

# ALL SAINTS CHURCH, ALLESLEY

## RISK ASSESSMENT: IN RESPONSE TO COVID 19

Person(s) carrying out the risk assessment	Lizzy Holland (Rector) Candice Harris (Churchwarden)		
Risk assessment focus	Easter Sunday – 6am outdoor service		
Date risk assessment carried out	February 2021	Review date	Every month or when gov guidance is changed whichever comes sooner
This Risk Assessment has been written taking into account all reasonable precautions and following the most up to date Government and Church of England guidance.			

This risk assessment will be looking at the potential risks that may arise during the EASTER SUNDAY SUNRISE SERVICE being conducted in the Churchyard to allow space between congregants and lower the level of risk. We have broken down the general risk of COVID 19 to specific areas and possibilities should a member of the public/employee/volunteer attend while infected with COVID 19. Guidance will be given to all employees and volunteers attending EASTER SUNDAY SUNRISE SERVICE prior to and on the day of attendance.

RISK What is the risk? Why is it a risk?	Risk Level Gov 1-5	Persons at risk	Likelihood	Consequence	Likelihood x Consequence	Risk control measures/action(s) required	Person to action	Date to be actioned by	Date actioned	Review Date and notes
RISK:  Person attending the place of worship who has or suspects they have COVID- 19	4	Clergy  Congregation  Volunteers/staff	3  3  3	4  3  4	12  9  12	<ul style="list-style-type: none"> <li>Clear guidance provided on not attending church/work and following self-isolation guidelines in line with PHE guidance. Updates communicated regularly</li> <li>Staff returning to work reminded of the self-isolation, if symptomatic, guidelines. This includes but is not limited to raised temperature, persistent cough and loss of taste or smell.</li> <li>S/V who are symptomatic or with symptomatic household contact are not</li> </ul>	LH AG S/V	27/03/21		

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<p>WHY: They can pass it on to others</p>						<p>allowed to attend services until the required timeframe has passed in line with current PHE guidelines.</p> <ul style="list-style-type: none"> <li>• S/V who become symptomatic while on the premises to go home and ring NHS 111 or their GP.</li> <li>• A contactless thermometer is available, and all S/V will have temperature checks before services</li> </ul> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Posters detailing when not to enter the building to be clearly displayed</li> <li>• All attendees to be reminded of symptoms and PHE advice on self-isolation when they or their household member has symptoms.</li> <li>• If anyone reports they or household member has symptoms, A member of the team to remind them about available testing.</li> <li>• Team to be informed if anyone becomes ill on the premises, along with notification of areas that have been used by the person</li> <li>• Building to be closed for 48 hours if possible and then a deep clean to be performed.</li> </ul>				
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						<ul style="list-style-type: none"> <li>If building unable to be closed for 48 hours a deep clean should be performed before the next use.</li> </ul>			
<p>RISK: A COVID 19 positive person attending the Easter Sunday Sunrise Service</p> <p>WHY: Potential spread of COVID 19</p>	4	<p>Clergy</p> <p>Congregation</p> <p>Volunteers/staff</p>	3	4	12	<ul style="list-style-type: none"> <li>Encourage all to not attend if showing symptoms of COVID19</li> <li>Encourage all not to attend if they have had a positive test in the last 14 days</li> <li>Encourage all not to attend if been in contact with someone who has tested positive within the last 14 days</li> <li>Clear signage to remind congregants of social distancing, face coverings and hand sanitising stations (one on entrance to the churchyard from the car park and one in the churchyard that Lizzy can access during the service)</li> <li>Face coverings must be worn (Even though we are outside this would still be sensible as an extra precaution)</li> <li>All congregants plus employees and volunteers must sanitise their hands on arrival</li> <li>Booking system to ensure only limited amount of people attend</li> <li>Track and trace details to be taken at booking</li> <li>Limited to 25 households</li> </ul>	LH AG S/V	27/03/21	

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					<ul style="list-style-type: none"> <li>• Only congregants that have booked will be allowed entrance to the service</li> <li>• Temperature checked on entry by steward</li> <li>• Each household requested to bring own sanitiser</li> <li>• Allocated areas given on arrival - steward to meet on entrance to the churchyard and show households where to stand - this will be marked clearly using potted plants with households can take home as an Easter blessing from All Saints.</li> <li>• Congregants must stay in households</li> <li>• Steward(s) around church yard to monitor compliance</li> <li>• All congregants will be requested to arrive from the car park entrance where they will be met by a steward</li> <li>• Temperature checked on arrival</li> <li>• Stewards to indicate a household at a time to leave the churchyard</li> <li>• Use of separate mics for leaders. 1 for person reading and leading intercessions and 1 for Lizzy.</li> </ul>				
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						<p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• LH/AG to communicate this to those booked to attend the service</li> <li>• When advertising include advice not to attend if...(reasons stated above)</li> <li>• LH/AG to prepare signs for the churchyard</li> <li>• AG to take bookings for the service</li> <li>• S/V to display of signage</li> <li>• Set up of sanitiser stations in relevant places – on entry/churchyard for Lizzy to access.</li> <li>• When contacting those who have booked include request to bring their own sanitiser.</li> <li>• LH to purchase potted plants Potted plants to mark safe areas for households to stand</li> <li>• Allocation of steward(s)</li> <li>• List of attendees for stewards to check as people arrive.</li> <li>• Training/guidance of stewards</li> </ul>				
RISK: The giving or receiving of Holy	4	Clergy Congregation Volunteers/staff	4 3 3	4 3 3	12 9 9	<p><b>PREPARATION:</b></p> <ul style="list-style-type: none"> <li>• Staff preparing alter for communion must follow appropriate hygiene procedures: <ul style="list-style-type: none"> <li>- Wear gloves and face mask.</li> </ul> </li> </ul>	LH	27/03/21		

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<p>Communion to/from someone with COVID19</p> <p>WHY: They can pass it on to others</p>						<ul style="list-style-type: none"> <li>- Sanitise all vessels and other hard surfaces that might be touched by priest.</li> <li>- Ensure sufficient hand sanitiser is available for priest to use throughout service.</li> </ul> <p>GIVING AND RECEIVING:</p> <ul style="list-style-type: none"> <li>• Lizzy to hand sanitise before &amp; after touching items</li> <li>• All wafers that aren't being consumed by the Lizzy to be covered while speaking</li> <li>• Lizzy only, to consume the priest's wafer and the wine</li> <li>• Lizzy to take communion to each household to limit movement of people.</li> <li>• Lizzy to indicate which household she is going to so that they can sanitise their hands as she approaches. To ensure hands are not sanitising too far ahead.</li> <li>• Households should wait for Lizzy to move on to next household before removing their masks to consume communion.</li> </ul>				
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					<p>☼ Sanitise hands as Lizzy approaches</p> <p>☼ Once Lizzy has dropped bread into your hands please wait until she is on her way to the next household then remove your mask from the side (so as not to touch your mask) and consume, put facemask back on.</p> <p>☼ Sanitise hands again</p> <ul style="list-style-type: none"><li>• Congregants to only receive bread</li><li>• HC will be administered in silence</li></ul> <p>AFTER COMMUNION:</p> <ul style="list-style-type: none"><li>• All items used during Communion should be cleaned thoroughly using soap and water before being put away.</li></ul> <p>ACTIONS:</p> <ul style="list-style-type: none"><li>• LH to prepare alter for this service to limit contact</li><li>• Signage</li><li>• Notice to congregants of Communion expectations</li><li>• Training/guidance of stewards</li><li>• Allocation of stewards</li></ul>			
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<p>RISK: Congregants not following social distancing rules</p> <p>Why: A Congregant could be COVID Positive and pass onto others</p>	4	<p>Clergy</p> <p>Congregation</p> <p>Volunteers/staff</p>	4	4	12	<ul style="list-style-type: none"> <li>• Signage to be placed around churchyard to remind congregants of government guidelines</li> <li>• Stewards to monitor compliance</li> <li>• At the end of the service Lizzy to ask congregants to leave the churchyard quickly and continue to follow social distancing regulations.</li> <li>• Key staff members to return into Church quickly so as to not encourage congregants to “hang around”</li> <li>• Stewards to indicate a household at a time to leave the churchyard</li> </ul> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• LH/AG to sort signage for churchyard</li> <li>• Training/guidance of stewards</li> <li>• Allocation of stewards</li> </ul>	S/V LH AG	27/03/21		
<p>RISK: Walkers or other members of the public walking through the churchyard</p>	4	<p>Clergy</p> <p>Congregation</p> <p>Volunteers/staff</p>	2	4	8	<ul style="list-style-type: none"> <li>• Signs at all entrances to the Churchyard and carpark stating that there is a service taking place in the churchyard which is ticket only therefore no access - Please follow marked route. Route marked out so that it is obvious to public. If members of the public entered from the road, they could access the field behind easily but</li> </ul>	LH AG	27/03/21		



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<p>WHY: Walker/member of the public could be COVID positive and therefore possibly pass on to congregants of the service</p>					<p>no access to carpark through churchyard – notices to say no access to carpark please access via the road.</p> <ul style="list-style-type: none"> <li>• Service taking place at 6am on a Sunday – Church yard should be quiet at this time.</li> <li>• Short service to limit possible exposure.</li> </ul> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• LH/AG to sort signs for churchyard and carpark</li> <li>• Signage on entrances to churchyard and carpark</li> <li>• Marked footpath and signage for access to fields</li> </ul>				
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