

Risk Assessment

St Paul’s Masbrough

Re-Opening the Doors for Sunday Services and Prayer Activities

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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 | 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 prior to leaving. * High contact areas such as door handles, 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. * **Toilets will be closed to visitors. The disabled toilet can be use in the case of emergencies.** * Bins will be emptied daily in toilets, kitchens and communal areas. Staff and volunteers are to 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 in places 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.** * 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 in place | Staff and volunteers | Ongoing | - |
| **Opening the Church for Sunday Services and Individual Prayer activities**  As we prepare to open acts of worship, certain steps need to be taken to reduce the risk of transmission | 3 | 3 | 9 | * A one-way system will be in place to avoid people crossing in the church. A volunteer will be in place on the door to monitor access and encourage social distancing measures.   + People will enter via the West entrance door and move into the main body of the Church.   + They will leave via the Kimberworth Road door, following a one-way system throughout.   + Worshippers will be shown to a seat.   + 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. * Only the disabled toilets are open and are only accessible in emergencies. * 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 Church. * Surfaces are being regularly cleaned and sanitized after private prayer. * Face coverings are now mandatory in places 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 St Paul’s will be closed to public access, these areas will be clearly marked.   + The children’s area will not be open at this time.   + The toilets will not be open to visitors at this time. Only the disabled toilets are available in case of emergencies. * 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. |  |  |  |  |
| **Higher risk areas of St Paul’s**  Heavily used areas of the building are more likely to present an infection risk. | 3 | 3 | 9 | * Staff and volunteers must 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. * The kitchen is to remain closed at this time. * Tea and coffee is not to be offered at this time, bottled water is available in case of emergency. * Hand washing instruction posters are displayed. * Volunteers should not pass on the stairs. Instead, one person should wait whilst the other person comes up or goes down the stairs. | * Put together and display hand washing posters in toilets and kitchens. | 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 not return to work or our buildings until they have been fully vaccinated. They should continue to work from home. * Those classed as extremely clinically vulnerable should be offered extra support e.g. help with shopping, collecting medication. * Staff and volunteers who are classed as clinically vulnerable should work from home until they have been fully vaccinated. * 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 those shielding have been fully vaccinated. If they must return to work, they must follow guidance on hygiene practice and social distancing. |  | 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. |  | 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. **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. | Buy hand sanitiser for 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. * Consider keeping a record of who has been in the building and when to assist with contact tracing if someone becomes symptomatic. * Arrange 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