

## Reopening of St Peter and St Paul's, Shepton Mallet for Sunday services – risk assessment and mitigation

**Action Update - 21 October 2020**

### References:

- Keeping church buildings clean*, The Archbishops' Council, Cathedral and Church Buildings Division 16th June 2020 & The House of Bishops COVID-19 Recovery Group 22nd May 2020, 10 Jul, 21 Jul

*Guidance for the Safe Use of Multi-Purpose community facilities and Safe Use of Places of Worship*, both at at <https://www.gov.uk>

*Access to church buildings during lockdown: advice for incumbents*, The Archbishops' Council, Cathedral and Church Buildings Division 6th May 2020

The Archbishops' Council, Cathedral and Church Buildings Division 7th May 2020

CofE Covid 19 *Safer Churches – Helping public places to reopen safely*

GOV.UK *Covid-19: guidance for the safe use of places of worship during the pandemic* dated 27 July 2020

### Register of Risks:

Serial	There is a risk that:	Likelihood 3 = High 1= Low	Severity 3 = High 1 = Low	Rating L x S Red/high Yell/mod Grn/low	Mitigation Actions and Leads Church Wardens (CW); Benefice Administrator (BA); Church Stewards (CS); Service Leaders (SL)	Leads	Action Update
1	CV19 will be contracted by somebody at a service and transmitted to the community	3	3	9	<p>System designed to record names / contact details of all people present are recorded / held for 21 days and then destroyed (CW, BA)</p> <p>Welcome team to supervise this.</p>	<p>BA</p> <p>CW, CS</p>	Congregation will be advised of this in a special 'Returning to Church Updates' email and via the website.
2	There will be insufficient distancing between people / groups	3	3	9	<p>Mark out 2m distance points on nave and aisles</p> <p>One-way flow entry and</p>	CW	

					<p>exit, with arrows</p> <p>CW</p>	
					<p>Clearly mark out seating areas including exclusion zones to maintain distancing.</p> <p>CW</p>	
					<p>Set up a seating plan with names of those we know are planning to come adhering to 2m distancing rules.</p> <p>CW</p>	
					<p>BA</p>	
					<p>Set up lectern in accordance with 2m distancing rule</p> <p>CW</p>	
					<p>Refreshments to be postponed until a compliant procedure can be established.</p> <p>CW</p>	
					<p>Welcomers to supervise seating of people, and procedures for entering and exiting the building</p> <p>CS</p>	
					<p>Service Leaders to remind congregation about social distancing requirements at start of service</p> <p>Additional distancing (&gt;2m) between speakers and front</p>	

					row of congregation.	CW	
						CW	
3	There will be high levels of social interaction between groups and individuals within the church	3	3	9	<p>Seating plan to be arranged so that social distancing is adhered to. People encouraged to sit at their places and not circulate before and after the service.</p> <p>Service duration to be kept to a minimum</p> <p>Congregation pre-advised that social interaction should occur outside the church, after the service, and in alignment with the 2m distancing rule.</p> <p>Service leaders to remind congregation of the need to minimise 'in church' social interaction</p>	CW/BA SL  SL	<p>Congregation will be advised of this in a special 'Returning to Church Updates' email and via the website.</p> <p>As above.</p> <p>As above.</p>
4	Pinch-points will occur in the building, increasing the chances of transmission	3	3	9	<p>Introduce One-way flow system</p> <p>Clearly mark out flow of movement for people</p>	CW CW	Congregation will be advised of this in a special 'Returning to Church Updates' email and via the

					<p>entering and leaving the building to maintain physical distancing requirements.</p> <p>Closing of all toilets with exception of ground floor disabled toilet</p> <p>Participants pre-advised in updates email to avoid pinch-points</p> <p>Participants made aware in updates email note of limited toilet provision</p> <p>Marshal one-way system, taking action to alleviate any pinch-points</p>	<p>CW</p> <p>BA</p> <p>PA</p> <p>CS</p>	<p>website.</p> <p>This will reduce the load on the cleaning team.</p>
5	Stewards will be unable to identify / enforce transgressions to social distancing during the service	2	2	4	<p>Clear 2m markings around the church</p> <p>Stewards made aware of their responsibility to maintain the household groupings</p>	<p>CW</p> <p>CW / CS</p>	<p>CSs will be briefed</p>
6	Stewards may contaminate vulnerable people with whom close contact may be necessary	1	3	3	<p>Stewards having PPE (mask / gloves) to hand to use as they deem appropriate</p> <p>Stewards briefed on their responsibility for vulnerable persons in 'Key Requirements for Stewards' note</p>	<p>CS</p> <p>CW/CS</p>	<p>Stewards notified to bring mask, gloves provided.</p> <p>CSs will be briefed - it may be that very vulnerable people will not come to church for a while – we should be able to prepare in advance for some of our</p>

							known elderly and vulnerable people and respond appropriately.
7	Queueing outside the building may increase the chances of infection	2	3	6	<p>Congregation to be pre-advised of their responsibility while queueing for entry.</p> <p>Stewards to be briefed on their responsibility for managing entry to church Stewards / Church leaders will speak to queuing congregants to welcome them and ensure distancing</p>	<p>PA</p> <p>PA</p> <p>CW, CS</p>	<p>Congregation will be advised of this in a special 'Returning to Church Updates' email and via the website.</p> <p>Posters on the A board and inside noticeboards will remind everyone of these things.</p>
8	Congregation will be unaware of the arrangements for the service and on what is required of them	2	2	4	<p>'Key requirements' itemised in a 'Returning to Church' note and circulated to congregation before the first service.</p> <p>'Key requirements' posters to be made and made clearly visible at church entry and on noticeboards</p>	<p>BA</p> <p>BA</p>	
9	Infection will spread if people are not aware of local infections	3	3	4	<p>Government QR code on entry for those using the Test and Trace app, or individuals are signed in by the welcomers.</p>		

10	Leaders and stewards will be unaware of the arrangements for the service and their role / duties	1	3	3	Stewards identified and rota produced  Note detailing 'Key Requirements for Stewards' to be produced and given / briefed to stewards	BA  CW	The welcome team/church stewards will be formed and briefed of its responsibilities. The more elderly/vulnerable welcomers will not be put on the rota in the first instance.
11	Children will not understand / adhere to social distancing rules and spread infection	3	3	9	Stewards to ensure that children sit with parents and that parents are aware of their duty to try to keep the children sitting in their designated places.	CS BA	Congregation will be advised of this in a special 'Returning to Church Updates' email and via the website.
12	People may present at Church <b>with</b> CV 19 symptoms and spread infection	1	3	3	Include the requirement <b>not</b> to present at church with any symptoms of infection in the 'Returning to Church' note Stewards briefed to turn away anyone presenting with possible CV19 symptoms Everyone attending church will be required to wear a face covering.	PA  CW/CS  SL / BA	Congregation will be advised of this in a special 'Returning to Church Updates' email and via the website.  Masks purchased and to be on hand to stewards if people arrive without them.

13	People <b>without</b> symptoms may present at Church without symptoms and spread infection	2	3	6	Upon notification of case, action in accordance with HM Govt 'Track and Trace' direction, using contact data	BA System established. BA will coordinate.
14	There are insufficient measures in place to protect vulnerable people / over 70s	2	3	6	Establish specific area within church for these groups Make clear the heightened risk of infection. Attending must be an informed decision.	CW BA Congregation will be advised of this in a special 'Returning to Church Updates' email and via the website.
15	The facilities provided are insufficient to meet the needs of vulnerable people	3	1	3	Situation made clear in the 'Returning to Church' note	BA Congregation will be advised of this in a special 'Returning to Church Updates' email and via the website.
16	People will not sanitise properly, increasing the chances	2	3	6	Erect hand-sanitiser station at entrance and exit, with	CW Entrance – done. Exit – done.

	of CV19 transmission				<p>posters as necessary</p> <p>Pre-service check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.</p> <p>Stewards to be aware of their responsibility for enforcing hand sanitisation on entry</p> <p>Participants made aware of the sanitisation requirements in the 'Returning to Church' document</p>	<p>CW</p> <p>CW/CS</p> <p>BA</p>	<p>Congregation will be advised of this in a special 'Returning to Church Updates' email and via the website.</p>
17	People will leave waste and rubbish behind, increasing the chances of spreading infection	2	3	6	<p>Hand-sanitiser made available before entry to toilet</p> <p>Toilet door left open after use for ventilation</p>	BA	<p>Posters and sanitising station to be made</p>
18	Infection will be spread in toilets	2	3	6	<p>Close off all toilets except for the ground floor disabled toilet</p> <p>Ensure an adequate supply of soap / disposable hand towels, and a bin for towels, are available in open toilet</p>	BA	<p>Done</p>

19	The cleaners will not be properly briefed on their role and duties pre and post opening	1	3	3	Full briefing on church reopening plans to be given in advance to Judy Dear	CW	
20	Cleaners presenting at the Church with / without symptoms may contaminate fabric and fittings	2	3	6	Cleaning coordinator to confirm that volunteer cleaners are aware of the requirement not to present with CV symptoms Cleaning coordinator to be made aware of the responsibility to inform Administrator if staff contract CV19 Adherence to HM Govt 'Track and Trace' procedures if cleaning manager gives notification of CV19 case	CW	
21	Contractors presenting at the Church with / without symptoms may contaminate fabric and fittings	2	3	6	Contractors requested to confirm that they have no symptom before entering Only essential / urgent contractors visits to take place in 72 hrs after a service	CW	Ongoing.

					Existing regulations for visiting contractors to be complied with Contractors' managers to be requested to notify Church if staff visiting premises subsequently test + for CV 19 Adherence to HM Govt 'Track and Trace' procedures if contractors' mgmt. give notification of CV19 case		
22	People will wander beyond authorised areas, contaminating closed off furniture / fittings	2	2	4	Close off kitchen and serving area, play area Remove / stow all toys Remove / stow all non-essential furniture	CW	Done.  Done. Done. Done.
23	The church will be insufficiently ventilated	2	2	4	Stewards arrive early to maximise ventilation All doors kept open during service Stewards leave internal doors open after service	CS	
24	Surfaces will become contaminated, with the risk of spreading infection	2	3	6	Reduce, where possible, the number of surfaces which could be contaminated	CW	

						PA	
25	Legionella bacterium may have infected the Church's water supply during the lockdown period	2	3	6	Run all taps for 5 minutes in advance of reopening and periodically thereafter	CW	Done.
26	Animal waste may have accrued during the lockdown period	1	2	2	Check for animal waste and, if found, arrange for removal	CW	Done.
27	Equipment used to stream the service may be unsafe	1	3	3	Ensure all equipment used is PAT tested iaw regulations Avoid exceeding safe load on sockets, cables/tripod causing trip hazard		
28	Electrical problems may have developed during the lockdown period	1	3	3	Check all electrical systems, fire alarm system, emergency lighting Check PAT up to date for all items likely to be used	CW	
29	Fire-fighting equipment may have become unserviceable during the period of lockdown	1	3	3	Ensure fire-fighting equipment remains in serviceable condition	CW	
30	The one way system may confuse congregants seeking to exit the building in the event of the fire	1	3		Service Leaders to notify where fire exits are and to advise that these are all to be used in the event of an emergency	SL	
31	Food may be introduced to /consumed on Church premises, increasing the chances of infection	2	3	6	Participants to be made aware in 'Returning to Church' note of the requirement not to bring food / drink Stewards are aware of their	BA	

					responsibility for ensuring that no food / drink is consumed on the premises	CS	
32	Bibles, prayer cushions, toys, devotional objects, leaflets, musical instruments and eqpt etc may be touched and contaminated	2	3	6	<p>Bibles and hymn books removed and stowed</p> <p>Prayer cushions removed and stowed</p> <p>Non-essential furniture removed and stowed</p> <p>Toys removed / stowed.</p> <p>Leaflets removed / stowed</p> <p>Musical eqpt put off limits, stowed if possible</p> <p>Kitchen and equipment put off limits</p> <p>Receptacle positioned for collections on exit - 72 hr delay before emptying; gloves used when collecting.</p> <p>Organ/piano keyboard and seating area to be cleaned by each week.</p>	<p>CW</p> <p>BA</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done.</p> <p>Done</p> <p>Done.</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Organ/piano will be used – no undue risk.</p> <p>Done</p>
33	Fittings / fabric (incl mixing desk, microphone, camera) become contaminated, infecting people visiting the church after a service	2	3	6	<p>Technical team to sanitise after the service</p> <p>Stewards tables, door knobs, high-use surfaces at end of service</p> <p>BA to ensure that any waste is double-bagged &amp;</p>	<p>BA</p> <p>CS</p>	<p>Wed after each service plus 72 hr quarantine</p>

					removed Only essential visits permitted for 72hr period after a service	BA	
--	--	--	--	--	--	----	--

**Authorisations:**

I am satisfied that risks associated with reopening St Peter and St Paul's Church during the CV19 pandemic have been satisfactorily described above and that the mitigation actions, as identified, have been taken:

Signed:

Rector Jonathan Hunter Dunn

Date

Signed:

Church Warden Nick Bennett

Date

Signed:

Church Warden Vaughan Ives

Date

Signed:

Benefice Administrator

Helen Bennett

Date Update 7<sup>th</sup> September