

# 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)	15 <sup>th</sup> February 2022	10	April/May 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
February 2022	Rev Rachel Battershell	Update following the Government's announcement to make masks optional. No need to record those in attendance at services.	April / May 2022

## 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>	Display the QR code for the church.	Not required to record attendance Feb 22		Ongoing
	Lone working policy has been updated in H & S Policy.	H & S Policy 2022	RB	Updated Jan 2022
	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		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 optional for all except the Priest during parts of the Eucharist.		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.	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
<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 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.		COVID 19 Cleaning Team	Ongoing
	Encourage social distancing while people arrive & leave.		CW	16/07/20
	Doors should be opened to improve ventilation.	West, North & South doors	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.	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
	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 any social distancing if needed.	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	Ongoing
	Look at placement of hand sanitisers within building		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
	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	
	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

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<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, equipment, and shared facilities.	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
	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 as required.	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</b>	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

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<b>exposure to someone with Coronavirus symptoms</b>	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
<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]	Congregational singing is allowed as well as organ music. We will have three hymns and three communion hymns. A church choir can sing during the service and sit once again in the choir stalls.			Ongoing
	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

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	Communicants should receive communion standing and line up at a social distance	Stewards will guide the congregation during the service.	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
	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 are available	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	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.  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.	If requested the service can be Live streamed.	Celebrant and Funeral Directors Verger	Ongoing
	Face-coverings are optional.		CW	10/12/21
	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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Funerals 16 <sup>th</sup> June 2021 v5.9]	Music & singing is allowed.		Celebrant	Ongoing
	Service sheets can be placed on seats before the service		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 (Stand alone services as per before Covid Pandemic)</b>  <b>Risk: contracting or spreading the virus during the service.</b>  [COVID-19 Advice for Clergy conducting	Face coverings are optional	Church can provide as necessary.	CW	10/12/21
	No one with any symptoms should attend. The use of live streaming is available		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 use oil on the candidate's forehead.		Clergy	Ongoing
	Water should be poured onto the candidate head using a silver shell.	Silver shell not used again for over 72 hours.		



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Baptisms 12 <sup>th</sup> January 2021 v4.6]	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
<b>Clergy pastoral visiting</b>  <b>Risk:</b> contracting or spreading the virus during the Visit.  [Covid -19 Advice on pastoral support in the community 17 <sup>th</sup> August V2]	Before undertaking a home visit, we must consider: <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> If a visit is appropriate at this specific time, then: <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 as required</li> <li>4. Wear apron &amp; gloves if necessary.</li> <li>5. Maintain 2 metre distance where possible.</li> </ol> Avoid touching the person and belongings.	Incumbent must be made aware of any home visits.	Clergy	Ongoing
	Reporting any symptoms of coronavirus to Incumbent		Clergy	Ongoing
<b>Administer of Holy Communion during a Home Visit.</b> [Covid -19 Advice on pastoral support in the community	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. Prepare a clean Pyx in church.</li> <li>2. Add bread (Host) into pyx following careful hand hygiene.</li> <li>3. Sanitise your hands before using the pyx.</li> <li>4. Wear a face covering, an apron and gloves if necessary, when administering.</li> </ol>	Incumbent must be made aware of any home visits.	Clergy	Ongoing

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17 <sup>th</sup> August V2]	5. Put pyx into a sealed plastic bag prior to leaving the house. 6. Leave bag for 72 hours and then wash pyx with hot soapy water and dry.			
<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. Consider risk before laying hands on anyone.</li> <li>2. Wear a face covering, if necessary.</li> </ol>	Incumbent must be made aware of any home visits.	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	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.	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	Clergy Church Wardens User groups	Ongoing

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using the church building	Church doors left open to main Church from parish rooms to enable ventilation	Wine society will restart their monthly meetings in September 21.		
	Review any cleaning before and after group have used Church building.	Inform user groups of cleaning required. Commercial cleaners to clean parish rooms.	RB & CW	Ongoing
<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 surfaces	Face coverings are optional.	If requested the service can be Live streamed.	Clergy Verger	Ongoing
	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.			
	Service sheets can be placed on seats before the service and must be taken out after the service.			
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				

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<b>Serving Refreshments</b>	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
<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