**Risk assessment**

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| **Church:**  **St Michael’s Kirkby Malham** | **Assessor’s name:**  **Edric Ellis** | | **Date completed:**  **27/1/22** | **Review date:**  **31/3/22** |
| **Event or service this assessment relates to:** | | **Services and use of Kirkby Malham Church** | | |

| **Risk** | **Controls to consider (delete or detail as appropriate to your location and event)** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **Aerosol or droplet transmission of Covid-19** | Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary. | Consult HSE [guidance on identifying poorly ventilated areas](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm)  Do not prop open fire doors.  Large space, well ventilated |  |  |
| Use outdoor spaces if appropriate and available. | Not appropriate |  |  |
| Remind people that it is now mandatory to wear a face covering, unless exempt, when inside your building. You may also consider asking congregations to continue to wear face coverings for exempt activities that increase risk of aerosol spread such as singing. | No longer mandatory. People will be encouraged to use face coverings whilst moving about the church. Face coverings are available in church. | SM announce at services | At each service until further notice |
| Put in place measures to reduce contact between people e.g. retaining social distancing | 2m notices to be left in place | EE | 27/1/21 |
| If practical in your building, choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different door for exit. | Use main door unless > 50 in church when Priest’s door should be unlocked. Wide aisles with easy and clear access | Keyholders | As needed |
|  | For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings.  Where a non-worship activity with over 500 people is involved such as a concert or other event an NHS COVID Pass may be required for attendance. | [Required use of the NHS COVID Pass](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#required-use-of-the-nhs-covid-pass)  Not applicable | N/A | N/A |
| **Surface transmission of Covid-19** | Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can’t wash their hands. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options.  Ensure hand sanitiser is readily available and topped up. | Keyholders | Weekly review |
| Identify where you can reduce the contact of  people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork. | Service books and hymn books used weekly and left in place. | Sidespeople | After services |
| Good hygiene and cleaning of the building. | See advice on [cleaning church buildings](https://www.churchofengland.org/media/24767). |  |  |
| Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people. | You could consider a long-term loan system for Bibles and other books to ensure people have access to these. | No regularly shared items |  |
| If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them. | Pew sheets handed out by sidespeople – need to sanitise hands regularly |  |  |
| Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on). | No devotional objects. |  |  |
| Put in place a cleaning rota/system for children’s materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children). | Children’s material not to be used at the present time |  |  |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | EE to check supplies | As needed |
|  | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Done |  |  |
| **Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.** | Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. Encourage visitors to use one or other of these options. | Consult [advice on Track and Trace](https://www.churchofengland.org/media/21016). Track and trace no longer a legal requirement. QR code still in place. |  |  |
| Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious. | Keep websites and social media pages up to date | SM | 28/1/21 SM |
| Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. | No regular member of the congregation struggles. Sidespeople will give help as needed at services. |  |  |
| Consider if a booking system is needed, whether for general access or for specific events/services. | Not needed |  |  |
| Communicate with nearby churches to ensure offered provisions are complementary. |  |  |  |
| Provide welcoming notices that outline safety measures. | Done | SM, EE |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 48 hours with no access permitted. | **This action will be taken if needed.** | Vicar or churchwardens. | As needed |
| If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | [**Public Health England guidance** available here.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | N/Also please |  |
| If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. | Advice on[**cleaning church buildings can be found here.**](https://www.churchofengland.org/media/24767) |  |  |