when it should be done?		PCC	
	Confirm whose responsibility it will be to carry out cleaning, including <ul style="list-style-type: none"> Toilets Kitchen area if it is necessary for these to be used Frequently touched surface e.g. doors 	See the advice on keeping the church clean. Most of the church cleaners are in the 'at risk' group due to age or underlining health conditions	PCC	
	Whoever has responsibility for toilets; ensure a supply of liquid soap and disposable towels are available	We need to ensure that we have plenty of supply of these especially as there will be an increased demand	PCC	
	Confirm who is responsible for removing potentially contaminated waste e.g. hand towels for the site? When? How?		PCC	
	All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed	Need to ensure that all bins in the toilets have disposable liners and as well as the bins in the kitchen and choir vestry area	Covid-29 Group	
	Prepare a suitable form for record contact details of people entering the building	The QR Code Poster will be left on the hymn table, so people can scan if they wish. Instruction on how to use will also be made available. Building Access Log has been	Philip Rowe and Parish Administrator	5 th June 2020 28 th Sept 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>created; together with a notice which will be placed on the hymn trolley. Hand sanitizer is also available All pens have been removed This building access log will continue to be used after all the measures have been removed</p>		
	<p>Confirm evacuation procedures in the case of an emergency</p>		<p>PCC</p>	
	<p>Face Coverings</p>	<p>The wearing of face coverings must be worn by all those visiting the church where there may be other people present. There will be face masks available for anyone who needs them. They will be advised to take the face mask home with them to dispose of, It is recognised that some people are exempt from wearing face coverings – see Government Guidelines All face coverings whether cloth or disposable must be taken away with you and washed/disposed of</p>		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		appropriately		
	Direct all users to leave the building by one exit only to avoid bottlenecks	This will be by the North and Porch Door	PCC	
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities	If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.		PCC	
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Need to identify appropriate cleaners	PCC	
	Check PCC liability insurance is up to date.	Our Ecclesiastical insurance cover is dependent on us following all the Government and Church of England guidance on the subject which is covered by this Risk Assessment	Nick Roach	15 th June 2020
	All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials.	Parish Buying has launched procurement routes for supplies for church use.	Covid -19 Group	
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	See the advice note on keeping church buildings clean.	PCC	
	Frequent cleaning of the areas and equipment used between uses using the usual cleaning products	Need to ensure that have cleaning products available	PCC	
	Frequent cleaning of objects and surfaces which are frequently used (e.g. door handles,	Use the cleaning materials provided	PCC	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	light switches)			
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Make sure that all waste is removed into the black bin outside at the end of each opening This is to be done by the cleaners	PCC	
Cleaning the church after known exposure to someone with Coronavirus symptoms Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities	If possible close the church building for 72 hours with no access permitted. If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	See Public Health England guidance – summarised below Use of normal household disinfectant will reduce the risk of passing the infection onto others Wear disposable or washing up gloves and aprons for cleaning.. After use, then double bag these items and secure securely for 72 hours, then throw away with the regular rubbish in the black bin outside. Use a disposable cloth to clean the areas with warm soapy water, then disinfectant these areas using the usual disinfectant cleaning products, then throw away the disposable cloth as per above.	PCC Covid-19 Group	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>Pay particular attention to door handles, guard rails, alter rails and light switches, and the accessible toilet</p> <p>If an area has been heavily contaminated (e.g. bodily fluids) use protection for eyes, nose and mouth as well as gloves and aprons.</p> <p>Wash hands regularly with soap and water for 20 seconds, and after removing the gloves and aprons, and other protection used after cleaning.</p>		
	<p>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</p>	<p>See the advice note on keeping church buildings clean.</p>	<p>PCC</p>	
<p>Lich Gate Distribution from October 2020</p>	<p>The Lich Gate has not been distributed since the beginning of Lockdown</p>	<p>The Lich Gate distribution will be resumed in October provided the delivers can work safely in line with Public Health Guidelines, and subject to low Covid-19 levels in the area.</p> <p>A separate Risk Assessment and instructions to the Distributors have been written</p> <p>No distributor does not feel safe to distribute they should not feel obliged to.</p>	<p>PCC</p>	<p>28th Sept 2020</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Hand Bells Group – practising will be taking place in the OSH from 20th July 2020	Ensure that the hand bells are covered by the church’s insurance if taken off the premises		Nick Roach	
	The hand bells will be removed and returned to the Vestry for each session	The group leader will be given both keys for the outer Vestry door. They already have the key to the Vestry. On entering the door, they will sanitize their hands and wipe down any surfaces that they touch using the materials in the Vestry.	PCC	
	Cleaning the Vestry	Need to ensure that there is a bin liner in the bin in the Vestry. The bin is to be regularly emptied by tying a knot in the bin liner and placed in the black bin by the Bowl Inn entrance. Another bin liner is to be placed in the bin.		