

COVID-19 Risk Assessment Tool



Activity or area covered in the risk assessment:	Coronavirus (COVID-19): Risk assessment for reopening and beginning worship
Who will be affected by the activity	Clergy, churchwarden (s), PCC, congregation and any other users of Church building
Assessors name:	St. Olave's Church, Gatcombe, Isle of Wight
Assessment date:	July 2020
Review Date	September 2020 or earlier if Government or Diocesan guidance changes

UNDERLYING PRINCIPLES

- To only open the church for worship after guidance from Government and Diocese.
- To create the safest possible church environment for clergy and worshippers.
- To create an environment which minimises risks and our congregation has trust in.
- To minimise the risk of transmission of the virus to clergy, worshippers, visitors and the wider community.
- To gradually loosen restrictions as government or Diocesan guidance changes or levels of risk change.

Risk Rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely Impact	High Causes major physical injury, harm or ill health	High (H)	H	Medium (M)
	Medium Causes physical injury or illness requiring first aid	H	M	Low (L)
	Low Causes physical or emotional discomfort	M	L	L

Identify the hazards	Evaluate the risk	Decide what precautions to put in place	Implement your findings
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Hazard	What harm could be caused?	How likely is the risk to occur (High, Medium or Low)?	Who might be harmed?	What are you already doing (Control measures)?	Further action/ control measures required?	Remaining Risk Level (High, Medium or Low)?	Action by whom and when?
Lack of Awareness of new procedures	Transmission of Covid 19 resulting in potential serious illness or death	H	Anyone using the church building and anyone in their households		<ul style="list-style-type: none"> All known church attendees to be contacted by email, phone or letter and advised of new procedures for accessing church building and attending services Laminated Notice of new procedures to be posted on all entrance doors to church 	M	CW
Poor Fire Safety	Serious injuries of multiple fatalities from fire	L	Anyone using the church building	<ol style="list-style-type: none"> Regular inspection of fire extinguishers Existing fire evacuation plan 	<ul style="list-style-type: none"> Review Fire evacuation plan to allow for social distancing and one-way movement of people 	L	Churchwarden
Health & Safety Issues on site	Injury from issues that have built up during closure	L	Anyone using the church building	Church Inspected and cleaned.	<ul style="list-style-type: none"> Visual inspection of all parts of the church building. 	L	Churchwarden
Poor Cleaning and hygiene	Transmission of Covid 19 resulting in potential serious illness or death	H	Anyone using the church building and anyone in their households	<ol style="list-style-type: none"> General cleaning routine 72-hour isolation period of building after services. 	<ul style="list-style-type: none"> Deep clean after services of pews, chairs, door handles and any other communally touched areas unless unoccupied for 72 hours. Provide PPE for cleaners – disposable gloves and aprons Ensure correct disposal of PPE Ensure cleaners use hand sanitizer after removing gloves and aprons 	M	PCC
Poor Infection Control	Transmission of Covid 19 resulting in potential serious illness or death	H	Anyone using the church building and anyone in their households	<ol style="list-style-type: none"> No Communion No exchange of the Peace No tea/coffee after services 	<ul style="list-style-type: none"> Social distancing of at least 1 metre observed by members of different households Total number of persons in church at any one time limited to 30 Sides person(s) to keep count of people entering the church and close the door when maximum numbers reached Sides person (s) to draw attention to social distancing procedures Worshippers to apply hand sanitising gel on entering and leaving the church 	M	PCC

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					<ul style="list-style-type: none"> No service booklets – single use service sheets either taken away or put in isolation recycling box on exit No singing No collection – offerings placed on plate at beginning or end of service. Plate contents placed in plastic bag with disposable gloved hands and left for 72 hours before counting. Congregation leaves directly after the Blessing and Dismissal, keeping 1 metre apart. Clergy and churchwarden (or their representative) to maintain social distance while closing and locking up the church. Names and contact details of those using the Church. 		
Inadequate systems of movement around Church presents significant risk	Transmission of Covid 19 resulting in potential serious illness or death	H	Anyone using the church building and anyone in their households		<ul style="list-style-type: none"> One-way system to be introduced for entering the church and taking up seats. Kitchen and choir vestry to be closed. Adequate signage around church. 	M	Churchwarden/ PCC
Poor Communication & Consultation with wider church community results in a loss of confidence	Loss of faith in re-opening plan	H	All stakeholders associated with the church	Discussion with Standing Committee	<ul style="list-style-type: none"> Consultation with PCC and get sign off for risk assessment and new procedures? Advise wider congregation of new procedures and risk assessment. Post risk assessment on website. 	M	PCC