**(TEMPLATE) COVID-19 Risk Assessment for……………………(parish)
*Updated 13th August 2020***

The Select Vestry has approved the attached Risk Assessment guidelines for all users of parish premises with regard to activities undertaken during the COVID-19 restrictions. These guidelines must be used in addition to the current Risk Assessment for parish activities applicable for a context before the COVID-19 restrictions came into force. Further, this Risk Assessment supersedes previous guidelines for the period that the COVID-19 restrictions are in force.

Those responsible for organisations using our premises need to complete a Risk Assessment, identifying hazards that could result in harm to users. They must then decide on the action(s) required to avoid this harm and appoint suitable personsto ensure action is taken.

To assist you with this process the table below lists hazards that have already been identified in the Parish Risk Assessment for COVID-19 that all users must abide by. However if your organisation identifies any further risks then please include these in the blank rows provided at the end of the template, take the necessary actions required to avoid harm, and report them to the SV.

**Approved by the Select Vestry on…………….. Signed:………………………...………… (Secretary to the SV)**

**Organisation(s) name:** *Select Vestry/Incumbent/Youth etc* **Assessment carried out by: Date: Date of next review***(fortnightly)*

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| **Activity or Area** | **What are the COVID-19 and other hazards?** | **Who might be harmed and how?**(‘staff’ includes clergy) | **What are we already doing (Controls)?** | **What further action is necessary?** | **Who needs to carry out this further action?**(staff inc’s clergy) | **When is the action needed by?** | **Done*****(If applicable)*** |
| **Church buildings open for Services** | Spread of Covid-19 Coronavirus through person-to-person contact and surface contact.The potential risk posed by legionella which may be present in stagnant water in buildings that have been closed for a prolonged period should be considered.  | Staff and volunteersVisitorsVulnerable groups – Elderly, pregnant, those with existing underlying health conditions.Anyone who comes in physical contact with people/shared surfaces on the premises Risk of contracting COVID-19 through airborne and surface contact and subsequent possible serious health implicationsAnyone who comes into contact with stagnant water on the premises | **Cleaning:*** All areas of likely hand contact by users cleaned before and after use.
* Pew bibles, prayer books, leaflets, ornaments & soft furnishings such as kneelers and pew covers removed.
* Areas that are harder to clean will be ‘roped off’ so that they are not used.
* All hard surfaces likely to be touched will be cleaned after each activity. These include handles, rails, pews, seats, door push plates, tabletops, switches and washing facilities.
* Cleaning teams are provided with disposable gloves and aprons for during cleaning and hand sanitiser (or hand washing facilities) on completion.
* Cleaning cloths should be disposable (or disposed of afterwards) and a disinfectant used.
* Advice for keeping churches clean during Covid is available at this [link.](https://www.churchofengland.org/sites/default/files/2020-06/Keeping%20church%20buildings%20clean%20v.2.pdf)
* Advice for cleaning after a person with suspected Covid-19 has used the premises is available to cleaners at this [link.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
* Pedal bins with disposable liners placed at entrances to church buildings and should be sealed and disposed off after.
* Staff and volunteers to check for areas of stagnate water that people may come into contact with and drain and clean.

**Contact Tracing:*** Attendees to have their contact details recorded in case contact tracing needs to take place. This must include telephone numbers and records will disposed of after 3 weeks.

**Hygiene*** Face coverings recommended but not mandatory for those attending as long as 2m distance can be maintained.
* Preachers, readers and so on should take care not to use the same surfaces such as microphones and lecterns.
* Hand washing, hygiene and information posters displayed.
* Hand sanitiser provided at each building entrance.
* All participants and staff asked to hand sanitise.
* Hand packets of pre-packed tissues provided separately on tables at entrances or on pews.
* Pedal bins with disposable liners placed at entrances to church buildings.
* Service or other information can take the form of sheets given to arrivals by people in masks and gloves or placed in pews more than 72 hrs before use.
* Unused sheets to be disposed off/taken home unless details are left on sheets for contact tracing. In which case service sheets to be deposited in a box on leaving.
* Singing is not to be permitted at this stage
* Toilets to be kept open when able to be managed properly including: One person/household at a time, hand washing signs up, hand sanitiser available, paper towels/drier available and normal cleaning before and after events. See this [link](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities) for more information.
* Where possible doors and windows should be left open to encourage airflow.

**Social Distancing:*** Stewarding/warden team appointed and trained/informed of the risk assessment controls.
* All users asked to be 2m apart from other non-household members. Household members/’bubbles’ can sit beside each other in the normal manner.
* Seating/pews to be moved/blocked to ensure a 2m distance between non-household attendees.
* Aisles/corridors to operate a one-way system where possible.
* If necessary floors marked at entrances to encourage distancing.
* Announcements made and volunteers informed to ensure distancing and that crowding does not occur at entrances/exits.
* Maximum attendance in the church/halls at any one time for services is calculated to ensure a 2m distance (and allow for family seating).
* Posters and signs displayed at the entrance to the church to explain social distancing.
* Welcome team/wardens to ensure people are welcomed and informed as they arrive.
* Signs, sanitiser, tissues placed where they cannot create a bottleneck or in pews.

**Responding to Health concerns:*** Attendees asked not to attend if they are experiencing symptoms, recently recovering or in an at-risk group.
* Protocols followed in the event that a person takes ill with Covid-19 symptoms including: Announcements that a person should leave if they develop symptoms, designated ‘isolation’ room(s) nearby if they cannot (with suitable sanitiser and PPE) and a person who will attend to their health needs while they prepare to leave.
* A First Aid kit will be provided on the premises.
* Areas that may be contaminated to be cleaned according to HPA guidelines.
 | All cleaning staff and volunteers to be asked read instructions for preventative cleaning and how to respond to a suspected COVID-19 spread.Rigorous checks carried out by appointed persons to ensure the necessary procedures are followed.To be recorded by staff/volunteers or left by attendeesStaff/volunteers supervising open churches for services to check for provision of hygiene products and information before opening.Supervisors to remind users of hygiene if necessary and inform cleaners of areas used.Posters not to be handled until cleaned/disposed off.Staff/volunteers supervising open churches for services to be responsible for enforcing social distancing.Posters and information regarding social distancing to be checked for display.Social distancing & hygiene conditions to be explained to the wider parish regularly through e-mail etcSpot checks for distancing and hygiene carried out by SV.A member of the church will be assigned as a response person in the event of a person developing Covid-19 symptoms during the service and given further protocols to follow. | Staff and appointed volunteersStaff and appointed volunteersStaff, wardens and other supervisors of churches for servicesStaff, wardens and other supervisors of churches for servicesStaff and Select VestryStaff, wardens and other supervisors of churches for servicesStaff and appointed volunteersSelect vestry and staff Clergy, select vestry and staff  | Before church openingContinuous vigilanceBy the end of the serviceBefore church openingContinuous vigilanceBefore church openingContinuous vigilanceBefore church opening andcontinually Continuous vigilanceWhen required |  |

***Other Risks and Hazards identified in addition to those above:***

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| **Church halls open for general activities** | Spread of Covid-19 Coronavirus through person-to-person contact and surface contact. | Staff and volunteersVisitorsVulnerable groups – Elderly, pregnant, those with existing underlying health conditions.Anyone who comes in physical contact with people/shared surfaces on the premises Risk of contracting COVID-19 through airborne and surface contact and subsequent possible serious health implications | **General controls*** **Cleaning** to take place in accordance with control measures for church buildings for services (see above).
* **Contact Tracing.** All users of the church halls to have their contact details (name, address and phone number) provided for potential tracing.
* **Hygiene controls** to take place in accordance with control measures for church buildings for services (see above). Activities should not involve strenuous exercise or shouting where aerosol dispersal could increase significantly. Hall doors and windows should be opened where possible to aid ventilation.
* **Social distancing** to take place in accordance with control measures for church buildings for services (see above) and to operate so that the halls have a maximum attendance ensuring that there is 2m of space available between users from different households. Departure and arrival times should be managed to reduce pressure at entrances/exits and especially when different groups are using the halls. All organisations and activities will provide enough leaders to ensure the controls are met, particularly where it may be harder to enforce social distancing.
* **Responding to health concerns** to take place in accordance with control measures for church buildings for services (see above).

**Outside organisations** * Organisations booking the premises will provide their own risk assessment and this should be consonant with the general controls as outlined above. Depending on the activity the church and outside organisation may delegate the cleaning controls to the outside organisation as per the risk assessment above.
* Outside organisations will provide their own insurance where applicable.
 | See further action as outlined above | Staff, wardens and other supervisors of churches for servicesStaff and appointed volunteersSelect vestry and staff  | Continuous vigilanceBefore halls opening andcontinually  |  |
| **Church buildings open for Youth Group Activities** | Games/ activities that may encourage physical contact or physical exertionUse of bibles, stationery and study guides.Use of shared equipment. Eg. Pool Cues, games consoles… | Anyone who comes in prolonged physical contact with people or is taking part in an activity. Anyone who comes in physical contact with shared surfaces.Anyone who comes in physical contact with people/shared surfaces on the premises  | **Control measures in addition to the General Controls (above) will include:*** Activities that involve physical exertion or prolonged physical contact are to be avoided due to the increased risk of spreading the virus.
* Encouraging participants to bring their own bible/stationery/study guide. clearly labelled with their name
* If this is not possible storing used bibles/pens/study guides for 72 hours before being used again.
* No shared usage of physical items unless sanitised afterwards.
* Ensure that social distancing measures are in place.
* Each person must sanitise their hands before playing and after.
* Surfaces wiped down every time a user changes.
 | Supervision of areas by Staff/volunteers to ensure that social distancing measures are in place.Staff members/volunteers to ensure participants use their own materials.Designated staff member/volunteer to ensure that any items used are stored in a box and clearly marked with date and time of use.Supervision of areas by Staff/volunteers to ensure that social distancing and cleaning measures are in place. | Staff/ volunteersStaff/ volunteersStaff/ volunteers/ young people | Continuous VigilanceContinuous VigilanceContinuous Vigilance |  |
| **Church buildings open for Sunday School Activities** | Drop off and pick up of children entering the hallGames/ activities that may encourage physical contact or excessive physical exertion Use of supplies of worksheets, stationery, art materials and BiblesUse of shared equipment. e.g. ball, Toileting | Staff and VolunteersParents/ GuardiansVulnerable groups – Elderly, pregnant, those with existing underlying health conditions.Anyone who comes in physical contact with people or is taking part in an activity. Anyone who comes in physical contact with shared surfaces.Anyone who comes in physical contact with people/shared surfaces on the premises Anyone who comes in physical contact with shared surfaces. | **Control measures in addition to the General Controls (above) will include:*** Areas to operate a one-way system where possible.
* If necessary floors marked at entrances to encourage distancing.
* Announcements made and volunteers informed to ensure distancing and that crowding does not occur at entrances/exits.
* Hand washing, hygiene and information posters displayed.
* Hand sanitiser provided at each building entrance.
* These activities are to be avoided due to the increased risk of spreading the virus.
* Encouraging non-contact games with minimal physical exercise
* Ensuring each child has their own plastic bag of colour pencils, glue stick, pencils, scissors for that day’s activities . Bag does not need to be named but each individual child requires their own bag.
* At the end of the class the bags will be lifted by the same volunteer/teacher and placed in a tub with a lid and stored away for the following week, ensuring it has not been opened for at least 72 hours.
* Giving out of worksheets and material by designated staff member/volunteer with gloves and face mask, keep to social distancing measures as much as possible.
* Ensure that social distancing measures are in place.
* Each person must sanitise their hands before playing and after.
* Surfaces wiped down every time a user changes.
* One person/household at a time (unless a leader is needed), hand washing signs up, hand sanitiser available, paper towels/drier available and normal cleaning before and after events.
* Leaders can accompany a child if wearing masks and sanitising hands before and afterwards.
* Children to be reminded to wash hands on entering and exiting.
* Toilets to be cleaned regularly at the end of each event or during if they receive heavy usage or the event lasts for several hours.
* Hand washing, hygiene and information posters displayed.
* Hand sanitiser provided at each toilet entrance and at washing bowls.
 | Supervision of areas by Staff/volunteers to ensure that social distancing measures are in place.Rigorous checks carried out by appointed persons to ensure the necessary procedures are followed.Supervision of areas by Staff/volunteers to ensure that social distancing measures are in place.Designated staff member/volunteer to be appointed to give out bags using gloves and face mask to each child, ensuring social distancing at all timesDesignated staff member/volunteer to be appointed to ensure that any items used are stored in a box with a lid and clearly marked with date and time of use and placed in a secure cupboard or store.Supervision of areas by Staff/volunteers to ensure that social distancing and cleaning measures are in place.Designated staff member/volunteer to be appointed to ensure that all safety measures are in place. | Staff/ volunteersStaff/ volunteersStaff/ volunteersStaff/ volunteers/Staff/ volunteers | At the start and end of the activityContinuous VigilanceContinuous VigilanceContinuous VigilanceContinuous VigilanceWhen required |  |
| **Church buildings open for Crèche Activities** | Spread of Covid-19 Coronavirus through person-to-person contact and surface contact. | Children and volunteers | * Due to the extra controls required for Crèche activities with early years children the church will not be running crèche activities at this time.
* Any shared facilities for children, such as play corners, soft furnishings, soft toys and toys that are hard to clean, should be removed and/or put out of use
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