

<p><u>Activity</u></p> <p>In response to phase 4 of the government roadmap, which sees all restrictions legally lifted, we have considered our space and requirements to complete the below risk assessment to try and ensure the ongoing safety of our staff, volunteers and visitors.</p> <p>The risk of transmission is still real, and cases are rising (hospital admissions and fatalities are not, thanks to the vaccination program) so we must assess our own level of risk and how we want to manage that. We want to begin to move forward but feel it is not quite right time to remove all of our own restrictions.</p>	<p><u>Name</u></p> <p>Stephanie Osman - Operations Manager</p>	<p><u>Date</u></p> <p>22/07/2021</p>
<p><u>Who may be harmed?</u></p> <p>Members of the public, church staff and volunteers</p>	<p><u>Seconded</u></p>	<p><u>Review Date</u></p> <p>End of August</p>

Assessed Hazard	Risk Rating = SxL*			Existing Controls	Additional Controls	By Who	By When	Date Complete
	S	L	R					
<p><b>Risk of infection/transmission of the COVID-19 virus.</b></p> <p>People can catch the virus from others who are infected in various ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth when a person with the virus coughs etc.</li> <li>• the virus can survive on surfaces for up to 72 hours</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Office working is now permissible, the instruction to work from home where possible has been lifted, however, as we are able to work effectively from home and doing so eases the challenges of space in the office, we will continue to work from home as needed and is sensible in the effective performance of our duties.</li> <li>• All staff and volunteers are to continue to wash their hands for at least 20 seconds on arrival,</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitizer available</li> <li>• Signage re face coverings and track and trace to be updated</li> <li>• Paper based, self-completing track and trace system to be introduced</li> </ul>	Staff and volunteers	Ongoing	-

<ul style="list-style-type: none"> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth</li> <li>• Those who have been vaccinated are still able to transmit the virus, even if they don't display symptoms.</li> <li>• Restrictions on social distancing and the wearing of face coverings have been lifted (19/07) but the risk of transmission is still real and cases are rising (hospital admissions and fatalities are not, thanks to the vaccination program) so we must assess our own level of risk and how we want to manage that.</li> </ul>			<p>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.</p> <ul style="list-style-type: none"> <li>• High contact areas such as door handles, door push plates, light switches, hand rails, kettles, and taps will continue to be cleaned daily (or more frequently if different groups are using the building).</li> <li>• Our main door has a touch panel access, to facilitate access for our visitors with limited mobility. This presents a contact transmission risk that has been managed by open doors and ONLY volunteers pressing the panel. <ul style="list-style-type: none"> <li>◦ Going forward we place a gel station next to the touch panel and advise people to gel their hands after contact with the panel.</li> </ul> </li> <li>• Busy areas such as toilets, kitchens and work spaces will continue to be cleaned daily (or more frequently if different groups are using the building).</li> <li>• Bins will continue to 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.</li> <li>• Hand sanitiser stations are positioned in various places around the building, these will remain in place as will signage encouraging their use.</li> <li>• Cover mouth and nose with a tissue when coughing or sneezing, put used tissues in bin straight away and thoroughly wash hands.</li> <li>• Face coverings will be optional in our buildings. <ul style="list-style-type: none"> <li>◦ We will be providing a space for those who wish to be seated with others wearing face coverings.</li> </ul> </li> </ul>				
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<p><b>Opening the Church</b></p> <p>We will continue to open for Sunday Services and Private Prayer only.</p> <p>While restrictions have been lifted the risk of transmission still exists, the advice from the CofE is to consider our own individual context and plan accordingly.</p> <p>To that end we will be continuing to observe some restrictions in some areas while still moving forward in others.</p>	3	3	9	<ul style="list-style-type: none"> <li>• We will continue to ask people to queue outside the church and the doors will open at 10:00am. We will continue to observe a capacity number so that we can do our part to reduce the ongoing spread, once that is reached, we will not be permitted to allow anyone else into the building.</li> <li>• A one way system is no longer applicable so visitors will enter and exit via the main door.</li> <li>• When exiting the building people will be asked to follow guidance from stewards to ensure we exit in a socially distanced manner.</li> <li>• Face coverings will be optional in our buildings. <ul style="list-style-type: none"> <li>○ We will be providing a space for those who wish to be seated with others wearing face coverings.</li> </ul> </li> <li>• We will be maintaining a level of social distancing within our buildings. <ul style="list-style-type: none"> <li>○ We will continue to keep every other pew closed so that we can allow congregational singing.</li> <li>○ People will still be asked to remain in their seats during the service where possible.</li> </ul> </li> <li>• Congregational singing is now permitted however, as we move slowly out of lockdown restrictions, we will be limiting our congregational singing to one hymn at present.</li> <li>• Hand sanitizer is available when entering and exiting the building.</li> <li>• No hymn books will be available but single use service sheets will be provided for you to use.</li> <li>• Refreshments are not available at this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitizer available</li> <li>• Signage re face coverings and track and trace to be updated</li> <li>• Paper based track and trace system to be introduced</li> </ul>			

				<ul style="list-style-type: none"> <li>• The toilets will be open but we would ask that people continue to use the one-way system and single use in the toilets.</li> <li>• We will be asking for contact details from those who gather so that we can help with the 'track and trace' program. This is not a requirement but continuing to use the track and trace system will allow the NHS to monitor the spread and individuals to know if they may have come into contact with the virus. <ul style="list-style-type: none"> <li>○ Track and Trace QR codes, linked to the NHS Track and Trace app are displayed in the Minster.</li> <li>○ We will also offer paper based methods of providing this information.</li> </ul> </li> <li>• Surfaces within the Minster are being regularly cleaned and sanitized.</li> <li>• All areas of the church will now be accessible. The children's area will be temporarily re-instated into the church on the South side while the Social Supermarket is still in place.</li> <li>• 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.</li> <li>• Prayer stations are design specifically to reduce transmission risks (i.e. nothing that involves blowing out of candles, removal of masks etc)</li> <li>• The common cup will remain suspended, as will the sharing of the peace.</li> <li>• The bread may be shared according to the following; <ul style="list-style-type: none"> <li>○ Both celebrant and recipient must wash / sanitize their hands before and after, hand sanitizer gel will be available.</li> <li>○ Arms must be kept at full extension during this time, to maximise distance.</li> </ul> </li> </ul>				
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<b>Positive Cases</b> – Amongst staff, volunteers or visitors	3	3	9	<ul style="list-style-type: none"> <li>• Anyone with symptoms of coronavirus must self-isolate for 10 days.</li> <li>• Those who live with others and where one person has symptoms must self isolate as a household for 10 days from the day that the first person became ill.</li> <li>• All Government guidance on what to do if you or someone in your household has symptoms should be followed.</li> <li>• Anyone showing symptoms should inform their line manager/team leader and should not come in to work.</li> <li>• Return to work will be discussed with all staff and volunteers. Suitable arrangements will be</li> </ul>		Staff and volunteers	Ongoing

				<p>put in place to allow staff and volunteers to feel safe about returning to work, including the possibility of phased return.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>				
<p><b>Cases of possible on-site infection</b> Where someone is showing symptoms of corona virus, there is a high risk of transmission.</p>	3	2	6	<ul style="list-style-type: none"> <li>• Where an employee or volunteer shows symptoms of coronavirus, they will be sent home immediately and asked to follow government guidance.</li> <li>• 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.</li> <li>• 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.</li> <li>• Public areas that a symptomatic has spent minimal time in should be thoroughly cleaned as normal.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>		Staff	Ongoing	-

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