



Diocese of Nottingham

Coronavirus Risk Assessment for MASS in Churches

This template risk assessment is intended to help you document the risk control measures you have introduced within the church to control the spread of coronavirus (COVID-19). It is not a Church Continuity Plan.

You must modify this risk assessment to ensure it reflects your church activities and the specific risks and controls you have in place.

Items in **YELLOW** need reviewing for your site, items in **RED** are key points parishes need to action.

| Location/Dept: St Anne's Buxton | | | Date Assessed: 06/07/2020 | | | Assessed by: Margaret Swift | | | |
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| Task/Activity: Church services during coronavirus | | | | | | Reference Number: ChMa0720 v1 | | | |
| | | | Risk rating before implementing control measures | | | Risk rating after implementing control measures | | | |
| Activity/Task | Hazard/Risk | Persons at Risk | Likelihood (1-5) | Severity (1-5) | Risk/Priority | Controls Measures in Place | | | Additional Controls Measures Required |
| Church activities | Contact with persons suffering from coronavirus | All | 5 | 5 | 25 | <p>All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Where eligible, Priests are strongly recommended to take part in the government's testing programme for COVID-19. If the test results reveal that the individual has contracted COVID-19, action will be taken as recommended and a decision will be made on when they can return to work.</p> <p>Priests encouraged to download NHS COVID-19 app on personal phones and follow instructions received.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors)</p> | | | <p>All stewards will receive instruction before their first session.</p> <p>Parish priest will be advised to take part in the government's testing programme for COVID-19.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> |



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| | | | | | | <p>but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended legislation and practice.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. | | | | <p>https://www.gov.uk/government/publications/covid-19-guidance-for-care-of-the-deceased/guidance-for-care-of-the-deceased-with-suspected-or-confirmed-coronavirus-covid-19</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |
| Church activities | Contact with persons who may have been exposed to coronavirus | All | 5 | 5 | 25 | <p>'Staying COVID-19 Secure in 2020' poster to be displayed at entrance.</p> <p>Undertake Opening Checklist each day the site is open.</p> <p>Ensure adequate cleaning has taken place.</p> <p>Volunteers, Clergy and Priests who fall into the clinically extremely vulnerable categories are being advised not to attend in any role.</p> <p>Volunteers, Clergy and Priests who fall into the clinically vulnerable or 70+ category are advised to stay at home as much as possible and, if they do go out, to minimise contact with others outside of their household. They, as a general rule, should not act as volunteer stewards/cleaners in churches or be encouraged to attend public worship.</p> | 1 | 5 | 5 | <p>Poster displayed</p> <p>Opening checklists printed and will be issued to stewards</p> <p>Church is being cleaned after each session</p> <p>We have informed healthy parishioners over the age of 70, provided they are confident in keeping themselves safe and with appropriate safety equipment that we will provide them with, can now serve as stewards or in any other category. We recognise that we 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'. As advised by the Bishops' Conference, volunteer stewards and cleaners are not as a general rule drawn from this clinically vulnerable group, and those who do wish to volunteer are provided with gloves, aprons and masks in any role they volunteer for. Fr Gerry will follow the Diocesan guidance for Public Worship.</p> |



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| | | | | | <p>The church will aim to maintain two-metre social distancing wherever possible.</p> <p>In an emergency, for example an accident or fire, people do not have to stay two metres apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others will pay attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the church to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between people. Further mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of handwashing and surface cleaning. • Keeping the activity time involved as short as possible. • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). • Providing gloves for volunteers, cleaners etc to use as needed. • Face coverings should be worn <p>The church will use markings and introduce one-way flow at entry and exit points.</p> <p>The church will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points.</p> | 1 | 5 | 5 | <p>We will maintain 2m distancing. Posters printed and displayed. 2m markings at entrance and in the main aisle. Numbers attending have been limited to take account of 2m distancing.</p> <p>Stewards will be advised before their first session to limit any offers of help with reference to maintaining social distance and hygiene parameters. Existing stewards have been informed of necessary measures to take if requested to help others.</p> <p>Social distancing guidelines can be met by the use of a one-way system in the church. Every step has been assessed to take account of 2m distancing. Potential 'pinch points' will be monitored and limited by stewards directing people.</p> <p>Handwashing facilities are available for stewards to use before and after Mass. Mass will kept to a reasonable length to reduce the time that people are in the building.</p> <p>All PPE and sufficient sanitiser is available. Stewards will wear masks. Masks are available for people attending mass if they require one.</p> <p>One-way system in operation and 2m markings at entrance, in porch and main aisle of the church.</p> <p>Hand sanitiser points at both entrance and exit.</p> |
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| | | | | | | <p>The church will service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p> <p>Where systems serve multiple buildings, or we are unsure, advice will be sought from the heating ventilation and air conditioning (HVAC) engineers or advisers.</p> <p>The church will open windows and doors frequently to encourage ventilation, where possible.</p> | | | | <p>n/a</p> <p>Entrance, porch and exit doors will remain open for the duration of the session. Side window is also open.</p> <p>Photos of signs, marking, sanitiser etc taken and submitted to the Curia office.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |
| Church activities | Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc. | All | 5 | 5 | 25 | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures. | 1 | 5 | 5 | <p>All waste is sealed, double bagged and left for 72hrs after each session.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |



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| Church activities | Contact with persons suffering from coronavirus – visitors and contractors | All | 5 | 5 | 25 | <p>The church will look to improve hygiene between others by:</p> <ul style="list-style-type: none"> Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular reminders and signage to maintain personal hygiene standards. Providing hand sanitiser in multiple locations Setting clear use and cleaning guidance for facilities available to volunteers to ensure they are kept clean and social distancing is achieved as much as possible. Introducing enhanced cleaning for busy areas. Providing more waste facilities and more frequent rubbish collection. Where possible, providing paper towels if no hand dryers in handwashing facilities; and Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. | 1 | 5 | 5 | <p>Signs and guidance available throughout the church. Sanitiser stations at entrance and exit. Handwashing facility for stewards with guidance available.</p> <p>Role description for stewards issued and gone through, agreement signed by stewards.</p> <p>Bins with liners available at exit of the church and at the side of the ‘cleaning station’ Paper towels available at cleaners station, and at the side of the cleaning sink. Cleaning carried out after each session.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |
| Church Services | Contact with persons suffering from coronavirus – wearing of PPE | All | 5 | 5 | 25 | <p>Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn.</p> <p>Stewards for services should wear a mask/ face covering, and those cleaning should wear items as advised, gloves and aprons at all times, mask and eye protection when needed.</p> <p>Wearing a face covering for attending is optional and not required by law. If people choose to wear one, it will be important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Anyone using face coverings will be encouraged to:</p> | 1 | 5 | 5 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-churches-about-covid-19</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |



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| | | | | | | <ul style="list-style-type: none"> Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. Change their face covering if it becomes damp or if they have touched it. Continue to wash their hands regularly. Change and wash face coverings daily. If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible. | | | | Stewards will be advised of the correct procedure for putting on and removing face masks. |
| Church activities | Contracting and spreading of infection | All | 5 | 5 | 25 | <p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are unwell. Clean and disinfect frequently touched objects and surfaces. Do not touch your eyes, nose, or mouth if your hands are not clean. <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> | 2 | 5 | 10 | <p>Advisory signage displayed</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Areas of high usage and touch points will be cleaned frequently.</p> |



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| Church activities | Contact with visitors/ contractors to site | All | 5 | 5 | 25 | <p>All contractors expected to comply to current regulations and not be in the church during public opening times</p> <p>Contractors always instructed to keep two metres away from all other persons.</p> <p>Contractors provided with handwashing facilities.</p> <p>Contractors supervised at all times.</p> | 1 | 5 | 5 | <p>Although no work is planned for the time being, any contractors will be advised of safety and hygiene requirements and guidance.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |
| Church Services | Contracting and spreading of infection – enclosed area | All | 5 | 5 | 25 | <p>Limit numbers admitted, advertise this to parishioners and display signs with Maximum numbers at the entrance.</p> <p>Diocesan Guidance followed at all times.</p> <p>Booking system in place to manage numbers and advertised to parish.</p> <p>Signs on Distancing, tape, markings, barriers in place at the entrance and inside the venue.</p> <p>List of stewards maintained and updated for changes.</p> | 1 | 5 | 5 | <p>People attending Mass will book through www.massbooking.uk or via the centralised telephone number and details will be recorded on booking.</p> <p>Name and contact details of all present to be recorded and retained in the parish office for 21 days.</p> <p>Maximum occupancy displayed at the entrance to church.</p> <p>Social distancing signs displayed throughout the church, entrance, and exit.</p> <p>Steward rota in place and will be kept in the Parish office.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |
| Church Activities | Fire – unfamiliarity of venue | All | 3 | 5 | 15 | <p>Ensure all stewards have seen the Fire risk assessment.</p> | 1 | 5 | 5 | <p>Record sheet to be kept in Parish office.</p> |



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| | | | | | | <p>Ensure all stewards are familiar with the fire alarm protocol (alarm, bell, etc) and where the fire exits are.</p> <p>Ensure all fire exits are unlocked before each opening.</p> | | | | <p>All procedures, including security and fire procedure will be gone through with stewards at their first session.</p> <p>Stewards sign to say advice & information has been provided.</p> |
| Church Activities | Accident – unfamiliarity of venue | All | 3 | 5 | 15 | <p>Ensure all stewards who are volunteering have seen the venue risk assessment and are aware of any potential risks and know where the first aid kit & accident book are kept.</p> | 1 | 5 | 5 | <p>Risk assessment available and highlighted to stewards, including any potential risk areas.</p> <p>Stewards will be shown where the first aid and the accident book is located.</p> |
| Church Activities | Contracting and spreading of infection – Touch Contact | All | 5 | 5 | 25 | <p>All books and shared items removed from access.</p> <p>Cordon off areas to limit access.</p> <p>Use Do Not Touch signs for statues & relics.</p> <p>Increase cleaning of high touch areas, once an hour, and other areas before they are reused. Consider using different areas at different times to make cleaning easier.</p> | 1 | 5 | 5 | <p>All hymn books and mass cards removed from public access.</p> <p>Areas cordoned off to prevent access.</p> <p>Do not touch’ notices on statues are in place.</p> <p>Areas of high usage and touch points cleaned frequently.</p> <p>Check lists printed and signed after cleaning and kept in parish office.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |
| Church activities | Safeguarding risks | All | 3 | 4 | 12 | <p>Due to limiting access, potential issues from visitors could be an issue, so 2 stewards minimum at all times to safeguard them, one can be the priest.</p> | 1 | 3 | 3 | <p>At least 2 stewards on duty during church opening times:</p> <p>Sunday: 5</p> <p>Saturday evening: 4</p> <p>Wednesday: 2</p> |



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| | | | | | | <p>Families advised those 16 and under must be accompanied by an adult.</p> <p>Those on Safeguarding plans to be advised separately of any changes.</p> <p>Safeguarding posters displayed and with current contact details (mobiles)</p> | | | | <p>No under 16s allowed without accompanying adult</p> <p>n/a</p> <p>New volunteers asked to complete registration form with references.</p> <p>Volunteers without safeguarding training asked to complete online training. Certificate of completion shown to parish coordinator of stewards.</p> <p>Safeguarding posters are displayed.</p> |
| Church activities | Venue safety – not used for over 2 months | All | 3 | 4 | 12 | Building check list completed, checks done, and a copy to be submitted to the Curia office. | 1 | 3 | 3 | Completed and submitted for previous reopening for individual prayer All regular checks to resume and records kept in parish. |
| Church Activities | Uncontrolled entry into the church by persons not exercising social distancing and good hygiene. | All | 4 | 5 | 20 | <p>The church should only be open for limited times which are displayed and shared in advance, and during this time will be under the supervision of stewards.</p> <p>Prominent signage to be displayed in the designated entrance to the church setting out the rules and restrictions imposed in order to prevent the spread of Covid 19.</p> | 1 | 5 | 5 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |
| Church Activities | Congestion in the car park/ site entrance leading to people coming within 2 metres of each other | All | 3 | 5 | 15 | <p>The opening times of the church building should not coincide with core school drop off or pick up collection times. Initially, it is proposed that the church be opened for Mass at the following times:</p> <p>From 12/07/2020: 10:00am Sunday</p> <p>From 18/07/2020: 6:00pm Saturday</p> <p>From 22/07/2020: 10:00am Wednesday</p> <p>Parishioners advised about car park use. Able bodied people should consider walking or cycling to church rather than driving. If driving, they should consider</p> | 1 | 5 | 5 | <p>Consider neighbouring buildings and their use.</p> <p>Selected opening times do not clash with playschool/school drop off/pick up times.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Parishioners advised about safe car parking in online parish bulletin, on website, specific</p> |



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| | | | | | | parking considerably. If parking in the car park, try to avoid parking immediately next to another car. If parking beside another car cannot be avoided, wait for the occupants of the neighbouring to get in/ out and move away. Avoid skin contact with neighbouring cars. | | | | video and verbally instructed during livestream of mass. |
| Church Activities | People coming to the church in same car. | All | 4 | 5 | 20 | <p>People who are not from the same household should not share transport.</p> <p>The Parish cannot arrange for lift shares at this time and will share that via their contact methods.</p> | 1 | 5 | 5 | <p>Parishioners will be advised about not sharing transport in online parish bulletin, on website and verbally instructed during livestream of mass.</p> <p>Lift sharing will not be recommended.</p> |
| Church Activities | People with physical impairments attending the church and needing help | People with physical impairments Carers Volunteers | 3 | 5 | 15 | <p>People with reduced mobility, limited vision, etc should assess their own needs, and if required, ask a member of their household to accompany them. While stewards will be present, their assistance will be limited by the parameters imposed by hygiene and social distancing.</p> | 1 | 5 | 5 | <p>Stewards advised before their first session to limit any offers of help with reference to maintaining social distance and hygiene parameters.</p> |
| Church Services | Multiple use of the toilet facilities | All who may use them | 5 | 5 | 25 | <p>Toilet facilities in or linked to the church should be open during services. Social distancing marking will be needed for a queue area, one in, one out system used if more than one toilet. Ensure liquid soap and running water available and hand dryer or paper towels. Ventilate where possible. Sign to advise to close lid before flushing. Cleaning chart displayed and completed.</p> | 2 | 5 | 10 | <p>Toilet facilities will be available, and notices have been displayed to notify parishioners. The outside toilet is also available. These details have been shared on the outside noticeboard, in the online parish bulletin, and on the website.</p> <p>Liquid soap and running water is available and there are paper towels in both toilets. windows will be opened during Mass. There is a sign to advise users to clean before and after use. Sanitising spray, disposable paper roll and sanitising wipes are available in both toilets. Also sign displayed to close lid before flushing.</p> <p>Cleaning chart displayed and completed.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-</p> |



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| Church Services | People socialising within the church and not following guidance. | All | 3 | 5 | 15 | <p>People will be directed to seats on arrival and will be advised under current procedures they will be asked to leave directly following communion. With the exception of going to a designated area to light a candle and have a moment of prayer they will be expected to remain in their seats until directed to leave them for communion at the end of the service.</p> <p>Any further socialising should be encouraged to be done outside.</p> | 1 | 5 | 5 | <p>Stewards will have a copy of the booking sheet and be instructed to direct people to their allocated seat.</p> <p>Stewards will direct people for Communion and for exiting the church.</p> <p>One steward will monitor the Lady altar for the lighting of votive candles. The kneeler has been turned around to eliminate people kneeling in private prayer.</p> <p>People lighting a candle will be asked to return to their seat to pray.</p> <p>Stewards will remind people if they are seen to congregate or loiter.</p> |
| Church Services | Votive Candles and collections, cross contamination | All | 5 | 5 | 25 | <p>Collection plates/ baskets will not be passed round during services</p> <p>CONSIDER YOUR PARISH SET UP AND WHAT NEEDS TO HAPPEN. Do you need candles, can you direct people to donating online?</p> | 2 | 5 | 10 | <p>A collection box at the back of church with easy "drop in" top and stewards take to Fr Gerry of Margaret Swift after each session. Parish assistant will empty regularly into a plastic bag, seal and leave in safe for at least 72 hours.</p> <p>People counting the money will wear gloves and count in a well-ventilated room.</p> <p>People have been asked to consider standing orders/BACS payments as an alternative.</p> <p>Votive candles will be available, placed individually on the candle stand ready. One candle is lit, and people can relight from the lit one.</p> <p>Used candles will be removed regularly, after 72 hours, and disposed of by cleaner wearing gloves.</p> <p>There is a collection box on the candle stand with easy "drop in" top.</p> |



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| Stewarding | Volunteering during Covid-19 – unknown health of visitors leading to contamination risk | Volunteers Clergy | 5 | 5 | 25 | <p>Diocesan Guidance to be followed. Stewards should not be in the Clinically Extremely Vulnerable category. They need to be informed of all expectations and procedures and sign to say the information has been provided.</p> <p>They need to be advised of the general Diocesan Risk Assessment for Covid-19 and guidance in place, as well as the risk assessments for the activity and roles they are doing.</p> | 1 | 5 | 5 | <p>Stewards issued with role description and job specification. The duties will be discussed before the first session to ensure all understood and that the steward is not in the 'Clinically extremely vulnerable' category.</p> <p>Cleaning check list have been printed and will be completed following each clean.</p> <p>Steward registration and guidance to be shared and available.</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> |
| Cleaning | Cleaning in churches during Covid-19 – contaminated surfaces | Volunteers Employees Clergy | 5 | 5 | 25 | <p>If volunteers or Diocesan employees are undertaking the cleaning, they need to be advised of the general diocesan risk assessment, the cleaning risk assessment, the cleaning protocols, and provided with adequate supplies for both protection and cleaning to do so safely.</p> <p>If multiple services/ openings in a day, sufficient cleaning time needs to be allowed for.</p> <p>The people cleaning need to sign to say the information and supplies have been provided.</p> | 2 | 5 | 10 | <p>Stewards/cleaners are advised before their first session of the general diocesan risk assessment, the cleaning protocols, and provided with adequate supplies for both protection and cleaning to do so safely.</p> <p>No multiple services daily.</p> <p>Signatures are obtained to say the information and supplies have been provided.</p> <p>Stewards/cleaners are told, if for any reason they do not feel safe, to advise Fr Gerry or Catherine Scholes in the Diocesan Property office and not to proceed.</p> |



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| | | | | | | If Volunteers or employees do not feel safe doing this, they must speak to the Parish Priest or Catherine Scholes in the Diocesan Property office and not proceed. | | | | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated when the latest government guidance is released. |
| Hospitality after a service | Contact with persons suffering from coronavirus or contact with items carrying virus. | All | 5 | 5 | 25 | At this time, we are NOT serving refreshments or hospitality after a service | 1 | 5 | 5 | n/a |
| Singing, raised voices, Music, "blown" instruments | Spread of coronavirus in projected voices | All | 4 | 5 | 20 | Singing and blown instruments are NOT allowed at this time during our services. Organs may be used but should be cleaned before & after use. People are reminded that any spoken responses should not be in raised voices. | 1 | 5 | 5 | Organ will be played before Mass, first and final hymn only, and will be cleaned after use. There is only one organ player for the time being, and the organ will not be used for at least 72 hours between services. The volume of recorded music is kept to a level that does not encourage raised voices. People verbally reminded to not use loud voices. |
| Holy water during church services | Spread of coronavirus | All | 5 | 5 | 25 | All Holy Water removed from Stoops | 1 | 1 | 1 | Holy water stoop has been removed. |
| Children's Area | Spread of coronavirus | All using it | 5 | 5 | 25 | Young children should be supervised by parent/ guardian and encouraged to wash hands or sanitise regularly. Any shared facilities such as play corners should have any oft furnishings, soft toys, or hard to clean items removed. | 2 | 5 | 10 | Young children will be supervised by parent/guardian and will be encouraged to sanitise regularly. Play/children's corner not in use. |
| Individuals 70+ or clinically vulnerable who | Contracting coronavirus | Those 70+ or vulnerable | 5 | 5 | 25 | We are encouraging people to follow government guidance: "Certain groups of people may be at increased risk of severe disease from COVID-19, including people who are aged 70 or older, regardless of medical conditions. Individuals who fall within this group are | 3 | 5 | 15 | Government advice regarding vulnerable people has been followed and information shared with people via the following: Website Noticeboard |



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| wish to attend | | | | | | advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household. You should consider informing these groups in particular of the symptoms of COVID-19 and current stay alert and social distancing guidance.” | | | | Parish newsletter Information given verbally on live-stream Mass Video to be produced explaining all details and requirements to put on parish Facebook page and website. |
| Queuing, reopening | Increased Security Risk | All | 4 | 5 | 20 | Remind people to remain vigilant and report suspicious activity. Ensure there is a good communication system in place to inform people of any incident. | 2 | 5 | 10 | Ongoing, especially with stewards PA system available and will be used in the case of an incident |
| Altar servers/ Sacristan | Contact with persons suffering from coronavirus | Altar servers, Sacristans, Clergy | 5 | 5 | 25 | Unless 2m distancing can be maintained throughout there will be no servers or sacristans | 2 | 5 | 10 | Altar servers are able to keep a 2m distance and will be told to maintain this. We do not have a sacristan. |
| Live Streaming Mass | GDPR or Safeguarding Breach | All | 4 | 3 | 12 | If live streaming during public worship a sign MUST be displayed at entrances. Congregation should not be able to be identified, eg no face/ clear view, and anyone who is partaking in the service and is visible, reader, altar server etc need to complete a consent form . https://www.dioceseofnottingham.uk/safeguarding/resources-safeguarding-representatives | 1 | 5 | 10 | Poster displayed at the church entrance and notification on website. We will continue to livestream (by popular demand). Camera is situated now public Mass has recommenced so that only the sanctuary is visible. The distribution of communion will not be visible at all. Altar servers parents are aware of consent forms that need to be completed and signed. |

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Risk/Priority Indicator Key

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

| Severity (Consequence) |
|---|
| 1. Negligible (delay only) |
| 2. Slight (minor injury / damage / interruption) |
| 3. Moderate (lost time injury, illness, damage, lost church) |
| 4. High (major injury / damage, lost time church interruption, disablement) |
| 5. Very High (fatality / church closure) |

| 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 (CONSEQUENCE) | | | | | | |

| Summary | | Suggested Timeframe |
|---------|--------|-------------------------------------|
| 12-25 | High | As soon as possible |
| 6-11 | Medium | Within the next three to six months |
| 1-5 | Low | Whenever viable to do so |



Review Record

| Date of Review | Confirmed by | Comments |
|----------------|--------------|---|
| 01/07/2020 | C Scholes | Initial Draft V1 compiled for parish to review, amend and complete remaining areas. |
| 06/07/2020 | M Swift | Risk assessment completed and adapted for use in St Anne's, Buxton. |
| | | |
| | | |

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

| Employee Name (Print) | Employee Signature | Date |
|-----------------------|--------------------|------|
| | | |
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