

# CASTLEFORD TEAM PARISH

## COVID 19 RISK ASSESSMENT

### OPEN FOR WORSHIP – CASTLEFORD PARISH CHURCH - JANUARY 2021

This assessment is based on the Government legislation, Bishops' Council and Leeds Diocese advice in force at 14<sup>th</sup> January 2021 under which churches are able to be open to the public for worship subject to a full consideration of the risks involved. The risks and mitigation measures set out in this assessment build on previous assessments and risk management measures and adopted procedures undertaken during 2020 to open both St Michael's and the Parish Churches for worship. At the time of writing the PCC has agreed to temporarily suspend worship at all other Team Parish venues and hold one Sunday service and funerals at the Parish Church. The primary focus of this plan therefore is to ensure the Parish Church is used safely for worship and funerals.

The overall **goal** of this assessment is:

**To safely open the Parish Church for worship and funerals until further notice.**

To achieve this goal the associated risks and mitigation measures are detailed in the following schedule.

The principles set out below underpin any action taken to achieve the goal

#### PRINCIPLES

1. To enable worship and funerals to take place in as Covid safe way as practicable.
2. To be as welcoming as possible under social distancing and virus transmission prevention restrictions.
3. Prevention of Covid 19 transmission is our highest priority
  - to prevent our existing congregation being exposed or infected
  - to prevent new visitors being exposed or infected
  - to prevent our clergy and volunteers being exposed or infected.
4. To provide sufficient equipment and information and procedures to minimise the risk of transmission.
5. To respond responsibly and rapidly should an infected person be reported to have visited the church.
6. To adhere to legislation in force.
7. To follow guidance based on legislation in force.
8. To establish and share good practice that can be built on as restrictions are lifted.

## OVERALL RISKS

Following Government advice the following risks have been identified which could impact on the church officials, volunteers, visitors and congregation in respect of transmission of the Covid 19 virus.

1. People too close together risk physical or aerosol transmission (e.g. Queuing, worshipping, interacting, exiting)
2. Transmission by aerosol (e.g. Coughing, singing, shouting)
3. Transmission by multiple surface contact (e.g. Handles, books, money, chalice)
4. Delayed transmission by Covid infected person attending without symptoms.

<b>RISK</b>	<b>CAUSE</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>
Electrical systems unsafe	Lack of maintenance	Low	Medium	-The church wiring and safety lighting was upgraded and inspected in 2019. -Full check of all systems was made in June 2020. -Been in regular use since. -Continue regular checks when church is accessed.
<b>RISK</b>	<b>CAUSE</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>
Contaminated water supply	Church not being used	Low	Medium	-The water system has been regularly flushed. -Continue and keep written record.
<b>RISK</b>	<b>CAUSE</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>
Health risks from bacteria and dirt	Church being out of use	Low	Medium	-The church was given a thorough deep clean prior to

				being opened and is subject to regular cleaning which is logged in writing. -Continue regular cleaning regime and record keeping.
<b>RISK</b>	<b>CAUSE</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>
Failure of Safeguarding Duty of Care	People with underlying health risks attending church	Low	High	-Inform the vulnerable of risks and to follow Government guidance regarding shielding and self isolation. -Provide online worship as an alternative to attendance.
	Data Protection non compliance	Low	Medium	-Ensure data protection legislation compliance regarding personal data and images.
<b>RISK</b>	<b>CAUSE</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>
Non compliance with COVID regulations – Social Distancing inside the premises	Insufficient access points and space to comply with social distancing rules	Low	High	-Church has been laid out in accordance with previously agreed risk management plans. -Maximum capacity set at 50 people. Average worship attendance is under 25. -Funerals a maximum of 30. -Seating areas and circulation arrangements clearly set out. -Continue to implement existing practices to maintain social distancing.

				<ul style="list-style-type: none"> <li>-Volunteers to be briefed to adhere to rules.</li> <li>-Stewards or Vergers to greet worshippers and visitors to remind about rules.</li> <li>-Signs have been installed to remind people to maintain distance.</li> <li>-Regular reminders to be given to worshippers not to socially interact.</li> <li>-Celebrants to follow social distancing during robing, procession, at the altar and derobing.</li> </ul>
<b>RISK</b>	<b>CAUSE</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>
Non compliance with COVID regulations – Social Distancing outside the premises	People standing in groups or working too close together	Low	High	<ul style="list-style-type: none"> <li>-Local authority signs in place.</li> <li>-For funerals additional temporary signage to be in place.</li> <li>-Volunteers to be briefed on safe working rules including social distancing.</li> </ul>
<b>RISK</b>	<b>CAUSE</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>
Non compliance with COVID regulations - hygiene	Lack of hand hygiene facilities	Low	High	<ul style="list-style-type: none"> <li>-Sanitiser dispenser installed. -</li> <li>Hot water provided in kitchens and toilets.</li> <li>-Soap, paper towels and cleaning products provided. -</li> </ul>

				Appropriate posters displayed.
Non compliance with COVID regulations – aerosol transmission	Users not observing social distancing and face mask rules  Singing, raised voices  Social interaction	Low	High	<ul style="list-style-type: none"> <li>-Social distancing and face mask rules to be implemented.</li> <li>-Signage in place.</li> <li>-Verbal reminders to be given to visitors and volunteers on each visit.</li> <li>-Disposable face masks are available.</li> <li>-'Catch it, Bin it,Kill it' posters displayed.</li> <li>-Bins provided.</li> <li>-Volunteers to avoid close physical contact when working.</li> <li>-Heating to be kept to minimum. -</li> <li>-Large volume of the church mitigates potential concentration of stale air.</li> <li>-If it is safe and practicable the doors should be kept open for ventilation.</li> <li>-No singing or shouting.</li> <li>-Readers may remove masks to speak. Lectern to be sanitised after use.</li> <li>-Congregation to be reminded on each visit not to socially interact.</li> </ul>
<b>RISK</b>	<b>CAUSE</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>

<p>Non compliance with COVID regulations – multiple surface contact</p>	<p>Users contaminating surfaces touched by other people (e.g. door handles, toilet handles, work surfaces, tables etc.)</p> <p>Handling cash</p>	<p>Medium</p> <p>Low</p>	<p>High</p> <p>High</p>	<ul style="list-style-type: none"> <li>-Holy water stoup emptied and remains so.</li> <li>-Written cleaning instructions are in place requiring that whenever premises are used all multiple contact surfaces are cleaned after use and recorded in the cleaning log.</li> <li>-Toilet use to be monitored and sanitised after each individual use.</li> <li>-Single use, disposable pew sheets to be used .</li> <li>-Service booklets to be quarantined for at least 48 hours after worship.</li> <li>-Votive candle lighter to be sanitised between uses. Notice, cleaning wipes and waste bin in place.</li> <li>-Cashless giving to be encouraged.</li> <li>-Any cash collected to be quarantined before handling and appropriate sanitisation procedures to be followed when handling cash.</li> </ul>
RISK	CAUSE	PROBABILITY	IMPACT	MITIGATION

Non compliance with Covid regulations – Physical contact during worship	Physical contact during the Peace and Communion	Medium	High	-Individuals to remain in their place during the peace and no physical contact. -Celebrant only to take the wine. Host to be given by Celebrant wearing a mask, sanitising before and after.
Non compliance with COVID regulations – Test and Trace	Unable to provide details of individuals to Test and Trace if requested	Low	Medium	-Procedure in place for visitors and volunteers to provide contact details to be kept securely under data protection regulations. - Alternatively, visitors and volunteers can use the NHS QR Code installed at each church.  -Funeral Directors to comply with requirements for funerals.
<b>RISK</b>	<b>CAUSE</b>	<b>PROBABILITY</b>	<b>IMPACT</b>	<b>MITIGATION</b>
Non compliance with COVID regulations – Legal	Lack of clarity over responsibility for COVID 19 Regulations compliance.	Low	Medium	-Regular checks to be made on latest government regulations and advice from Church of England and actioned as required.

