

N.B. This document will be updated and contents may change as government guidance regarding places of worship has been published reflecting latest position

On the 23 June 2020 government announced that places of worship may open for public services as well as private prayer at of 4 July, with social distancing and all the necessary risk mitigations. The government requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document relates to the opening of St. Thomas More's Church, Stockbridge to members of the public entering for private prayer, and latterly public Mass.

Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures to be revised and updated when the latest government guidance is reviewed and published. **Diocesan guidelines** have also been issued for ease of reference reflecting the government directives and liturgical guidance.

**Face Coverings:** Government has advised that people must wear a face covering in enclosed public spaces, including public places of worship, where you come into contact with people you do not normally meet (unless exempt). Churches do not need to supply face coverings for visitors. Clergy to wear face mask for distribution of communion.

**Children:** While children are unlikely to become very ill, they are capable of both being infected by the virus and of spreading it. Parents or guardians bringing children into a church should not be discouraged from doing so, but it will be important for parents to manage their children appropriately, particularly ensuring they touch as few surfaces as possible for their own safety.

**Vulnerable People:** It remains a person's own choice to come to church to pray.

### Completion of the risk assessment

Places of worship are also workplaces and should therefore be aware of their responsibilities as employers under existing health and safety law. Places of worship have a duty of care to volunteers, to ensure that as far as reasonably practicable they are not exposed to risks to their health and safety.

# Coronavirus Risk Assessment

Parish:		Date Assessed:		Assessed by:		
St Peter and the Winchester Martyrs – St Thomas More, Stockbridge		13 <sup>th</sup> October 2020		Sean Reidy		
Task/Activity:		Review Frequency:		Reference:		
Access to church buildings for clergy for the purposes of private prayer & services		Sufficient to ensure assessment reflects latest government guidance		COVID- 19 Risk Assessment		
Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Lone Working	Clergy	Lone Working Policy	1	2	2	The Diocesan Lone Working Policy can be found <a href="#">here</a>
Legionella		Ensure that all taps, toilets and other water storage devices are run well to flush the systems before anyone uses them, especially if the church has not been in use for some time.  Holy water stoups and the font are empty.				See Government Guidance for organisations on supplying safe water supplies ( <a href="#">here</a> )  <i>Currently Compliant</i>
Lapse of compliance certificates		Review Parish certificates for Electrical Inspections etc and instruct specialists where necessary				<i>Compliant</i>

# Coronavirus Risk Assessment

Parish:		Date Assessed:		Assessed by:		
St Peter and the Winchester Martyrs		7 <sup>th</sup> September 2020		Sean Reidy		
Task/Activity:		Review Frequency:		Reference:		
Preparation of the church for individual prayer		Sufficient to ensure assessment reflects latest government guidance		COVID- 19 Risk Assessment		
Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Harm due to Legionella/ electrical non-compliance	Clergy Parishioners Visitors	<p>Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.</p> <p>Carry out H&amp;S walk-round to identify hazards, e.g. blocked exits etc</p> <p>Check emergency lighting and fire extinguishers.</p>	1	2	2	<p>Contact Diocesan H&amp;S Manager</p> <p>Email:scripps@portsmouthdiocese.org.uk</p> <p><i>Currently Compliant</i></p>

# Coronavirus Risk Assessment

Parish:		Date Assessed:		Assessed by:		
St Peter and the Winchester Martyrs		7 <sup>th</sup> September 2020		Sean Reidy		
Task/Activity:		Review Frequency:		Reference:		
Preparation of the church for individual prayer		Sufficient to ensure assessment reflects latest government guidance		COVID- 19 Risk Assessment		
Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Contact with Coronavirus leading to infection causing illness – by not maintaining social distancing	Clergy Parishioners Visitors	<p>Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. "One metre plus" in all directions from each person.</p> <p>Flow of movement for people entering and leaving the building considered to maintain physical distancing requirements.</p> <p>One point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.</p>	2	2	4	<p>No temporary changes are needed to the building to facilitate social distancing.</p> <p>A phone booking system will be used for Mass. GDPR compliant.</p> <p>Indicate at entrance maximum number of occupants:  <b>24</b> individuals; though rising to no more than <b>39</b> when family bubbles and pairs are attending, <b>all at the discretion of the stewards</b>. This number must not be exceeded.  <u>Christmas Eve &amp; Day – exception:</u>            Following an exact count of attendees for the 2 Christmas masses it has been possible to identify numbers within</p>

		<p>Maintain as much ventilation within the church space as possible; keep doors open if possible, to decrease transmission risk through touching and allow a flow of fresh air into the church.</p> <p>Diocesan Guidance for services reviewed and implemented.</p> <p>Clearly mark out seating areas including exclusion zones to maintain distancing</p> <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Clearly mark out seating areas including exclusion zones to maintain distancing</li> <li>• Numbers within the buildings sufficiently reduced to assist in maintaining "one metre plus" distances at all times.</li> </ul>			<p>specific family bubbles. <b>Therefore &amp; based on the specific family bubbles, the max. no. of people that may be in the church for these 2 services only is 44.</b></p> <p>Communion to be distributed at the normal time as the stewards manage a row by row system, 1 side of the church at a time. The stewards also operate a one-way system and these measures ensure that the 1m+ rule is adhered to.</p> <p>For ease of use, Canon Peter Wilkie may use a face visor when distributing communion if he finds a face covering too difficult, and sanitise his hands (before and after communion) rather than using disposable gloves. If neither face visor or face covering are suitable and safe, a special minister will distribute communion instead of the celebrant.</p> <p>Signage installed within the building to remind occupants to maintain "one metre plus" distance at all times.</p> <p><i>Currently Compliant</i></p> <ul style="list-style-type: none"> <li>- Taped Seats restricting access.</li> <li>Other seats marked as available</li> </ul>
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						and as directed by Marshalls. <ul style="list-style-type: none"> <li>- Windows to be open in Church</li> <li>- One-way Entry/Exit wherever possible (frailty of some parishioners)</li> <li>- Stewards available to support and advise as required</li> <li>- Seating and numbers restricted</li> </ul>
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## Coronavirus Risk Assessment

Parish:		Date Assessed:			Assessed by:	
St Peter and the Winchester Martyrs		7 <sup>th</sup> September 2020			Sean Reidy	
Task/Activity:		Review Frequency:			Reference:	
Preparation of the church for individual prayer		Sufficient to ensure assessment reflects latest government guidance			COVID- 19 Risk Assessment	
Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Exposure to Coronavirus leading to infection causing illness	Clergy Parishioners	Remove Bibles/Missals/hymnbooks. Single use leaflets may be provided. Cleaning rota established to cover opening arrangements.	2	2	4	Physical veneration of relics or objects such as statues, crucifixes and shrines is not permitted.  <i>All Reading materials and Cushions</i>

<p>– by touching contaminated surfaces</p>	<p>Visitors</p>	<p>Pew cushions removed/kneelers fixed</p> <p>No votive candles – altar candles only.</p> <p>Advent wreath candles are permitted provided that the candles are on a stable &amp; secure base, are clear of the foliage, are never left un-attended &amp; are lit &amp; extinguished by a steward.</p> <p>Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes</p> <p>Determine placement of hand sanitiser available for visitors to use.</p> <p>Toilet facilities in churches should remain closed.</p>			<p><i>removed</i> <i>Kneelers fixed in place</i></p> <p><i>Steward to light altar candles &amp; Advent wreath candle(s).</i> <i>Ensure a fire blanket, bucket of sand or other means of extinguishing a small fire is within easy reach of the candles.</i></p> <p><i>Lectern removed. Readers will sit close to the front and read from that position. Celebrant will read from altar or from his chair position.</i></p> <p><i>All surfaces cleaned at the end of each session when the Church is open</i></p> <p><i>Done – Entrance; and Exit Door</i></p> <p>Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.</p> <p>Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for</p>
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						removing them. If toilets are used in an emergency, they must be fully cleaned before reuse.
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# Coronavirus Risk Assessment

Coronavirus Risk Assessment						
Parish:		Date Assessed:		Assessed by:		Parish:
St Peter and the Winchester Martyrs		7 <sup>th</sup> September 2020		Sean Reidy		
Task/Activity:		Review Frequency:		Reference:		Task/
Preparation of the church for individual prayer and services and for parishioners meeting prior to opening of church for private prayer and services.		Sufficient to ensure assessment reflects latest government guidance		COVID- 19 Risk Assessment		
Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Exposure to Coronavirus leading to infection causing illness – by touching contaminated surfaces	Cleaners	<p>Cleaning is scheduled at the end of each period of being open and/or each celebration of mass.</p> <p>Cleaning rota established to cover opening arrangements</p> <p>Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.as per the normal advice on cleaning.</p> <p>Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.</p>	2	3	6	<p><i>Rota organised</i></p> <p><i>There is no contaminated waste; using Antibacterial Wipes and/or Spray – disposed of in General Waste</i></p> <p><i>Gloves are available as required.</i></p> <p><i>Not Applicable – no contaminated waste</i></p>

		Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.				<i>Not Applicable – no contaminated waste</i>
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## Coronavirus Risk Assessment

Parish:

Date Assessed:

Assessed by:

Parish:



St Peter and the Winchester Martyrs		7 <sup>th</sup> September 2020		Sean Reidy		
Task/Activity:		Review Frequency:		Reference:		Task/
Preparation of the church for individual prayer and services and for parishioners meeting prior to opening of church for private prayer and services.		Sufficient to ensure assessment reflects latest government guidance		COVID- 19 Risk Assessment		
Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Exposure to Coronavirus leading to infection causing illness – by touching contaminated surfaces	Clergy Parishioner Visitors Cleaners	<p>Emergency access to toilets should be available, but they must then be closed until fully cleaned.</p> <p>If a visitor presents with temperature and/or persistent cough, NHS 119 should be called for advice and the church should be vacated.</p> <p>The church building must then be closed for 72 hours with no access permitted.</p> <p>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</p>	2	2	4	<p>A Public Health England guidance on cleaning in non-healthcare settings. A notice will be put on the door re. restrictions and cleaning regime.</p> <p>Public Health England guidance available <a href="#">here</a></p> <p>All people present in the church must be instructed to self-isolate for 14 days.</p> <p><i>Visitors have been requested not to attend if they have any known symptoms</i></p> <p><i>Visitors to be verbally assessed on arrival prior to accessing the Church Premises</i></p>

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St Peter and the Winchester Martyrs		7 <sup>th</sup> September 2020		Sean Reidy		
Task/Activity:		Review Frequency:		Reference:		
Preparation of the church for individual prayer and services and for parishioners meeting prior to opening of church for private prayer and services.		Sufficient to ensure assessment reflects latest government guidance		COVID- 19 Risk Assessment		
Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Exposure to Coronavirus leading to infection causing illness – by individual non-compliance with procedures	Steward	At least two stewards present in the church throughout the time it is open for prayer;  Stewards to ensure that hand sanitisation occurs at entry and exit points, social distancing including a one way system is maintained by people in the church and if a pre-determined capacity is reached, restrictions imposed on entering the church. (Through, for example, a “one in, one out” policy families to be treated as a unit.) People with cold or flu-like symptoms should be asked not to enter.	2	2	4	Training for stewards provided and documented.  <i>Verbal Walk-Through of requirements and expectations</i>  <i>Initial Roles outlined</i>

		<p>Stewards not from vulnerable or shielding group</p> <p>Stewards practice good hand hygiene through either regular hand washing or following guidance refraining from eating or drinking.</p>				
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Parish:		Date Assessed:		Assessed by:		
St Peter and the Winchester Martyrs		7 <sup>th</sup> September 2020		Sean Reidy		
Task/Activity:		Review Frequency:		Reference:		
Use of Candles		Sufficient to ensure assessment reflects latest government guidance		COVID- 19 Risk Assessment		
Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Fire	All	Altar candles only – no votive candles available.	1	1	1	Currently Compliant
Burns as a result of lighting votive candles		Candles must be extinguished by stewards before closing the church.				

# Coronavirus Risk Assessment

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Parish:		Date Assessed:		Assessed by:		
St Peter and the Winchester Martyrs		7 <sup>th</sup> September 2020		Sean Reidy		
Task/Activity:		Review Frequency:		Reference:		
Stewardship		Sufficient to ensure assessment reflects latest government guidance		COVID- 19 Risk Assessment		
Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Physical & emotional abuse	Clergy Stewards	<p>Stewards to work in pairs, and be aware of visitors' behaviour, in particular to be aware that some people may be visiting church for the first time.</p> <p>Stewards are advised that while comforting the distressed, social distancing must be maintained.</p> <p>When noticing that rules are being broken stewards should approach individuals and draw attention to the rules in a non-threatening manner</p> <p>Stewards must have access to a mobile phone and a number to call for assistance/support.</p>	2	2	4	<p>Stewards may contact Deacon Gerard Dailly – number to be made available separately – for initial assistance / support.</p> <p>Should any stewards experience a distressing situation, a free confidential helpline service is available. For further information please contact Hilary Foley, 023 94 216481.</p> <p>Keeping up to date with changes to guidance</p> <p><i>Rota of Volunteers being created</i></p>

		A register must be maintained of who is working on any day and any issues that arise, this register must be checked weekly and kept for 6 months post Covid.				
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# Risk/Priority Indicator Key

## Severity/Consequence

1.	<b>Negligible</b> (delay only)
2.	<b>Slight</b> (minor injury / damage / interruption)
3.	<b>Moderate</b> (lost time injury, illness, damage, lost Parish)
4.	<b>High</b> (major injury / damage, lost time Parish interruption, disablement)
5.	<b>Very High</b> (fatality / Parish closure)

## Likelihood

1.	Improbable / very unlikely
2.	Unlikely
3.	Even chance / may happen
4.	Likely
5.	Almost certain / imminent

## Risk/Priority Indicator Matrix

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three working days
1-10	Low	Whenever it is viable to do so

## Weekly Review Checklist

Action	✓	Confirmed by	Comments
Parish have reviewed the updated guidance from the government	✓	Sean Reidy (14-09-2020)	
Reviewed and update the risk assessment to incorporate any changes to the guidance	✓	Sean Reidy (14-09-2020)	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	✓	Sean Reidy (14-09-2020)	
Identified and implemented any new recommended control measures	✓	Sean Reidy (14-09-2020)	
As numbers increase within the offices as workplaces review the risk assessment and social distancing procedures	✓	Gerard Dailly (14/06/2020)	
Signage recommended has been installed where necessary	✓	Sean Reidy (14-09-2020)	
Procedures arising from the reviewed risk assessment to be communicated to all employees (and Volunteers)	✓	Gerard Dailly (14/06/2020)	
Revisions made for Advent wreath candles and max. no of people in church increased according to precise family bubble sizes of Christmas mass attendees (Christmas Eve & Day only)	✓	Sean Reidy (23-11-2020)	