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THE COVID 19 RISK ASSESSMENT FOR ALL SAINTS CHURCH BRANKSOME PARK

Organisation All Saints Parish Church, Branksome Park
28 Western Road, Poole, BH13 7BP

Owner This document is owned by the Parochial Church Council (PCC) of All Saints Branksome Park
On behalf of the PCC the document will be managed by the Church Administrator

Version Control The following process will be employed to control the changes that are required, given changing circumstances and national and Church guidelines.

1. The PCC Standing Committee (PCC-SC) has been given power, on an operational basis (day to day), to authorise any changes which are required by changing circumstances.
2. Changes approved by the PCC-SC will be logged in the control document
3. The PCC meeting will have a standing agenda item to review and approve the changes made in this documents

Document Title The Risk Assessment for Church Buildings under the responsibility of All Saints Church PCC

Section Titles A The Risk Assessment for the main Church building
B The risk assessment for the Church Hall
C The risk assessment for the Church Vestry
D The Christmas experience 2020 - whole site usage

Current Version This document is currently version 2.2

Current Manager This document is currently managed by the Church Wardens - Gill Drysdale & Michael Steen

Incident Management Material breaches of controls should be reported to the Controls manager(s) via the Church Office

Date of last update 15-Jan-21

Reason New guidance from Church of England following the UK third lockdown

RISK ASSESSMENT FOR THE MAIN CHURCH BUILDING

Control ID	Area of Focus	RISK	Preventative Controls to reduce occurrence (P)	Identification controls to identify the risk has occurred (O)	Controls operated by	RAG
A001	Access to church building	The risk is that groups or individuals may gain access the building in an uncontrolled manner and potentially infect the building.	<p>Access will be controlled by maintaining a key holder log and key holders will be given instructions on use and that no unauthorised use will be permitted.</p> <p>Those who access the Church building frequently, e.g. vicar, verger, Church administrators, Church Wardens, Church cleaning staff will be asked to only use the Vestry door to enter.</p>	<p>Authorised users will be asked to be vigilant and look for evidence of improper use. Those who access the Church building frequently, e.g. vicar, verger, Church wardens, Church administrators, Church cleaning staff will be asked to keep vigilant for any unauthorised use.</p> <p>If there is evidence of improper use, cleaning and disinfecting will be carried out as soon as possible and certainly before any authorised use.</p> <p>Incident form and log will be filled out and logged for risk review and remediation where possible.</p>	<p>P - Adm</p> <p>O Vic, Ver, CIn, Church Wardens</p>	Green
A002	Access to church building	The risk is that while the Church is open during cleaning or for private prayer, people may enter the building without signing in or without following guidelines.	<p>Private Prayer: When the Church is open for private prayer the following actions will be taken by way of preparation: - a Notice on/at the front door will signpost the need to register their presence (either by scanning the code or filling in a slip) and to only sit in a designated pew - Designated pews will be changed from the last use (usually a Sunday)</p> <p>Other open times: During cleaning or other times (e.g. site visit by vicar or worker) the key holder will ensure the front door is locked - as no key is required for safe exit, this will prevent unauthorised access.</p>	<p>If it is suspected that breaches are occurring then the Church Wardens or Vicar will scan the CCTV footage or gather other evidence to determine if a breach has happened and if so they will determine whether to close the Church for private prayer until remediation can be safely identified and put in place.</p>	<p>P - Church Wardens</p>	Amber
A003	Preparation of the Church for use	The risk is that the Church air/space, objects or surfaces may be contaminated from previous use.	<p>The Church will only be potentially open for private prayer only on Wednesdays to allow airing between Sunday usage. Where possible, windows are be opened temporarily to improve ventilation.</p> <p>When there is planned service other than Sunday then the Church will be closed for individual prayer that week. The Church website will display Church CLOSED for individual prayer and Church members signposted to check website before planning a visit.</p> <p>Saturday will be the regular cleaning day for a thorough clean to COVID standards.</p> <p>If more than one service is held on Sunday or at any time then: 1 - there will be sufficient time between the end of a service and the start of the next to allow for safe exit and entry. 2 – there will also be sufficient time for effective cleaning to take place and the pew markers to be changed so that fresh pews are used for each service.</p>	<p>Authorised users must take into account the time between church use events and ensure the necessary time is allowed between use and the correct procedures are followed. If it identified that this is not the case, the breach must be reported an action taken.</p> <p>Incident form and log will be filled out and logged for risk review and remediation where possible.</p>	<p>P - Church Wardens</p> <p>O Standing Committee</p>	Green

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A004	Preparation of the Church for use	The risk is that guests contaminate books or leaflets and leave them contaminated.	<p>All Bibles/literature/hymn books/leaflets will be removed or placed behind a cordoned off area.</p> <p>Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on). Holy water stoups and the font are empty. Access to altar area and to service books etc. restricted by physically blocking it. No access signs will be displayed.</p> <p>Kneelers removed as per government guidance</p>	Authorised users and clergy to check for any items left out that may at risk of use by multiple members of the public attending services or private prayer, and remove them.	<p>P - Church Wardens</p> <p>O Standing Committee</p>	Green
A005	Church entrance. People queueing and entering the Church	The risk is that attendees may pass the virus to others on entry.	<p>All those attending Church services must access the Church via the main front porch doors.</p> <p>Signage will be placed just inside the doors reminding visitors to use the sanitiser station found just inside Church. Signage will remind visitors of the 2m rule.</p> <p>All adult user groups should wear a face covering unless guidance specifically exempts them or there is medical reason not to. If a person has forgotten to bring their face covering, spare face masks are also provided both at the main entrance and in the vestry.</p> <p>Both doors are to be opened to allow both good air circulation and safe passage.</p> <p>Clergy/ service organisers must designate one or preferably two people to steward the doors to take responsibility for ensuring sanitisation and safe distancing occurs.</p> <p>Door stewards will ensure attendees have either used the CODE or have pre-registered or take contact details if neither of the above. The list of attendees will be kept in the safe for at least 4 weeks and then destroyed.</p>	Door stewards will be vigilant and remind any visitors identified as breaching the guidelines to comply. If the breach is serious enough, they should complete and submit an Incident Form.	<p>P - Church Wardens</p> <p>O Standing Committee</p>	Green

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A006	Pews and seating	There is a risk that too many people attend a service and safe distancing is not possible	Attendees will be asked to phone or email the Office if they intend to come to a service and Church notices will regularly contain a reminder. The list will be made available to door stewards who will maintain the list and be vigilant about where attendees are sitting. Every third pew will be designated as 'usable' and the other two marked DO NOT SIT. No more than two individuals may seat on one pew and must be at either end. If a bubble of more than two are sat in a pew then no one else can sit in that pew. No more than 39 individuals may occupy the Church including clergy, choir stalls, servers etc.	Door stewards to check off names of those attending "pre-book" services. Any people turning up at these events without a booking should only be permitted to attend if the number of pre-booked seats is lower than the permitted number of worshippers that Covid-19 social distancing guidelines allow. Such guests may be required to wait outside away from the entrance until booked guests have had time to arrive. Door stewards may need to turn people away if overcrowding is an issue. The clergy / service organiser will cancel the service if there is a material breach of numbers.	P - Church Wardens O Standing Committee	Green
A007	Track and Trace	The risk is that someone who tests positive will have infected others during a visit to the Church	Door stewards will ask any visitors to either fill out the paper visitor forms or scan the QR code. Visitor slips have been printed with locked box for submission for data protection. Single use pens supplied with box for used pens – along with signage. QR Code generated, posters put up on entrance doors and laminated wipeable sheets available for greeters to present to worshippers on entering the church for use with NHS Track & Trace App	Door stewards will ensure no one enters without completing this information. If any breaches are serious an Incident Form should be completed and submitted.	P - Church Wardens O Standing Committee	Green
A008	Use of toilets	The risk is that the use of toilets is not usually supervised and users may either contaminate the area or be infected	Where possible, toilets should only be for urgent use. Notice on washing hands after use is to be displayed in the toilets. Sanitiser to be provided. Where possible, Clergy/ service organisers should designate one person/door steward with the responsibility for ensuring sanitisation and safe distancing occurs.	Door stewards to monitor use of the toilet and where possible, remind those needing it to use the sanitiser provided.	P - Church Wardens O Standing Committee	Green
A009	Use of toilets	The risk is that social distancing is not maintained.	Social distancing guidelines must be adhered to if people are queueing for the toilet.	Door stewards to monitor use of the toilet and where possible, remind those needing it to queue appropriately.	P - Church Wardens O Standing Committee	Green
A010	Use of toilets	The risk is that where there are toilet facilities, there may be an inadequate supply of soap and disposable hand towels.	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels. A bin for used towels must be available.	Supplies in toilet to be checked by cleaners weekly and by Sunday Service manager	P - Church Wardens O Standing Committee	Green
A011	Use of toilets	The risk is that where there are toilet facilities, disposal of used hand towels may not occur regularly	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. Cleaners to dispose after each Sunday before the next.	Supplies in toilet to be checked by cleaners weekly and by Sunday Service manager	P - Church Wardens O Standing Committee	Green

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A012	Use of projection, microphone or equipment	There is a risk that equipment in the Church is contaminated by users	<p>Until the Church has dedicated equipment for use in the Church that is not shared with the Hall or Vestry, care must be taken to clean any shared tech. Users will need to sanitise before and after use and provide guidance to any other users on how to use equipment safely. Any personal equipment brought into the Church for use during a service must also follow these guidelines.</p> <p>Signage on or with the equipment should clearly state that individuals and items must be sanitised before and after use.</p> <p>All equipment should be wiped down after set up and after use. Hand held mikes should be discouraged and gloves worn by users. Stand mikes, once set up, should not be touched by users and care not to touch the mike with the face or lips. Multiple use of mikes to kept to a minimum. Equipment should be properly stored or taken away after use and cleaning. The Church will ensure adequate cleaning and disinfecting material and disposable gloves are provided.</p>	Custodians of this equipment will provide guidance to equipment users, monitor use of equipment, correct misuse and use the incident form to report any breaches of use. Church administration to keep a log of breaches and lessons learned.	<p>P - Church Wardens</p> <p>O Standing Committee</p>	Green