Risk Assessment

Rotherham All Saints Minster

Re-Opening the Doors for Private Prayer & Spoken Sunday Services

Rotherham

Minster



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| **Activity**  The church had chosen to close for Sunday services, opening only for private prayer. As we move further along the Roadmap out of lockdown, the PCC has decided to re-open for Sunday Worship as the stay at home order ends on 29/03. This risk assessment addresses the necessary restrictions for services as part of the government roadmap.  It is important to note, the virus has not gone away but vaccinations are going well and, as a result, people are increasingly able to move freely. We must maintain strict infection control procedures until the vaccination program is complete. | **Name**  Stephanie Osman - Operations Manager | **Date**  23/03/2021 |
| **Who may be harmed?**  Members of the public, church staff and volunteers | **Seconded** | **Review Date**  As and when Government advice/restrictions change |

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| **Hazard** | **Risk Rating = SxL\*** | | | **Existing Controls** | **Additional Controls** | **By Who** | **By When** | **Date Complete** |
| **S** | **L** | **R** |
| **Risk of infection/transmission of virus.**  People can catch the virus from others who are infected in various ways:   * virus moves from person-to person in droplets from the nose or mouth when a person with the virus coughs etc. * the virus can survive on surfaces for up to 72 hours * people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth * the new variant is more transmissible so cleaning is essential * Those who have been vaccinated are still able to transmit the virus, even f they don’t display symptoms. | 3 | 3 | 9 | * Continue to work from home where possible. * All staff and volunteers are to wash their hands for at least 20 seconds on arrival, regularly during their time on the church and office premises and prior to leaving. Hands are to be dried on hand towels which can then be put in the bin. * High contact areas such as door handles, door push plates, light switches, hand rails, kettles, and taps will be cleaned daily (or more frequently if different groups are using the building). * Whilst people are in the church building, doors can be propped open so that fewer people need to touch the door handles. These must all be closed when the building is vacated to comply with our fire safety regulations.   + To maintain a comfortable temperature for staff and volunteers the main doors will be closed, a volunteer will stay on the door to open it as needed. The push buttons for the automatic doors are not in use. * Busy areas such as toilets, kitchens and work spaces will be cleaned daily (or more frequently if different groups are using the building). * Bins will be emptied regularly (weekly in areas used by one individual, daily in toilets, kitchens and communal areas). Staff and volunteers are to wear gloves/wash hands immediately after emptying bins. * Hand sanitiser stations are positioned in various places around the building. * Cover mouth and nose with a tissue when coughing or sneezing, put used tissues in bin straight away and thoroughly wash hands. * Remind staff and volunteers not to touch their faces. * Face coverings are now mandatory when visiting a place of worship, unless medically exempt.   + Preacher or president DOES NOT to have to wear a face covering when preaching, a 2M+ distance is to be maintained from the congregation. Others who come forward to read, are permitted to remove face coverings when reading, to assist clear communication. A 2M+ distance is to be maintained from the congregation * **Those who have been vaccinated must still wear a facemask when visiting our buildings. This is because vaccinated people may still be able to transmit the virus, even though they will not display symptoms.** * A system is in place to ensure the cleaning of surfaces before, during and after private prayer to ensure surfaces are kept clean. * **From the 29th March, outdoor gatherings of six people or two households are allowed, however indoor mixing of households is not permitted. People MUST NOT mingle with anyone outside of their household or support bubble when inside the building. Strict social distancing MUST be observed at all times.**   For measures on Social distancing, please see section below. | * Hand sanitizer available * Signage about handwashing in place | Staff and volunteers | Ongoing | - |
| **Opening the Church for Private Prayer**  As we prepare to open for private prayer, certain steps need to be taken to reduce the risk of transmission | 3 | 3 | 9 | * A one way system is in place to avoid people crossing in the main door which is not wide enough to pass outside of 2m apart.   + People will enter the main door and exit by the kitchen.   + This ‘flow’ is clearly marked on the floor with tape. * Social distancing measures will be in place in relation to seating;   + A card system is in place to ensure seats are used only once and the cleaned.   + Every other pew is closed and only the end seats of each row can be used. * **From the 29th March, outdoor gatherings of six people or two households are allowed, however indoor mixing of households is not permitted. People MUST NOT mingle with anyone outside of their household or support bubble when inside the building. Strict social distancing MUST be observed at all times.** * Hand sanitizer is available when entering and exiting the building. * Congregational singing is not permitted at this time. * No hymn books or kneelers are available. * Refreshments are not available at this time. * The toilets will not be open during private prayer. The layout of the toilet area within the Minster does not allow enough room for social distancing measures to be in place.   + The toilets are not open during Sunday services, except in exceptional circumstances. * We will be asking for contact details from those who gather so that we can help with the 'track and trace' programme. This is now a requirement.   + Track and Trace QR codes, linked to the NHS Track and Trace app are displayed in the Minster. * Surfaces within the Minster are being regularly cleaned and sanitized after private prayer. * Face coverings are now mandatory when visiting a place of worship, unless medically exempt.   + **Those who have been vaccinated must still wear a facemask when visiting our buildings. This is because vaccinated people may still be able to transmit the virus, even though they will not display symptoms.** * Certain areas of the Minster will be closed to public access, these areas will be clearly marked.   + The Jesus chapel will not be open during private prayer.   + The children’s area will not be open at this time.   + The toilets will not be open to visitors at this time. * Volunteers are required to open the building and observe the sessions.   + Volunteers must confirm they have been symptom free for at least 7 days before being allowed to attend the prayer sessions. * Candles will be available to light with signs to advise visitors to take care and allow one minute between using hand sanitizer and lighting a candle, due to the alcohol content. * Prayer stations are design specifically to reduce transmission risks (i.e. nothing that involves blowing out of candles, removal of masks etc)   + Hands must be sanitized before and after accessing the prayer station.   + Pens are used by one person then cleaned before use again.   + Volunteers are to monitor prayer station use and clean surfaces once used. | * Hand sanitizer available * Signage about handwashing in place |  |  |  |
| **Opening the Church for Sunday Services**  As we prepare to open for Sunday services, certain steps need to be taken to reduce the risk of transmission | 3 | 3 | 9 | * People will be asked to queue outside the church and the doors will open at 10:00am. We have a capacity number and, once that is reached, we will not be permitted to allow anyone else into the building. * Social distancing measures will be in place in relation to seating;   + Upon arrival, people will be welcomed and asked to wait to be shown to specific seats. Seats will be allocated with three individuals to a pew, household groups can be seated together, and on alternative pews.   + A system to ensure the best use of space within social distancing guidelines will be in place.   + Once in these seats people are asked to remain seated for the duration of the service unless instructed otherwise. * **From the 29th March, outdoor gatherings of six people or two households are allowed, however indoor mixing of households is not permitted. People MUST NOT mingle with anyone outside of their household or support bubble when inside the building. Strict social distancing MUST be observed at all times.** * Hand sanitizer is available when entering and exiting the building. * Congregational singing is not permitted at this time although music will be played from the organ, and single choral members may sing. Only one organist will play during the service to reduce the risk of transmission. * The common cup will remain suspended, as will the sharing of the peace. * The bread may be shared according to the following;   + Both celebrant and recipient must wash / sanitize their hands before and after, hand sanitizer gel will be available.   + Arms must be kept at full extension during this time, to maximise distance.   + There will be a strict flow in place to maintain social distancing measures during this process, please follow instructions from stewards.   + You may see face masks worn during the eucharistic prayer. * No hymn books will be available but single use service sheets will be provided for you to use.   + Please take these home and dispose of them in your home bin. * When exiting the building people will be asked to follow guidance from stewards to ensure we exit in a socially distanced manner. * Refreshments after the service will not be available at this time.   + From the 29th March you are able to convene outside the building in groups of six, or two households * The toilets will not be open, apart from exceptional circumstances. * We will be asking for contact details from those who gather so that we can help with the 'track and trace' programme. This is now a requirement.   + Track and Trace QR codes, linked to the NHS Track and Trace app are displayed in the Minster. * The service may be live streamed on YouTube as we know this has been a welcome addition to our regular weekly services and there are members of the congregation who will not feel able to leave their homes at this time.   + It is important that we maintain a digital presence after lockdown has eased, this is an essential tool to reach a wider audience who may not be able to visit us in person.   + Anyone part of the digital team who is, or in a household with, anyone who is clinically extremely vulnerable must remain at home.   + Any electrical equipment used must have a PAT test sticker unless it is under one year of age.   + Anyone using the digital equipment must regularly use hand sanitizer and wear a face covering at all times. * Surfaces within the Minster are being regularly cleaned and sanitized after private prayer during the week and will wiped down after the service on Sunday. * Face coverings are now mandatory when visiting a place of worship, unless medically exempt.   + Preacher or president DOES NOT to have to wear a face covering when preaching, a 2M+ distance is to be maintained from the congregation. Others who come forward to read, are permitted to remove face coverings when reading, to assist clear communication. A 2M+ distance is to be maintained from the congregation.   + **Those who have been vaccinated must still wear a facemask when visiting our buildings. This is because vaccinated people may still be able to transmit the virus, even though they will not display symptoms.** * Certain areas of the Minster will be closed to public access, these areas will be clearly marked.   + The Jesus chapel will not be open at this time, unless for Tuesday communion.   + The children’s area will not be open at this time. * The offertory plate will not be passed around, instead we would ask that any cash donations are deposited into the cash donation box or you make use of our contactless donation box; the Goodbox. | * Hand sanitizer available * Signage about handwashing in place |  |  |  |
| **Higher risk areas of the Minster**  Heavily used areas of the building are more likely to present an infection risk. | 3 | 3 | 9 | * Staff and volunteers should wash hand regularly, or use hand sanitiser. * High contact areas such as door handles, door push plates, light switches, and taps will be cleaned regularly. * Busy areas such as toilets, kitchens and work spaces will be cleaned more regularly. * **Toilets should remain closed to visitors due to the restricted access, unless in exceptional circumstances.** * The kitchen is to remain closed at this time. * Refreshments are not offered during this time. * Hand washing instruction posters are displayed. * People should not pass on the stairs. Instead, one person should wait whilst the other person comes up or goes down the stairs. * The tower is accessible only under strict social distancing guidelines and by the ringing team. | * Put together and display hand washing posters in toilets and kitchens. * Add notice to close tower access. * Add notice to close kitchenette | Staff and volunteers | Ongoing | - |
| **Extremely clinically vulnerable and clinically vulnerable staff and volunteers**  Some staff may be greater risk from Covid-19 due to being either extremely clinically vulnerable and clinically vulnerable.  Those who are extremely clinically vulnerable are those who have been told to shield.  Those who are clinically vulnerable include   * people aged 70 or over * pregnant women * those with underlying health conditions | 3 | 3 | 9 | * Staff and volunteers who are classed as extremely clinically vulnerable should continue to work from home until they have been successfully vaccinated. * Those classed as extremely clinically vulnerable should be offered extra support e.g. help with shopping, collecting medication. * Staff and volunteers who are remaining at home (either through shielding or because they are choosing to self-isolate) should be contacted regularly to ensure they do not feel isolated. * Those living in a household with someone who is shielding should also be strongly encouraged to continue to work from home until vaccinations are complete. If they must return to work, they must follow guidance on hygiene practice and social distancing. | * Speak to staff and volunteers to ensure that people who are working from home have sufficient IT to perform their duties. | Staff | Ongoing | - |
| **Staff and volunteer health, including mental health issues and anxiety over returning to work**  Staff and volunteers may get sick with coronavirus.  Staff and volunteers’ mental health may be affected due to lockdown, bereavement, and fears surround Covid-19.  Staff and volunteers may feel anxious about returning to work when the government advice allows this. | 3 | 3 | 9 | * Anyone with symptoms of coronavirus must self-isolate for 7 days. * Those who live with others and where one person has symptoms must self isolate as a household for 14 days from the day that the first person because ill. * All Government guidance on what to do if you or someone in your household has symptoms should be followed. * Anyone showing symptoms should inform their line manager/team leader and should not come in to work. * Return to work will be discussed with all staff and volunteers. Suitable arrangements will be put in place to allow staff and volunteers to feel safe about returning to work, including the possibility of phased return. * Many people may feel anxious about returning to work. Support will be provided for those people so that they can feel safe about returning to work and confident in our approach to keep them safe. There is also the possibility of phased return. |  | Staff and volunteers | Ongoing |  |
| **Managing visitors and contractors** With people entering the building, there is the potential for guidance not to be followed and therefore for the risk of transmission to be higher. | 3 | 2 | 6 | * Where possible, visitors should be encouraged to contact us by telephone or email. If face to face is required, Zoom meetings should be used where possible. * If visitors must have a physical face to face meeting, all the information in this Risk Assessment should be followed. * Contractors should only access building to carry out routine servicing that is required for safety and also emergency repairs. They also must follow all the guidance in this risk assessments. * Those who are showing symptoms, those who have shown symptoms or those who live with someone who has had symptoms in the last 14 days will not be allowed on site. | * Keep a record of visitors and contractors including telephone numbers in case there is the need for contact tracing. | Staff | Ongoing | - |
| **Premises access and travel**  Travel to and from work may lead to  greater risk of transmission, especially if staff and volunteers need to use public transport to come to work.  There is also greater risk of transmission if several staff members and/or volunteers arrive at work at once. | 3 | 1 | 3 | * Where possible, staff and volunteers are encouraged to drive, cycle or walk to work. If the only option is public transport, home working options should be considered first. * If staff member or volunteer must use public transport, social distancing measures should be followed. They must also wear a face covering when using public transport. * **Those who have been vaccinated must still wear a facemask when visiting our buildings. This is because vaccinated people may still be able to transmit the virus, even though they will not display symptoms.** * Staff and volunteers should not travel to work in a car together unless they are from the same household. Alternatively, they could walk or cycle to work with one person from outside their household as part of their daily exercise. * All non-essential work travel should be minimised. * If several people are entering and/or leaving the building at the same time, social distancing of 2m should be maintained. * Hand sanitiser is available at both entrances/exits. |  | Staff | Ongoing | - |
| **Cases of possible on-site infection** Where someone is showing symptoms of corona virus, there is a high risk of transmission. | 3 | 2 | 6 | * Where an employee or volunteer shows symptoms of coronavirus, they will be sent home immediately and asked to follow government guidance. * Employees or volunteers that have needed to work within 2 metres of the person showing symptoms will also be sent home immediately and asked to follow government guidance. * Upon possible infection, all areas that a symptomatic person has been in need to be deep cleaned. If this is not possible, it should be completely vacated for 72 hours to allow the virus time to die on any contaminated surfaces or items. * Public areas that a symptomatic has spent minimal time in should be thoroughly cleaned as normal. * Cleaning staff should use disposable cloths and cleaning solutions that will kill the virus e.g. bleach spray. They must also wear appropriate PPE e.g. gloves, face masks, eye protection. They should put all clothes in the washing machine as soon as they get home. * Waste from cleaning of areas where possible cases have been should be double bagged and held in a secure place for 72 hours before being disposed of in the black wheelie bins. * Those who are showing symptoms, those who have shown symptoms or those who live with someone who has had symptoms in the last 14 days will not be allowed on site. | * Put up signs to remind people of symptoms. * Track and Trace in place * Arrange regular purchase of cleaning products, disposable cloths and PPE (disposable gloves, face masks, eye protection). | Staff | Ongoing | - |
| **Poor communication**  Transmission of the virus is more likely if people are unaware of what precautions they must follow.  There is also false information being circulated, especially on social media, which may confuse people as to what the guidance is and how they should act in accordance with it. | 3 | 2 | 6 | * Communicate clearly with all staff and volunteers during the pandemic to inform them of guidance and risk assessment. * Signage around building to inform people of the guidance and what they need to do. * Operations Manager to monitor changes in government guidance and legislation and inform people of any changes. Explanations will also be provided of what the changes look like in practice. * Regularly remind staff and volunteers of the requirement to stay at home if they are symptomatic. | • Put up signage | Staff | Ongoing | - |
| **Managing return following overseas travel**  A failure to observe quarantine restrictions when returning to the UK may increase the likelihood of transmission if the person has caught the virus when overseas. | 3 | 1 | 3 | * OVERSEAS TRAVEL IS CURRENTLY PROHIBITED * Staff and volunteers must follow any quarantine rules as set out by the government. * Staff and volunteers will not be allowed to return to work during the quarantine period, but may work from home. |  | Staff | Ongoing | - |
| **Legionella and Legionnaires’ Disease**  Although minimal, there is a slight risk of legionella in standing water in our water system which can lead to Legionnaires’ Disease. | 3 | 1 | 3 | * Unused toilets are being flushed weekly and unused taps are also being run weekly. * Prior to re-opening, unused taps should be run for 5 minutes (both hot and cold taps). | • Keep a record of these actions so in the event the person responsible becomes unwell others know when this should be done. | Staff | Ongoing | - |
| **Cyber security**  There is the potential for an increase in cyber security threats including computer viruses, phishing and scan e-mails.  Increased use of online meetings has also led to an increase in ‘Zoom-bombing’. | 3 | 2 | 6 | * Inform staff and volunteers to be aware of the cyber security threats. * Encourage staff and volunteers to block phishing e-mails and to have Spam filters set up. * Continue to follow Data Protection guidance surrounding sharing and storing personal data online. * Zoom meeting links should contain encrypted passwords and where possible, the waiting room function should be used and meetings should be locked when all attendees have arrived. Where this is not possible, the host should monitor any unwelcome activity and remove such people from the meeting. |  | Staff | Ongoing | - |

\*Severity 1-3 (S) x Likelihood 1-3 (L) = Rating