

Parish of Ansdell and Fairhaven, St Paul

Activity risk assessment - including holidays and trips

Activity: Church Building Use – Public Worship

Date of first risk assessment: v1 9/7/20. Building on RA for Church use (1/7/20)

Location: St Paul’s Church Hall

Time/frequency: Sunday (initially)

Name of leader with responsibility: Paul Bye

Date to be reviewed:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Virus Cross – Contamination/ Transmission</i>	<ul style="list-style-type: none"> All users accessing church building – those for private prayer, those cleaning, those recording services or maintaining organ. Covid-19 transmitted to other person directly in air/ bodily fluids, or indirectly – contact with contaminated surfaces. 	Management of Building <ul style="list-style-type: none"> All those opening and closing building for services to wash hands with soap for at least 20 seconds on entering and exiting, using the relevant male/ female toilet. Paper towels to be used to dry hands. 			Ongoing	
		<ul style="list-style-type: none"> Hand sanitiser to be applied once hands cleaned and activities carried out. 			Ongoing	
		<ul style="list-style-type: none"> All surfaces touched in the process of opening and closing the building to be wiped down with anti-bacterial wipe before public let in and/or on closing the building. 			Ongoing	
		<ul style="list-style-type: none"> Wipes/ used paper towels to be placed in bin with plastic liner bag to reduce risk of touching waste when emptying bin. 			Ongoing	
		<ul style="list-style-type: none"> Limited number of people assigned to open/ close building and clean. 			Ongoing	
		<ul style="list-style-type: none"> Register of users/ use – to monitor/ track if needed. 			Ongoing	
		<ul style="list-style-type: none"> Cleaner to clean common touch surfaces and toilets on Monday/ Wednesday 			Ongoing	

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	<ul style="list-style-type: none"> All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials. 	Cleaner uses own		Ongoing	
	Management of Services				
	<ul style="list-style-type: none"> At risk groups: Vulnerable (Over 70 and underlying health conditions) - <i>From government advice - 'Individuals who fall within this group are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household. You should consider informing these groups in particular of the symptoms of COVID-19 and current stay alert and social distancing guidance.'</i> Extremely Vulnerable – Government guidance – are not advised to attend. 		PB		
	<ul style="list-style-type: none"> Maximum number of people in the hall at any one time to enable social distancing, of 2m. Number calculated counting 2m distance between chairs and clear walk ways of 2m. 20 people– with maximum of 25. Individuals from separate households can sit on any chair as all chairs 2m apart. If those from households of more than one person attend, they may move two chairs together, as long as the chair nearest an individual of a different household remains on its marker, no less than 2m away. 	<ul style="list-style-type: none"> Monitored by welcome outside, and second person inside. Being prepared to politely say no more people are allowed, or add 'emergency chairs' if needed, 2m apart. Tape measure on hand. Clear instructions on entering for congregation members. 	PB		
	<ul style="list-style-type: none"> Children – they are allowed, but must maintain social distancing, and are the responsibility of parents. No Sunday 		PB		

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		School or communal craft tables. Individual packs for children which are quarantined for 72 hours afterwards to be on offer.				
		<ul style="list-style-type: none"> As LLL will have used the building on a Friday, common touch surfaces (handles of doors/ fire doors) to be wiped down with anti-bacterial wipe before people let in (can be in the morning before 1st service, or by trained welcome). After service, any common touch surfaces/ tables used to be wiped down. 				
		<ul style="list-style-type: none"> Where possible, those who have been involved or attended the first service, will not also attend the second to reduce cross over of people. This may not always be possible (for e.g. vicar, warden) but is to be reduced as small as possible. 				
		<ul style="list-style-type: none"> Arrival – not wishing people to be in the building longer than needed, but not wanting everyone to turn up together. People encouraged to arrive between 10.45am and 10.58am. 	<ul style="list-style-type: none"> Congregation to be informed. Welcomer (or x2) to be trained to serve specifically at this service. 	PB		
		<ul style="list-style-type: none"> Hand sanitiser to be placed in entrance and exit for people to apply on entering and exiting. 	<ul style="list-style-type: none"> Second hand sanitiser to be moved from church building after first service, in preparation. Fixed sanitiser to be installed before service. 			
		<ul style="list-style-type: none"> Doors left open so that people can enter and exit without touching doors. 	<ul style="list-style-type: none"> Entry through main hall doors. Inner green doors both open. Outer door may need monitoring because of wind. 			

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	<ul style="list-style-type: none"> One way system introduced to maintain social distancing. 	<ul style="list-style-type: none"> Enter via main hall doors. Pass down the left hand side of chairs, keeping to the left of the cones. If communion, people come out of left hand side of chairs, up to the front, a row at a time, and pass down the right hand side walkway, around the back and in. Walkways to be 2m apart. Exit after the service via the fire doors onto car park, leaving one row at a time from the back. 			
	<ul style="list-style-type: none"> If sheets used, single use sheets to be provided which are to be taken home by individuals. They are not to be handed out by a sidesperson. 	<ul style="list-style-type: none"> Words on screen. Large print on table to pick up 	PB/PR		
	<ul style="list-style-type: none"> Kitchen/ disabled toilet / store rooms/ side corridor out of bounds. If disabled is needed in an emergency, it will need wiping down first. 				
	<ul style="list-style-type: none"> Cones outside church building at 2m intervals to enable social distancing when queueing if necessary. 	<ul style="list-style-type: none"> Placed outside on Sunday morning 	PB/PR		
	<ul style="list-style-type: none"> Congregation to be directed to leave one row at a time using the one-way system to avoid congestion. 				
	<ul style="list-style-type: none"> Said responses not to be said in a raised voice to reduce airborne transmission risk. 				
	<ul style="list-style-type: none"> No congregational singing during the service to reduce airborne contamination. 				

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	<ul style="list-style-type: none"> Holy Communion – minister to wash hands before service, to wear gloves for administration, wafer to remain covered until administration, no chalice assistants or server, a row to come up at a time, queuing 2m apart, one way system beginning with the back pew on main central section first. Minister to give in one kind only at arm’s length. Congregation member to hold out arms, at arm’s length. Mark on floor to indicate where to stand. Minister to wear face covering when administering HC to people in chairs. 	<ul style="list-style-type: none"> Gloves moved from church building after 1st service to hall. White spot on floor 	PB		
	<ul style="list-style-type: none"> No refreshments after service, and congregation encouraged not to stay around (inside or outside) 				
	<ul style="list-style-type: none"> Chairs to be set out by those having observed strict hand hygiene measures, and if possible gloves to reduce contamination risk. After service chairs used to be moved to far corner of hall and roped off, being quarantined for 72 hours. 	<ul style="list-style-type: none"> Inform LLL not to touch quarantined chairs 	PB/PR		
	<ul style="list-style-type: none"> Users encouraged to touch as few surfaces as possible. 				
	<ul style="list-style-type: none"> Record of attendance taken, held in line with GDPR. For track and trace. Post it notes for those whose details we do not yet hold. 	<ul style="list-style-type: none"> Post-its 	PB/PR		
	<ul style="list-style-type: none"> Toilets – LLL asked not to use male and female toilets on a Friday, so that male and female toilets remain clean from Wednesday cleaning ready for Sunday. Toilets may have been used during the first service, by those attending there. However, encouragement is to use them only in an emergency, so use should be very low. Risk level would be similar to an individual from the second 				

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		<ul style="list-style-type: none"> service having used the toilet before another member of the second service. All toilets cleaned on Monday morning before other users. Pump dispenser hand soap, paper towels (and if required cleaning wipes available). Hand hygiene posters in toilets. Hall door and outer toilet doors wedged open to reduce touching handles. Toilets for emergency use. 				
		<ul style="list-style-type: none"> Data Protection/ Safeguarding issue – filming for live streaming. Posters on the way in to inform congregation of filming and to speak to a welcomer if they do not wish to be filmed. 	<ul style="list-style-type: none"> Posters 	PB	5 th July	
		<p>Cleaning the church after known exposure to someone with Coronavirus symptoms</p> <ul style="list-style-type: none"> If possible close the church building for 72 hours with no access permitted. 	<ul style="list-style-type: none"> 			
		<ul style="list-style-type: none"> If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. 	<ul style="list-style-type: none"> Public Health England guidance available here. 			
		<ul style="list-style-type: none"> If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. 	<ul style="list-style-type: none"> See the advice note on keeping church buildings clean. 			
<i>Injury during lone working</i>	<ul style="list-style-type: none"> User accessing the hall. Falls, trips, other injuries. 	<ul style="list-style-type: none"> Any persons working alone to open/ lock up the building/ clean to contact a relevant other user before and after using the church building so that it is known they have entered and exited safely. 				Yes
		<ul style="list-style-type: none"> All of the above to carry a mobile phone. 				Yes

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		<ul style="list-style-type: none"> Emergency contact details to be clearly provided for those accessing building alone, to pray. 				
<i>Theft</i>	<ul style="list-style-type: none"> Loss of property. Danger from intruder. 	<ul style="list-style-type: none"> All doors kept locked to areas with valuables. All those locking building up to check building before leaving, especially exits which have been opened. 				Yes
<i>Lack of integrated practices</i>	<ul style="list-style-type: none"> All users. Areas assumed to be covered by others, not being covered. 	<ul style="list-style-type: none"> Risk Assessment to be shared with those involved in managing building. Clear signage for those coming to services 	<ul style="list-style-type: none"> PCC to agree RA LLL to be informed of use 			
<i>Fire</i>	<ul style="list-style-type: none"> All users. Burns, smoke inhalation, death. 	<ul style="list-style-type: none"> Existing fire prevention and evacuation procedures in place. 				Yes

Advice from C of E:

Private Prayer - [here](#)

Government - Public Worship - [here](#)

Keeping church buildings clean - [here](#)

Risk Assessment - [here](#)