

# St Gabriel's Church

## COVID-19 RISK

### ASSESSMENT

#### Version Control

Issue Date	Version Number	Issued by
19 <sup>th</sup> June 2021	10	Canon Malcolm Rogers, on behalf of the COVID19The Parochial Church Council

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**Risk assessment template**

<b>Church:</b> St Gabriel's Huyton Quarry	<b>Assessor's name:</b> Canon Malcolm Rogers and Covid Management and Recovery Group of the PCC	<b>Date completed:</b> 19 <sup>th</sup> June 2021	<b>Review date:</b> 15 <sup>th</sup> July 2021
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church building for public worship, private prayer or meetings</b>  <b>Risk:</b> contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role in the recording/livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church.	Advice on livestreaming and recording can be found <a href="#">here</a> .	Malcolm	19 <sup>th</sup> June
		Entrance to be the main door to church – clearly marked with Covid symptoms info Vestry corridor – one person at a time, signage both ends – doors left open Exit from church – entrance area just one way (out) no loitering either side. A church officer appointed to oversee the vestry corridor/toilet area and also the church entrance/exit area (armed with face masks, and disinfectant) – rotas required.	Wardens	Ongoing
		Hand sanitiser located near entrance. Additional bottles	Malcolm	ongoing

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		available inside. One way system clearly marked around the back of the church together with key messages. Tables removed – preferably /not in use apart from contactless reader station.	Verger (especially at end of services)	
	Identify one point of entry to the church building, and a separate exit if possible.	Not possible, only one entrance. Control measures in place (no queuing in porch, doors open)	Malcolm for signage. Verger for implementation	19 <sup>th</sup> June
	A suitable lone working policy has been consulted if relevant.	Lone Working Policy adopted by PCC and circulated with weekly emails. Needs adding to website	Ross Hooton	
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	RCD in place and x6 professionally installed sockets at AVA desk	Malcolm	ongoing
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	In place. Hand washing guidance at sinks	Malcolm for signage	ongoing
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found <a href="#">here</a> .	Jane Cardwell	ongoing
	Read the CofE guide on face coverings and produce or download signage or other relevant materials to	Advice on face coverings can be found <a href="#">here</a> . Face coverings are still required to be worn	Ministry team and wardens to monitor and	19 <sup>th</sup> June

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	indicate compliance with the law and requiring these for all except those exempt.	except by those leading the worship and special dispensation for brides and grooms unless medically exempt.  Children under 11 are not required to wear a face covering	oversee. If someone refuses to wear a facemask or is exempt, politely ask them to sit near war memorial away from others.	
	Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.	Doors should also remain open throughout events and services if possible Limited use of printed sheets or single use only	Keyholders and vergers  Malcolm	ongoing
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult <a href="#">advice on complying with Track and Trace</a> . Paperwork stored securely in vestry for 3 weeks then destroyed	In place	ongoing
<b>Clinically vulnerable staff/visitors</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Arrangements made with Locker Freight to use car park	In place	ongoing
	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.	Discuss other appropriate roles if necessary.	Wardens	

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	<p>Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a time for them to attend for individual devotions.</p>	<p>Many of our members are clinically vulnerable but are no longer required to shield. All have been double vaccinated. As long as control measures in place, we consider the advantage of them not attending to be more detrimental to their health than the very small risk of infection should they attend. This will be kept under constant review.</p>	<p>Malcolm and Wardens</p>	<p>ongoing</p>
	<p>Consider if a booking system is needed, whether for general access or for specific events/services</p>	<p>No longer required from 21<sup>st</sup> June 2021 although track and trace still in operation</p>	<p>Malcolm</p>	<p>21<sup>st</sup> June</p>
<p><b>Deciding whether to have a choir or music group singing/performing</b></p> <p><b>Risk:</b> Aerosol spread of coronavirus may be increased by singing and playing of wind instruments</p>	<p>Check current guidance on singing to establish what is permitted. This can be found in the Church of England <a href="#">guidance</a> on conducting public worship and on in the Government guidance for <a href="#">places of worship</a>.</p>	<p>No congregational singing permitted. A group of up to 6 amateur singers can perform, or rehearse for performance with social distancing being maintained at all times. There is no limit on the number of professional singers but they should follow guidance on performing arts. Performances should take place at the front of the place</p>	<p>Malcolm Music Group Wardens</p>	<p>21<sup>st</sup> June</p>

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<b>OCCUPANCY (MAJOR UPDATE)</b>		<p>of worship to a seated audience. Indoor communal singing should not take place.</p> <p>If music group do decide to resume we must limit to THREE to comply with social distancing and positively discourage congregational singing</p> <p>Increased use of a Cantor</p>		
	Put in place measures to create a physical barrier between singers and any congregation.	Not possible. Singers to sing at a safe (maximum) distance from congregation	Music group and cantor	
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for weddings, funerals, commemorative events and any other permitted activities where upper limits apply (or provide a link to <a href="#">this document</a> ).	<p>Upper limit in church now set at 50% of 'normal' maximum as set in Fire Risk Assessment ie. 100 people</p> <p>However, whilst this figure is an absolute maximum we need to stress that only households and support bubbles can sit together, people must only sit in</p>	<p>Malcolm and wardens</p> <p>New measures to be detailed in services on Sunday 20<sup>th</sup> and put in the comms on website and emails</p>	21 <sup>st</sup> June

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>permitted rows, and those not in households/bubbles MUST sit 1m (2 chairs) apart AND wear masks.</p> <p>Safer churches guidance, including ideas on floor plans, is available <a href="#">here</a>.</p>		
	Remove items such as Bibles, prayer and hymn books that are used by multiple people.	All Bibles and books removed apart from clergy resources. Disposable (single use) sheets used or screen. People encouraged to take home or dispose of in bins provided after service.	Malcolm	ongoing
	Cordon off areas of seating and other areas where no access is permitted to maintain social distancing and reduce the risk of infection	Every other pew roped off in main body of church and side aisles.	Malcolm	ongoing
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	Cushions in place but not used and not permitted for use	Wardens	ongoing
	Remove or isolate children’s resources and play areas.	Childrens area closed	Wardens	ongoing
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Signage and temporary barriers in place around the building	Wardens	ongoing

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	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.			
<b>Use of the church for baptisms, weddings, funerals, commemorative services and ordinations</b>	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	<p>Advice on baptisms can be found <a href="#">here</a>. Currently limited to 30 people until July 2021 at the earliest</p> <p>Advice on weddings can be found <a href="#">here</a> Weddings can now proceed. New upper limit of attendees based on 50% occupancy and social distancing (maximum 100) Bride and groom exempt from face coverings</p> <p>Advice on funerals can be found <a href="#">here</a>. NB In step 3 groups of 6, or larger groups where everyone present is from the same two households (or linked support bubbles), can sit together. Everyone else will need to observe social distancing. • People attending a gathering in church must not mingle unless they are from the same two households (or</p>	Malcolm	June 21st

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		linked support bubbles). Maximum number of attendees at a funeral is 100 based on 50% occupancy and social distancing requirements.		
<b>Use of the church for permitted activities other than private prayer or worship</b>	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that 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.	<p>The government’s guidance on the safe use of multi-purpose community facilities for permitted activities (including formal childcare and support groups) can be found <a href="#">here</a>.</p> <p>Advice on use of churches as vaccination centres can be found <a href="#">here</a>.</p> <p>The government’s guidance on the use of hospitality spaces can be found <a href="#">here</a>.</p> <p>The church’s Covid Management and Recovery group will assess applications for use based on these criteria</p>	Malcolm and Wardens	21 <sup>st</sup> June

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<p><b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b></p> <p>Advice on <a href="#">cleaning church buildings can be found here</a>.</p> <p><b>Risk:</b> Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.</p>	If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	NB Revised guidance reduced from 72 hours.	Jane Cardwell	21 <sup>st</sup> June
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	No-one clinically vulnerable should be cleaning church	Malcolm and Wardens	21 <sup>st</sup> June
	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.	Nominated person at every service.	Wardens and Jane Cardwell	ongoing
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Display tables removed	Malcolm	ongoing
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	Books Not in use	Malcolm	ongoing
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	PPE supplies in place and reviewed regularlary	Jane Cardwell	ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Only Jane Cardwell	Jane Cardwell	ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	As required	Jane Cardwell	ongoing
	<b>Cleaning the church after known exposure to</b>	If possible close the church building for 48 hours with no access permitted.	Unless required by a funeral, this is how we would manage	Malcolm, Wardens and Jane Cardwell

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<b>someone with Coronavirus symptoms</b>		this situation. If a funeral is scheduled, see below		
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a>	Wardens and Jane Cardwell	ongoing
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>	Jane Cardwell	ongoing
<b>In the event of a track and trace alert or information from a visitor of a positive test result</b>	Rev Malcolm Rogers (0788 431 7112) or Rev Lynne Connolly (07795 807715) and wardens should be informed immediately. They will then initiate our potential outbreak management response in collaboration with, and being directed by the local authority (443 4712) out of hours (434 4819) including the disclosure of track and trace information.	Signs at entry points will advise no access for those displaying COVID symptoms. A temperature test may be taken at the discretion of the wardens/verger prior to entry (temp should not exceed 37.7 degrees C)	Malcolm, Lynne and wardens Vergers	ongoing
<b>Summary Information</b>	Produce a summary of what people can expect from us and what we expect of them asap	This to be placed around church and hall building and shared in digital comms	Malcolm	ongoing