

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	Private Prayer (COVID19)		
Date risk assessment carried out	February 2021	Review date	Monthly / when a change in government guidance 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 when opening up the church to the public for private prayer. 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 private prayer sessions 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: A COVID 19 positive person attending Private Prayer WHY: Potential spread of COVID 19	4	Clergy Congregation Volunteers/staff	3 3 3	4 3 4	12 9 12	<ul style="list-style-type: none"> Encourage all to not attend if showing symptoms of COVID19 Encourage all not to attend if they have had a positive test Encourage all not to attend if been in contact with someone who has tested positive within the last 14 days Clear signage to remind attendees of social distancing, face coverings and hand sanitising stations Face coverings must be worn 	LH AG S/V	27/03/21		

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					<ul style="list-style-type: none"> • All attendees including employees and volunteers must sanitise their hands on entry • Track and trace details to be taken on entry • Allocated seats given on entry and recorded by steward • Temperature checked on entry by steward • Steward(s) inside church to monitor compliance • Limited amount of people allowed in the church at any one time 10 person limit in church – prayer stations set up in the church yard should we reach maximum capacity, attendees can be directed to outdoor stations until space becomes available within Church. • One way system if porch floor is usable – in through porch and out through side door. If porch is not usable stewards to manage the flow of people coming in and going out. This needs to be very clear to both stewards and attendees. <p>ACTIONS:</p> <ul style="list-style-type: none"> • LH/AG to make this information public with all publicity about private prayer and to share with stewards in advance 			
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						<ul style="list-style-type: none"> • When advertising include advice not to attend if...(reasons stated above) • Display of signage • Set up of sanitiser stations in relevant places • Seating plan • Allocation of stewards • Training/guidance of stewards 				
<p>RISK:</p> <p>Person attending the place of worship who has or suspects they have COVID- 19</p> <p>WHY: They can pass it on to others</p>	4	<p>Clergy</p> <p>Congregation</p> <p>Volunteers/staff</p>	3	4	12	<ul style="list-style-type: none"> • Clear guidance provided on not attending church/work and following self-isolation guidelines in line with PHE guidance. Updates communicated regularly • 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. • E/P/V who are symptomatic or with symptomatic household contact are not allowed to attend services until the required timeframe has passed in line with current PHE guidelines. • E/P/V who become symptomatic while on the premises to go home and ring NHS 111 or their GP. 	S/V AG LH	27/03/21		

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					<ul style="list-style-type: none"> • A contactless thermometer is available and all E/P/V will have temperature checks before services <p>ACTIONS:</p> <ul style="list-style-type: none"> • LH/AG to make this information public with all publicity about private prayer and to share with stewards in advance • Posters detailing when not to enter the building to be clearly displayed • Attendees to be reminded of symptoms and PHE advice on self- isolation when they or their household member has symptoms. • If anyone reports they or household member has symptoms, A member of the team to remind them about available testing. • Team to be informed if anyone becomes ill on the premises, along with notification of areas that have been used by the person • Building to be closed for 72 hours if possible and then a deep clean to be performed. 			
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						<ul style="list-style-type: none"> If building unable to be closed for 72 hours a deep clean should be performed before the next use. 				
<p>RISK: Someone touches the pew that is COVID positive WHY: Another person could touch and contract COVID 19</p>	4	<p>Clergy</p> <p>Congr</p> <p>Volunteers</p>	4	4	16	<ul style="list-style-type: none"> Hand sanitiser on entrance Seating plan to ensure seats are only used once and are a safe distance apart Only one person per pew at one time Each attendee will be given a "I have prayed here" card to place in their space to ensure no one uses the same pew space accidentally Limited amount of people in church at any one time. 10 person limit in church If possible, the church building should remain locked and unused for 48hrs. If there is an event happening within 48hrs then a deep clean is required. <p>ACTIONS:</p> <ul style="list-style-type: none"> Set up of sanitiser stations in relevant places Seating plan Allocation of stewards Training/guidance of stewards LH/AG to produce "I have prayed here" cards for people to leave in seats so these seats are not used again. LH to update seating plan 	LH AG S/V	27/03/21		

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						<ul style="list-style-type: none"> • Signage for when Church is “Locked up” for 48hrs. • Email all key holders when Church has been “locked up” to let them know that Church is not accessible for 48hrs. 				
<p>RISK: Lighting of candles – equipment being used by someone with COVID 19</p> <p>WHY: The potential of another person(s) being infected.</p>	4	<p>Clergy</p> <p>Congr</p> <p>Volunteers</p>	4	4	16	<ul style="list-style-type: none"> • Hand sanitiser station before candle lighting area • Clear signage to encourage hand sanitising. • Steward sat near by that has the responsibility of ensuring only 1 person at the station at a time and wipes down anything touched be the previous person • A central large candle to light smaller candles from to stop the need of lighting implements • Candles spread out on sanitiser station to stop attendees from touching more than one candle <p>ACTIONS:</p> <ul style="list-style-type: none"> • Display of signage • LH to set up church to ensure hand sanitiser is near the candle station • Set up of sanitiser stations in relevant places • Allocation of stewards • Training/guidance of stewards 	LH S/V	27/03/21		

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						<ul style="list-style-type: none">• Laying out of candles• Set up of candle lighting area• Sanitising wipes to be available for steward				
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