

**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 1/6/20. Building on RA for Private Prayer (14/6/20)

**Location:** St Paul’s Church Building

**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"> <li>All users accessing church building – those for private prayer, those cleaning, those recording services or maintaining organ.</li> <li>Covid-19 transmitted to other person directly in air/ bodily fluids, or indirectly – contact with contaminated surfaces.</li> </ul>	<b>Management of Building</b> <ul style="list-style-type: none"> <li>All those opening and closing building for services to wash hands with soap for at least 20 seconds on entering and exiting, using the Vicar’s vestry sink. Paper towels to be used to dry hands.</li> </ul>			Ongoing	
		<ul style="list-style-type: none"> <li>Hand sanitiser to be applied once hands cleaned and activities carried out.</li> </ul>			Ongoing	
		<ul style="list-style-type: none"> <li>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.</li> </ul>			Ongoing	
		<ul style="list-style-type: none"> <li>Wipes/ used paper towels to be placed in bin with plastic liner bag to reduce risk of touching waste when emptying bin.</li> </ul>			Ongoing	
		<ul style="list-style-type: none"> <li>Limited number of people assigned to open/ close building and clean.</li> </ul>			Ongoing	
		<ul style="list-style-type: none"> <li>Register of users/ use – to monitor/ track if needed.</li> </ul>			Ongoing	
		<ul style="list-style-type: none"> <li>Cleaner to clean common touch surfaces and pews on Tuesday/Thursday</li> </ul>			Ongoing	

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	<ul style="list-style-type: none"> <li>All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials.</li> </ul>	Rita uses own		Ongoing	
	<ul style="list-style-type: none"> <li>For recording use on Friday, and organ maintenance use, users to clean surfaces they have touched after use, and refrain from touching any pews so as not to undo Thursday cleaning.</li> </ul>			Ongoing	
	<b>Management of Services</b>				
	<ul style="list-style-type: none"> <li>At risk groups:</li> <li>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></li> <li>Extremely Vulnerable – Government guidance – are not advised to attend.</li> </ul>	<ul style="list-style-type: none"> <li>Make clear in letter to the congregation</li> </ul>	PB	2 <sup>nd</sup> July	
	<ul style="list-style-type: none"> <li>Maximum number of people in the building at any one time to enable social distancing, of 2m.</li> <li>Number calculated counting available pews and maximum number on those pews.</li> <li>Flexible number depending on those who turn up (fewer people can attend if all single individuals attend compared with some households).</li> <li>20 – with maximum of 25.</li> </ul>	<ul style="list-style-type: none"> <li>Monitored by welcome outside, and second person inside.</li> <li>Being prepared to politely say no more people are allowed, or open 'emergency pews' if needed.</li> <li>Clear instructions on entering for congregation members.</li> </ul>	PB	5 <sup>th</sup> July	

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	<ul style="list-style-type: none"> <li>Using pews already marked for 2m social distancing depending on the makeup of households/ individuals who attend. If two individuals from different households sit in line with the yellow makers in main pews they are 2m from each other and 2m from the centre of the aisle.</li> </ul>				
	<ul style="list-style-type: none"> <li>Children – they are allowed, but must maintain social distancing, and are the responsibility of parents. No Sunday School or communal craft tables. Individual packs for children which are quarantined for 72 hours afterwards to be on offer.</li> </ul>	<ul style="list-style-type: none"> <li>Create packs.</li> </ul>	PB	5 <sup>th</sup> July	
	<ul style="list-style-type: none"> <li>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 10.15am and 10.28am.</li> </ul>	<ul style="list-style-type: none"> <li>Congregation to be informed.</li> </ul>	PB	2 <sup>nd</sup> July	
	<ul style="list-style-type: none"> <li>Hand sanitiser to be placed in entrance and exit for people to apply on entering and exiting.</li> </ul>	<ul style="list-style-type: none"> <li>Second hand sanitiser to be moved to exit before service.</li> </ul>	PB/PR	5 <sup>th</sup> July	
	<ul style="list-style-type: none"> <li>Doors left open so that people can enter and exit without touching doors.</li> </ul>				
	<ul style="list-style-type: none"> <li>Pews marked off and one way system introduced to maintain social distancing.</li> </ul>				
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Words on screen.</li> <li>Large print on table to pick up</li> </ul>	PB/PR	5 <sup>th</sup> July	
	<ul style="list-style-type: none"> <li>Cordoned off areas of the church building to limit public access/ provide clarity over where cleaning needs to focus.</li> </ul>				

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	<ul style="list-style-type: none"> <li>Cones outside church building at 2m intervals to enable social distancing when queueing if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Placed outside on Sunday morning</li> </ul>	PB/PR	5 <sup>th</sup> July	
	<ul style="list-style-type: none"> <li>Congregation to be directed to leave one row at a time using the one-way system to avoid congestion.</li> </ul>				
	<ul style="list-style-type: none"> <li>Said responses not to be said in a raised voice to reduce airborne transmission risk.</li> </ul>				
	<ul style="list-style-type: none"> <li>No congregational singing during the service to reduce airborne contamination.</li> </ul>				
	<ul style="list-style-type: none"> <li>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 pew 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 pews.</li> </ul>	<ul style="list-style-type: none"> <li>Gloves moved to Vicar's pew</li> <li>White spot on floor</li> </ul>	PB	5 <sup>th</sup> July	
	<ul style="list-style-type: none"> <li>No refreshments after service, and congregation encouraged not to stay around (inside or outside)</li> </ul>				
	<ul style="list-style-type: none"> <li>Pew runners placed on pews to be used on morning of service and removed (using gloves) to be quarantined for 72 hours.</li> </ul>	<ul style="list-style-type: none"> <li>Move Sunday morning</li> </ul>	PB/PR	5 <sup>th</sup> July	
	<ul style="list-style-type: none"> <li>Users encouraged to touch as few surfaces as possible.</li> </ul>				
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Post-its</li> </ul>	PB/PR	5 <sup>th</sup> July	

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		<ul style="list-style-type: none"> <li>Toilets – cleaned before use. 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. 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.</li> </ul>				
		<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Posters</li> </ul>	PB	5 <sup>th</sup> July	
		<p><b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b></p> <ul style="list-style-type: none"> <li>If possible close the church building for 72 hours with no access permitted.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
		<ul style="list-style-type: none"> <li>If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Public Health England guidance available here.</a></li> </ul>			
		<ul style="list-style-type: none"> <li>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>See the advice note on keeping church buildings clean.</li> </ul>			
<i>Injury during lone working</i>	<ul style="list-style-type: none"> <li>User accessing the hall.</li> <li>Falls, trips, other injuries.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>				Yes
		<ul style="list-style-type: none"> <li>All of the above to carry a mobile phone.</li> </ul>				Yes

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

#### Advice from C of E:

Private Prayer - [here](#)

Government - Public Worship - [here](#)

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Keeping church buildings clean - [here](#)

Risk Assessment - [here](#)