

St Andrew's Church, Dearnley

Covid 19 Risk Assessment

The government guidance for the safe use of places of worship during & after the 2020/21/22 Covid 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, 10th December 2021) and relates to remaining open for public worship in our Church buildings. This risk assessment will be updated as the guidance changes over the coming months/years.

Assessor's name	Date completed	Version	Review date
Revd Rachel Battershell (Incumbent)	2 nd February 2023	11	February 2024

Review Date	Reviewed by	Notes / Amendments	Next Review Date
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
February 2022	Rev Rachel Battershell	Update following the Government's announcement to make masks optional. No need to record those in attendance at services.	February 2023
February 2023	Rev Rachel Battershell	Annual review of Risk Assessment. All activities have returned to pre-covid arrangements.	February 2024

Risk Assessment

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to Church building Risk: contracting or spreading the virus by not social distancing or by touching contaminated services	Display the QR code for the church.	Not required to record attendance Feb 22	CW	Ongoing
	Lone working policy has been updated in H & S Policy.	H & S Policy 2023	RB	Updated Jan 2023
	Church is aired and Water systems are flushed as required	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		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	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Face covering are optional for all.		RB	Ongoing
Access for any contractors to enter the church building.	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
Consider whether to remain open to the public for private prayer, public worship, and other permitted church services.	Regularly review if the Church can continue to offer public worship, and other services following guidance from Government and the Church of England.	PCC reopened for public worship from 14th March 2021.	PCC	Next PCC meeting
	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
Prepare the Church for access by members of the public for any permitted purposes including worship.	Confirmed that all steps (above) have been carried out before anyone accesses the building.		Clergy & CW	Ongoing
	Communicate via website and social media any requirements to those attending worship. Be aware of numbers attending baptisms, weddings, funerals, commemorative events and any other permitted activities.	Currently no restrictions in number of those attending.	Clergy & CW	Ongoing
	Review C/E guide on cleaning church buildings.		Cleaning Team	Ongoing
	Doors should be opened to improve ventilation if required	West, North & South doors	CW	Ongoing
	Maintain the heating system is safe to use		CW	Ongoing
	Review use of children's resources.	Children's resources kept in cupboard and new wipeable resources provided.	RB	Ongoing

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Risk: Getting or spreading coronavirus in common use high traffic areas such as small spaces, toilet facilities, entry/exit points and other communal areas.	Walk through the church regularly to plan for any social distancing if needed.	More seats provided inside	RB & JP	Ongoing
	Chairs replaced as before covid.	Seating plan returned to pre-covid Feb 2023	RB & JP	Ongoing
	Look at placement of hand sanitisers within building		JP	12/07/20
	Ensure all high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		CW	Ongoing
	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
Cleaning the church Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment, and shared facilities.	Set up a rota as required for Church cleaning		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
	All cleaners provided with disposable gloves and aprons.	Check stock levels of gloves	CW	Ongoing
	Provided suitable cleaning materials, depending on materials and if historic surfaces are to be cleaned.		CW	12/07/20 Ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Church Warden or Verger	Church Wardens Verger	Ongoing

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Cleaning the Church after known exposure to someone with Coronavirus symptoms	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.	Cleaning Team	CW	Ongoing
Public Worship - Service of Holy Communion Risk: contracting or spreading the virus during the service. [COVID-19 Advice on Receiving Holy Communion in both kinds by simultaneous administration 1 st Dec 2020 v1.1]	Congregational singing is allowed as well as organ music. A church choir can sing during the service and sit once again in the choir stalls.			Ongoing
	Any church vestments must be kept clean		Clergy	Ongoing
	Those setting up communion vessels must wash their hands before and after the service.		Clergy Servers	Ongoing
	The presiding priest will continue to sanitise hands before distribution setting up the Altar. Communion can be taken in one kind or in two. The shared Chalice can be used. Intinction is NOT allowed.	Sanitizer must be available	Presiding Priest Congregation	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.		CW	Ongoing
	The congregation will collect their service booklet and hymn books at the beginning of the service and replace at the end of the service.		CW	Ongoing
	Weekly notice sheets will be available at the beginning of the service and taken home at the end of 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

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	Refreshments will be served after the service. A rota to be prepared for those helping with refreshments.		Church Wardens	N/A
Funerals, in Church, at the graveside and the Internment of ashes.	St Andrew's church can now accommodate a larger number of mourners with no restrictions. The minister must access that they can effectively 'manage' the number of people in attendance for each funeral.	If requested the service can be Live streamed.	Celebrant and Funeral Directors 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
	Music & singing is allowed.		Celebrant	Ongoing
Baptism Services (Stand alone services) Risk: contracting or spreading the virus during the service.	No one with any symptoms should attend. The use of live streaming is available		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 use oil on the candidate's forehead.		Clergy	Ongoing
	Water should be poured onto the candidate head using a silver shell.			Ongoing
	If a lighted candle and other materials is given at the end of the service, the minister must sanitize his/her hands before the service			Ongoing
Pastoral visiting	Before undertaking a home visit, everyone must consider: <ul style="list-style-type: none"> 1. Is anyone in the household have Covid 19 symptoms/diagnosis? 2. Assess your own situation, are you vulnerable, showing symptoms or are self-isolating? 		Clergy & Pastoral Visiting Team	Ongoing

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Risk: contracting or spreading the virus during the Visit.	Reporting any symptoms of coronavirus to Incumbent		All	Ongoing
Administer of Holy Communion during a Home Visit or at a Care Home	Please take the controls measures above regarding home visiting and visits to Care Homes. <ol style="list-style-type: none"> 1. Prepare a clean Pyx & Bottle in church. 2. Add bread (Host) into pyx following careful hand hygiene and wine into bottle. 3. Sanitise your hands before undertaking service. 		Clergy and Pastoral visiting Team	Ongoing
Laying on of hands and anointing with oil, during a home visit.	Wash hands before and after anointing		Clergy	Ongoing
Use of the church for permitted activities other than private prayer or worship.	Any external group using the church has 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. Floors should be swept after each session.	Allow user groups to use the parish room in line with this risk assessment.	Clergy Church Wardens User groups	Ongoing
Church Meetings	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
Use of the church for weddings and	Guests are advised 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.	If requested the service can be Live streamed.	Clergy Verger	Ongoing

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commemorative services.	Service sheets can be placed on seats before the service and must be taken out after the service.			
Serving Refreshments	Drinks and food can be served for consumption inside and outside and for a takeaway.		CW	Ongoing
	No restrictions to numbers of people sitting together inside Church.	Chairs provided in Parish room.	CW	Ongoing
	All those serving and preparing refreshments must follow food hygiene standards and must be provided with PPE.		CW	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
Church Grounds	Church grounds can remain open to the public including Churchyard. No restrictions to the number of people allowed to gather outdoors.	Allow suitable areas to grow long for a few weeks, letting natural wildflowers grow and encouraging biodiversity.	Incumbent	Ongoing
Maintenance of Church Grounds	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