

## Risk Assessment for Public Worship at St Mary's Church. Almondsbury

<b>Church:</b>	<b>Assessor's name:</b>	<b>Date completed:</b>	<b>Next Review date:</b>
St Mary's, Almondsbury	Liz Tierney	24 <sup>th</sup> July 2021	March 2023
<b>Event or service this assessment relates to:</b>	<b>Public Worship including Sundays Services, Weddings, Funerals, and Baptisms</b>		

This Risk Assessment is based on the template issued by the Church of England to reflect step 4 of the roadmap to ease restrictions and is valid as from 19<sup>th</sup> July 2021. This Risk Assessment only applies to Public Worship which includes Sunday Services, Weddings, Funerals and Baptisms. There will be separate risk assessments for other church activities (e.g. Messy Church, Toddlers)

### Notes:

The bell ringers have carried out a separate Risk Assessment for bell ringing. The Risk Assessment was approved by the PCC on 20<sup>th</sup> July 2021

Changes: Removal of all references to Test and Trace

Removal of livestreaming at the end of June

Location of pews of those wearing face masks – down to 3 pews

Removal of items stored in the Lady Chapel, and requirement of individuals need to wipe down the toilets after use

Liz Tierney – 20<sup>h</sup> May 2022

Signed off by Philip Rowe (Incumbent) having consulted the PCC

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
<b>Aerosol or droplet transmission of Covid-19</b>	Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary.	<p>The West Door will be used for entry and exit – this is the only entry not involving steps.</p> <p><u>During Warm weather</u> – both doors will be propped open (they will wedge open without the need for support) – both wooden doors and one glass door (right hand door facing the altar and open towards the main body of the church) will be open</p> <p><u>If wet and during winter</u></p> <p>The outer wooden door with the bolts will be closed to reduce the flow of the rain and cold air in. 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</p> <p>At the end of the service, the glass door and outer door will be propped open by the duty warden</p>	PCC	
	Use outdoor spaces if appropriate and available.		PCC	
	Request or consider requiring people to wear a face covering, unless exempt, when inside the building.	<p>The congregation will be free to decide whether they wear a face covering or not.</p> <p>We will ask face covering wearers to sit on the left side of the church in the front 3 pews, and those not wearing face coverings to sit on the right side and back pews on the left side of the church. The</p>	PCC	18 <sup>th</sup> May 2022

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
		duty warden and sidesperson will direct people accordingly. There will be signage in place on the pews where only face covering wearers are permitted – these will be at either end of the pews. People wearing face coverings are not restricted to sitting in the front 3 pews on the left hand side		15 <sup>th</sup> March 2022  18 <sup>th</sup> May 2022
	Put in place measures to reduce contact between people	See above regarding face coverings. <del>The one household signage will be removed from the pews, but the pews that were not in use will remain in place to maintain some social distancing.</del>	PCC	
	If practical in your building, 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.	The West door will remain the point of entry and exit	PCC	
<b>Surface transmission of Covid-19</b>	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Hand Sanitizer will still be available on the hymn trolley and by the north door Hand sanitizer will also be available in the appropriate places for weddings, funerals and baptisms	PCC	
	Identify where you can reduce the contact of other people with surfaces.	See above regarding ventilation Single sheet Order of service will continue to be used. People will be asked to sanitize their hands before picking up the service sheets and weekly notice sheets, and asked to take them home with them.	PCC	

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		A few Bibles and Hymn books are now available in the Hymn Trolley		22 <sup>nd</sup> Oct 2021
	Good hygiene and cleaning of the building.	The church will need to be cleaned regularly – there is now a cleaning team in place The pews will not be cleaned in between services, but there will be cleaning materials and blue towels available for those who wish to clean where they will be sitting.	PCC	22 <sup>nd</sup> Oct 2021
	Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.	The other Bibles and prayer books will remain in the Lady Chapel, cordoned off. The hymn books will remain pushed against the back pew Pew cushions and kneelers will remain in the Priest Room There are a few kneelers available within the church	PCC	22 <sup>nd</sup> Oct 2021
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on).	The items that will not be used will remain cordoned off in the Lady Chapel. These are set back away from the area where the children will be having their activities	PCC	
	Put in place a cleaning rota/system for children's materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children).	Hand sanitizer and cleaning material will be available in the Lady Chapel for those to wipe down any toys are used. These materials will be kept out of reach of the children – to be left on tombstone	PCC	
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	All toilets are available. Hand sanitizer and cleaning materials will be available in the toilets	PCC	22 <sup>nd</sup> Oct 2021

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		<p>Users will be required to wipe down 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 with the cleaning</p> <p>There will be a notice explaining this.</p>		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	All bins need to be emptied after the services on that day – including those in the toilet area	PCC	
<b>Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.</b>	Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. Encourage visitors to use one or other of these options.	<p>The NHS Track and Trace QR code will be displayed on the glass door.</p> <p>There will be no other option provided.</p> <p>It will be up to the congregation as to whether they use the QR code.</p>	PCC	18 <sup>th</sup> May 2022
	Update your website, Weekly Notice Sheet, and Facebook with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious.	<p>The Weekly Notice will be distributed to those on the Daily Message mailing list.</p> <p>This Risk Assessment and information regarding Livestreaming/Recording will be available on the website</p>	PCC	
	Provide welcoming notices that outline safety measures.	<p>All irrelevant posters on display on the glass door will be removed</p> <p>A new welcome notice will be displayed</p>	Parish Administrator	
<b>Cleaning the church after known exposure to someone with</b>	If possible close the church building for 48 hours with no access permitted.		PCC	
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in	See Public England guidance – summarized below Use normal household disinfectant to reduce the	PCC	

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<b>Coronavirus symptoms</b>	non-healthcare settings.	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, and then throw away with the regular rubbish in the black bin outside. Use of disposable cloth to clean the areas with warm soapy water, then disinfect those areas using the usual disinfectant cleaning products, and after use throw away the disposable cloth as per above. Pay particular attention to door handles, guard rails, altar rails and light switches and the accessible toilet. If an area is heavily contaminated (e.g. bodily fluids) use protection for eyes, nose and mouth as well as gloves and aprons. Wash hands regularly with soap and water for 20 seconds, and after removing the gloves and aprons, and other protection used after cleaning.		
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.		PCC	
<b>Additional procedures for public worship</b>	Handling cash collection	The Collection plate will not be reintroduced to avoid duty wardens having to handle cash. Details on donations will continue to be on the weekly notice sheet	PCC	
	Advice on Lighting any candles (Altar, Communion, Baptism, and Advent Candles)	If you are using candles then take care not to light them immediately after using hand sanitizer gel,	PCC	

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		<p>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 lighters or matches 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</p>		
	<p>Livestreaming/ Recording the service – 8am Service only Note that Livestreaming/ Recording the service will cease as from 3<sup>rd</sup> July</p>	<p>Ensure that the Ipad and associated cables are set up in front of the front pew safely Ensure safe use of equipment – avoid exceeding safe load on sockets, cables/tripod causing a trip hazard, especially with the re-introduction of the Praise Group Ensure that the information notice is displayed on the West Door. Ensure that all who are leading the service has signed the Livestreaming Consent Form. Copies of who have consented are available in the Vestry together with blank copies of the form. At the beginning of the service, the congregation are to be reminded the service is being livestreamed/recorded and told where the camera is – thus ensuring young people and vulnerable The position of the camera will be facing the Leaders. If there is a change of location, those setting up must be mindful of whom maybe in view, and if necessary ask them to move.</p>	PCC	18 <sup>th</sup> May 2022

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	Children's Groups	Children's groups resumed in September See separate Risk Assessment	PCC	22 <sup>nd</sup> Oct 2021
	Congregational Singing	This will resume	PCC	
	Memory Table	The Memory Book will be replaced onto the Memory Table. Hand sanitizer will be available on the Memory Table	PCC	
	Serving Coffee	Coffee will be served from the kitchen pod The china mugs will be used People will be encouraged to move around the church or go outside, and not to congregate around the kitchen pod area. Those serving coffee will wear disposable gloves and appropriate cleaning material will be provided The dishwasher will be used for any items that need to be washed up	PCC	
<b>Holy Communion</b>	Communion will be in both kind	As from the priest will administer both kinds by dipping the bread/wafer into the wine before handing to the communicant – this is to reduce the contact between people. The communicant will be able to indicate to the priest if they do not wish to have the wafer dipped into the wine	PCC	22 <sup>nd</sup> Nov 2021
	Preparation of the Elements	Communion for the All Age Service will take place from the front of the pulpit and lectern Communion during the Said Communion service will be taken in front of the Communion Table –	PCC	22 <sup>nd</sup> Oct 2021



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		<p>this will ensure that the communicants will not be view of the camera for the Livestreaming/ Recording</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>The priest will sanitize their hands before preparing the elements and before administering to the communicants</p> <p>The priest will consume the wafer that is broken during the consecration</p> <p>The Peace will be said verbally from the pew and people will stay in the pews</p>		
	The administration of Communion	<p>All priests will wear a face covering/visor during the administration</p> <p>Holy communion will be administered in silence</p> <p>The communicants will approach down the front aisle and return around the front pews and the side aisles – ensuring that they maintain social distance from those who are wearing face coverings</p> <p>The communicants will be encouraged to sanitize their hands before and after receiving the bread.</p>	PCC	22 <sup>nd</sup> Oct 2021

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		<p>The priest will dip the wafer into the wine before giving to the communicant. If their hands touch, both will sanitize their hands.</p> <p>There will be no sidesperson directing to maintain social distancing</p> <p>There will be the offer of praying for those who do not take communion, but the priests will not touch the non-communicant.</p> <p>During Communion music will be played quietly</p>		<p>22<sup>nd</sup> Nov 2021</p> <p>22<sup>nd</sup> Oct 2021</p>
<b>Private Prayer</b>	The church will be open every day for Private Prayer	<p>Hand Sanitizer will be available</p> <p>People can scan the NNS Test and Trace QR Code</p> <p>The West Door will be left open</p>		