

# St Andrew's Church, Dearnley

## Covid 19 Risk Assessment

The government guidance for the safe use of places of worship during the 2020/21/22 pandemic, requires a risk assessment for each church building and grounds. This risk assessment has been based on the template issued by the House of Bishops Covid 19 recovery group. (Version Number 10, 10<sup>th</sup> December 2021) and relates to opening and remaining open for public worship in our Church buildings. This risk assessment will be updated as the guidance changes over the coming months/years.

<b>Assessor's name</b>	<b>Date completed</b>	<b>Version</b>	<b>Review date</b>
Revd Rachel Battershell (Incumbent)	11 <sup>th</sup> December 2021	9	Jan/Feb 2022

<b>Review Date</b>	<b>Reviewed by</b>	<b>Notes / Amendments</b>	<b>Next Review Date</b>
November 2020	Rev Rachel Battershell	Updated and added guidance on pastoral visiting.	December 2020 Prior to reopening!
December 2020	Rev Rachel Battershell	Updated before reopening and added guidance re administration of Holy Communion in both kinds	February 2021
February 2020	Rev Rachel Battershell	Updates on Contractors, use of Church for permitted activities and update on Occasional offices.	April 2021
April 2020	Rev Rachel Battershell	Update on Funerals, Baptism services and an update for user groups using church building.	May 2021
May 2021	Rev Rachel Battershell	Update on church grounds and maintenance, serving refreshments, undertaking funerals & Weddings, and singing.	June 2021
August 2021	Rev Rachel Battershell	Update following the Government relaxation of restrictions. The introduction of the choir & singing!	December 2021

December 2021	Rev Rachel Battershell	Update following the Government's announcement of the mandatory wearing of masks indoors to reduce the spread of the Omicron variant.	January / February 2022
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## Risk Assessment

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to Church building</b>  <b>Risk: contracting or spreading the virus by not social distancing or by touching contaminated services</b>	Separate entry to the church building, has been clearly identified for those entering the building which is different from the entrance of the public.	North Door (Fire Exit) Vestry Door	AG	29/03/20
	Record all those who enter the building for Track & Trace including contractors. Display the QR code for the church.	Record book to record visits.	All Church users	Ongoing
	Lone working policy has been updated in H & S Policy.	H & S Policy 2021	RB	Updated Jan 2021
	Church is aired and Water systems are flushed each week to prevent any standing water.	If not in use every week.	Clergy	Ongoing
	Check electrical and heating systems. Report any defects to CW/BFO		CW	Ongoing
	Keep font bowl empty.	Remove water after Baptism	Clergy & Servers	Ongoing
	Ensure safe use of any equipment and avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Clergy & CW	Ongoing
	Provide hand washing facilities & hand sanitiser.		CW	Ongoing
	Review C/E guidance on cleaning church buildings		COVID 19 Cleaning Team	12/07/20
	Reduce the contact of people with surfaces, e.g. by electronic documents rather than paperwork.		CW	12/07/20
	Provide card reader for donations to reduce the use of cash. Provide sanitiser for those handling cash		Treasurer	Ongoing
	Face covering are mandatory unless exempt inside Church, unless singing.		RB	10.12.21

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<b>Access for any contractors to enter the church building.</b>	Confirm that all controls above our completed prior to the contractors visit.		Buildings & Fabric Officer	Ongoing
	Confirm that all contractors have carried out their own risk assessments for themselves and their employees. Check they have their public liability insurance in place.		Building & Fabric Officer	Ongoing
	Make sure that areas touched by contractors are cleaned after their visit, including toilet facilities.		Building & Fabric Officer	Ongoing
	Confirm the person responsible to open and close the building.		CW	Ongoing
<b>Consider whether to remain open to the public for private prayer, public worship, and other permitted church services.</b>	Regularly review if the Church can continue to offer public worship, and other services following guidance from Government and the Church of England. This must be agreed by the PCC.	PCC reopened for public worship from 14th March 2021.	PCC	Next PCC meeting
	Maintain an ongoing booking system for those attending Sunday worship, so we are aware of numbers in attendance. Record those attending other services.	standrewsbooking@outlook.com	PCC Secretary Clergy	Ongoing
	Check if the church has enough clergy and volunteers to be able to open the building safely for public worship and people willing to facilitate opening and cleaning the building.		Vicar CW	Ongoing
	Update our website, A Church Near You, and our social media re any changes.	Updated prior to any changes.	Vicar	Ongoing
<b>Prepare the Church for access by members of the public for any permitted purposes including worship.</b>	Confirmed that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.		Clergy & CW	Ongoing
	Communicate via website and social media the requirements to those attending worship that it is again mandatory to wear a face covering unless exempt. Be aware of numbers attending baptisms, weddings, funerals, commemorative events and any other permitted activities where upper limits apply.	Currently no restrictions in number of those attending.	Clergy & CW	Ongoing

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<b>Risk:</b> Getting or spreading coronavirus in common use high traffic areas such as small spaces, toilet facilities, entry/exit points and other communal areas.	Review C/E guide on cleaning church buildings.		COVID 19 Cleaning Team	Ongoing
	Maintain one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times.	West doors to enter, North door to exit.	CW	12/07/20
	Maintain social distancing while people wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		CW	16/07/20
	Doors should be opened temporarily to improve ventilation.	West, North & south doors	CW	Ongoing
	Maintain the heating system is safe to use		CW	Ongoing
	Any Hymn books and service books should be quarantined for at least 48 hours between use.		RB	Ongoing
	Remove any devotional objects or items that cannot be cleaned (if they are liable to be touched or closely breathed on)	Removed kneelers etc.	CW	Ongoing
	Review use of children’s resources.	Children’s resources kept in cupboard and new wipeable resources provided.	RB	Ongoing
	Walk through the church regularly to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors.	More seats provided inside	RB & JP	Ongoing
	Chairs placed socially distant to maintain distancing.	Seating plan agreed in March 2021 with 1m space between seats.	RB & JP	02/07/20
	Look at placement of hand sanitisers within building	Two sanitizer stations within church and one in parish room. Sanitizer provided in toilets.	JP	12/07/20
	Maintain notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	A4 & A3 posters	JP	16/07/20
Ensure all high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		CW	Ongoing	

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	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Anti-bacterial handwash & paper towels re-filled, and bin emptied on a weekly basis.	CW & Verger	Ongoing
	Check toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Disabled toilet cleaned and anti-bacterial handwash & paper towels re-filled, and bin emptied on a weekly basis	CW & Verger	Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Change weekly	CW & Verger	Ongoing
	Provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days.	List provided for each service to record those in attendance. Pens will be kept separately for 72 hours after use.	CW	Ongoing
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  <b>Risk:</b> Getting or spreading coronavirus by not cleaning surfaces,	If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.		N/A	N/A
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	COVID -19 cleaning Team all under 70	JP	12/07/20 Ongoing
	Set up a rota as required for Church cleaning	Professional cleaners for Parish rooms from 03/09/21	CW	Ongoing
	Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.	Professional cleaners for Parish rooms from 03/09/21	CW	Ongoing
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		CW	Ongoing
	Any books deemed essential for services should be quarantined for 72 hours after use.		CW	Ongoing

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equipment, and shared facilities.	All cleaners provided with disposable gloves and aprons.	Check stock levels of gloves and aprons.	CW	12/07/20 Ongoing
	Provided suitable cleaning materials, depending on materials and if historic surfaces are to be cleaned.		CW	12/07/20 Ongoing
	Clean church seats and areas touched between services.	Clean chairs after any service if there are other services happening before 72 hours has lapsed.	CW & Vergers	Ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Church Warden or Verger	Church Wardens Verger	Ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Weekly	CW	Ongoing
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>  <b>Risk:</b> Preventing the spread of Coronavirus.	If possible close the church building for 72 hours with no access permitted.		CW	Ongoing
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.		CW	Ongoing
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	COVID 19 cleaning team in place	CW	Ongoing
	Congregational singing is allowed as well as organ music. We will have three hymns and three communion hymns.	The organist will enter at the east end of church and remain in	David Wright and other organists	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Public Worship - Service of Holy Communion</b>  <b>Risk:</b> contracting or spreading the virus during the service.  [COVID-19 Advice on Receiving Holy Communion in both kinds by simultaneous administration 1 <sup>st</sup> Dec 2020 v1.1]	A church choir can sing during the service and sit once again in the choir stalls. Masks to be worn when not singing.	the chancel area, cleaning all they have touched as they leave.		
	Clergy will wear their own vestments and keep them apart from others. Any church vestments must be isolated for 72 hours before being used again.		Clergy	Ongoing
	Priest presiding to set up communion vessels after sterilising hands and to be the only one to handle the communion vessels during the service. If servers assist in preparation for worship, or after the service, they need to follow strict hygiene and sanitise their hands prior to handling any communion wafers.	There will be 72 hours between the communion vessels being used.	Clergy Servers	Ongoing
	Bread & wine to be used with the congregation should remain covered during the service. The presiding priest will cover face and sanitise hands before distribution. Communion can be taken in one kind or in two. The congregation can indicate (nonverbal) to the presiding priest that they wish the wafer to be dipped into the wine. The priest will then dip the wafer into the wine before dropping it on the hand. The priest should not take his/her communion until after everyone else. No words will be said during distribution. The congregation are encouraged to sanitise their hands before and after receiving the host.	Should hands come into contact both the priest and member of congregation should sanitise hands. Whilst this involves being closer than the recommended social distance it is deemed the risk is minimal as a face covering is being worn and it is for a very short amount of time. Sanitizer must be available in two places.	Presiding Priest Congregation	Ongoing
	Communicants should receive communion standing and line up at a social distance	Stewards will guide the congregation to communion row by row to ensure a social distance is maintained.	CW	Ongoing
	Collection will be placed in the plate as people enter church and be brought up before the service starts and placed on a stand in the chancel. Use of card reader encouraged.	Collection will be bagged after the service by someone wearing gloves and left for 72 hours before it is counted	CW	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name	
	Members of the congregation will collect their service booklet and hymn books at the beginning of the service and drop into box at the end of the service.	All used service booklets are left in box for 72 hours, then are able to be used again.	CW	Ongoing	
	Weekly notice sheets will be available at the beginning of the service and taken home at the end of the service	The printing must be done 72 hours before the service.	Clergy	Ongoing	
	Those doing the readings or intercessions should do so in front of the mic in the chancel.		Those on the rota	Ongoing	
	Refreshments will be served after the service. A rota to be prepared for those helping with refreshments.	Disposable cups will be used.	Church Wardens	N/A	
<b>Funerals, in Church, by graveside and the Internment of ashes.</b>  <b>Risk:</b> contracting or spreading the virus during the service.  [COVID-19 Advice for Conducting Funerals 16 <sup>th</sup> June 2021 v5.9]	The restrictions of the limit of mourners in Church has been lifted. St Andrew's church can now accommodate a larger number of mourners. The clergy will review each funeral numbers and plan seating arrangements.	If requested the service can be Live streamed. Plan seating before Funeral	Celebrant and Funeral Directors Verger	Ongoing	
	Anyone may sit together but it is still encouraged to observe some social distancing.				
	The minister must access that they can effectively 'manage' the number of people in attendance for each funeral.				
	Contact details in place for all Mourners. A list will be provided by the family to record all those in attendance.			Clergy Verger	Ongoing
	Face-coverings is again mandatory			CW	10.12.21
	Those who are self -isolating can attend but not is there is someone extremely vulnerable and must maintain 2 metres distance			Clergy Verger	Ongoing
Mourners are encouraged to come straight into church & be seated and not wait for the coffin to this will allow for controlled entry into church.		The exception to this will be those arriving after the coffin in a funeral car	Verger Funeral directors	Ongoing	



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	Music will be allowed either organ or electronic. Singing is allowed with face coverings in place.		Celebrant Funeral directors	Ongoing
	Service sheets can be placed on seats before the service and must be taken out after the service, and left accidentally should be removed by someone wearing gloves and immediately placed in the recycle bin.		Verger Funeral Director	Ongoing
	Mourners are encouraged to maintain a social distance outside the church as the hearse arrives & leaves		Verger Funeral Director	Ongoing
	If there has been or will be a service within 72 hrs of the funeral in church the church should be cleaned following the Church of England guidelines before and or after the service.		Verger Funeral director	Ongoing`
	For burial of ashes or an interment of body in the churchyard or Cemetery, social distance is encouraged around the plot, with no limit to numbers. Disposable order of service can be used. Ashes or Coffin should only be handled by one person or FD, who will be responsible for placing them in the ground.		Clergy	Ongoing
<b>Baptism Services</b> (Stand alone services as per before Covid Pandemic)  <b>Risk:</b> contracting or spreading the virus during the service.	Contact details in place for all those attending Baptism services. A list will be provided by the family to record all those in attendance.	Baptism service restarted from 2 <sup>nd</sup> May 2021. Restrict other church staff to one or two. (Baptism Buddies) Plan seating if necessary.	RB	Ongoing
	Face covering is mandatory once again	Church can provide as necessary.	CW	10.12.21
	No one with any symptoms should attend. The use of live streaming is encouraged to reduce the number in attendance.	Review each family attendance as necessary.	Clergy	Ongoing
	Those attending will be seated in household to reduce social gatherings.		Baptism Buddy	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
[COVID-19 Advice for Clergy conducting Baptisms 12 <sup>th</sup> January 2021 v4.6]	Reduce the interaction with families before and during the service.	Use an online platform to get together with families before the baptism service.	Clergy	Ongoing
	Restrict the number of people at the Font to Clergy, candidate, parents & Godparents.		Clergy	Ongoing
	If the candidate is an infant or young child, he or she should be held by a parent or guardian for the whole service.	This should be agreed before the service commences.	Clergy	Ongoing
	Clergy to be mindful of their own personal hygiene. To wash hands before and after the service. Sanitise hand during the service as required.			
	The minister can add oil on the candidate's forehead or head but must sanitise their hands afterwards. No one should sign themselves or springle others during or after the baptism.		Clergy	Ongoing.
	Water should be poured onto the candidate using a silver shell. The minister must not touch the candidate. A disposable towel should be made available to the candidate or parent.	Silver shell not used again for over 72 hours.		Ongoing
	If a lighted candle and other materials is given at the end of the service, the minister must sanitize his/her hands before & after.			Ongoing
	Any paperwork must be completed 72 hours before the service. All service booklets must not be used for 72 hours.			Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p><b>Clergy pastoral visiting</b></p> <p><b>Risk:</b> contracting or spreading the virus during the Visit.</p> <p>[Covid -19 Advice on pastoral support in the community 17<sup>th</sup> August V2]</p>	<p>Before undertaking a home visit, we must consider:</p> <ol style="list-style-type: none"> <li>1. Is it necessary?</li> <li>2. Could a Zoom call be used instead?</li> <li>3. Is anyone in the household vulnerable or have Covid 19 symptoms/diagnosis?</li> <li>4. Assess your own situation, are you vulnerable, showing symptoms or are self-isolating?</li> </ol> <p>If a visit is appropriate at this specific time, then:</p> <ol style="list-style-type: none"> <li>1. Plan your visit well.</li> <li>2. Wash/Sanitise hands before and after visit.</li> <li>3. Wear a face covering, Mask and/or shield.</li> <li>4. Wear apron &amp; gloves if necessary.</li> <li>5. Maintain 2 metre distance where possible.</li> <li>6. Avoid touching the person and belongings.</li> </ol>	<p>Incumbent must be made aware of any home visits.</p>	<p>Clergy</p>	<p>Ongoing</p>
	<p>Reporting any symptoms of coronavirus to Incumbent</p>		<p>Clergy</p>	<p>Ongoing</p>
<p><b>Administer of Holy Communion during a Home Visit.</b></p> <p>[Covid -19 Advice on pastoral support in the community 17<sup>th</sup> August V2]</p>	<p>Please take the controls measures above regarding home visiting.</p> <p>If you have decided to make the visit you must:</p> <ol style="list-style-type: none"> <li>1. Prepare a clean Pyx in church.</li> <li>2. Add bread (Host) into pyx following careful hand hygiene.</li> <li>3. Use disposable Service sheets.</li> <li>4. Sanitise your hands before using the pyx.</li> <li>5. Wear a face covering, an apron and gloves if necessary, when administering.</li> <li>6. Put pyx into a sealed plastic bag prior to leaving the house.</li> <li>7. Leave bag for 72 hours and then wash pyx with hot soapy water and dry.</li> </ol>	<p>Incumbent must be made aware of any home visits.</p>	<p>Clergy</p>	<p>Ongoing</p>

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<b>Laying on of hands and anointing with oil, during a home visit.</b> [Covid -19 Advice on pastoral support in the community 17 <sup>th</sup> August V2]	Please take the controls measures above regarding home visiting. If you have decided to make the visit you must: <ol style="list-style-type: none"> <li>1. Avoid laying hands on anyone, even if asked.</li> <li>2. Wear a face covering, an apron and gloves if necessary.</li> <li>3. Use an applicator to anoint with oil. i.e Cotton bud and dispose immediately.</li> </ol>		Clergy	Ongoing
<b>Use of the church for permitted activities other than private prayer or worship.</b>  <b>Risk:</b> contracting or spreading the virus by any user groups using the church building	Consider the specific guidance in place for those activities and assess the additional controls.  Any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.  Any equipment must be put out by the user group and put away afterwards.  Chairs, tables and toilet etc must be cleaned after any session. Floors should be swept after each session.  Church doors locked to main Church from parish rooms to reduce the spread of virus.	Allow user groups to use the parish room in line with government guidance:  Jo Jingles is offering a support group for mothers from the 23 <sup>rd</sup> April 2021 once a week.  Karate sessions for children and Adults using the indoor space.  Rainbows, Brownies & Guides groups will recommence in September 21 using the indoor and outdoor space available  Wine society will restart their monthly meetings in September 21..	Clergy Church Wardens User groups	Ongoing
	Review any cleaning before and after group have used Church building.	Inform user groups of cleaning required.	RB & CW	Ongoing

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		Commercial cleaners to clean parish rooms.		
<b>Church Meetings</b>	All Church meetings (PPC) can be undertaken online i.e. Zoom or in person. The APCM which can be completed live & online after Sunday worship.		RB & CW	Ongoing
<b>Use of the church for weddings and commemorative services.</b>  <b>Risk:</b> contracting or spreading the virus by not social distancing or by touching contaminated services	The restrictions of the limit of Wedding Guests in Church have been lifted. St Andrew's church can now accommodate a larger number of guests. The clergy will review each wedding and plan seating arrangements.	If requested the service can be Live streamed.	Clergy Verger	Ongoing
	A list of contact details and seating plan will be provided by the family to record all those in attendance.			
	All those attending must wear face coverings unless exempt. Bride & Groom exempt.			
	Guests will have to come straight into church be seated and not wait for the Bride.			
	Music and singing is allowed. The choir are also allowed to sing.			
	Service sheets can be placed on seats before the service and must be taken out after the service and left accidentally should be removed by someone wearing gloves and immediately placed in the recycle bin.			
	If there has been or will be a service within 72 hrs of the Wedding in church the church should be cleaned following the Church of England guidelines before and or after the service.		Church Wardens	Ongoing
	Drinks and food can be served for consumption inside and outside and for a takeaway.		Church Wardens	Ongoing

<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<b>Serving Refreshments</b>	No restrictions to numbers of people sitting together inside Church.	Chairs provided in Parish room.	Church Wardens	Ongoing
	All those serving and preparing refreshments must follow food hygiene standards and must be provided with PPE.		Church Wardens	Ongoing
	Disposable cups and plate can be used and disposed of safely. If crockery is to be used then those tasked with washing up should be given PPE		CW	Ongoing
<b>Church Grounds</b>	Church grounds can remain open to the public including Churchyard.	Allow suitable areas to grow long for a few weeks, letting natural wildflowers grow and encouraging biodiversity.	Incumbent	Ongoing
	No restrictions to the number of people allowed to gather outdoors.		Incumbent	Ongoing
<b>Maintenance of Church Grounds</b>	Whoever undertakes gardening, whether volunteer or professional, must take responsibility for the equipment that they use and for maintaining appropriate physical distancing.		Gardeners	Ongoing
	If they are using the church's equipment, then it should be sanitised before and after use.		Gardeners	Ongoing
	Maintain the Health & Safety of all users. Monitor any ongoing issues.		CW	Ongoing
	Report any damage to the grounds, including damage to walls and tomb stones. Repair as necessary.		CW	Ongoing