**Risk Assessment**

**As a result of this Risk Assessment the DCC of Holy Trinity church, Norton Juxta Twycross has determined that the church building will be open for funeral services when Required**

This Risk Assessment is based upon guidance available as of 10th June 2020, and practice will evolve as national and diocesan guidance allows, and the current state of play regarding the Covid 19 virus.

As a DCC we aim to minimize risk, as much as is reasonably practicable in a constantly evolving situation, whilst recognizing we cannot entirely remove it. Our assessment of risk is based on

* Location - village church, with minimal visitors from beyond the village or congregation
* The demographic of our local population, recognizing that many of our congregations and those visiting church may fall into the Extremely Vulnerable and Vulnerable groups, therefore potential impact may be high.
* The prevalence, of Covid 19 in the immediate and neighbouring communities appears to be low.

Therefore, our ***overall assessment of risk at this point is low/medium***. If this changes, prevalence increases, or volunteers become unavailable then our approach will be revisited.

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| **Location / Site** | Holy Trinity church, Norton Juxta Twycross |
| **Activity / Procedure** | Opening for all public worship |
| **Assessment date** | 09/06/2020 – to be updated regularly |

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| **Identify people at risk** | YES or NO |
| **Employees** | **YES** |
| **Children** | **YES** |
| **Visitors** | **YES** |
| **Contractors** | **Yes –none expected** |

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| **Identify hazard** | | **Lack of social distancing at Services and private prayer** resulting in direct transmission of the virus | | |
| **Existing level of risk** | | Consider current level of risk | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| **PUBLIC WORSHIP, FUNERALS AND WEDDINGS**   1. Main door to Church left open. Only opened and shut, and locked and unlocked by a designated person 2. Leave inner doors open 3. All to wear Face coverings 4. Signage on the floor at the entrance to remind to keep to current social distancing from each other. 5. Signage introduced to advise people to go straight to their seat. A guide at the door to ensure this happens, 6. Alternate pews open, ensuring only these rows of seating can be used 7. Only members of the same household can sit together. Verbal reminders to be given.   Only members of the same household may assist a disabled person. If unaccompanied, then helper needs to wear mask and gloves   1. For funerals, numbers will be limited to 20 mourners at the present time 2. Numbers in building for public worship is maximum of 30. 3. Only wafers given during communion 4. President to sanitize hands before and after communion and wear face covering. 5. Congregation offered masks and gloves coming into church. all have to wear face coverings 6. Collection by plate at entry or exit. 7. Service sheets to be available, but not to be handed out. 8. Verbal reminder of no hand shaking or contact. 9. No physical sharing of the peace 10. Farewells to be outside church and distanced. | | | | |
| **Remaining level of risk** | | Consider level of risk following use of control measures | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |

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| **Identify hazard** | | **Contact with shared resources during services or private prayer resulting** in indirect transmission of the virus | | |
| **Existing level of risk** | | Consider current level of risk | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| All people entering the Church must be free from all Covid-19 symptoms. Anyone who displays symptoms should self-isolate for a week and two weeks if there are other people in their household.  A notice to that effect will be at the entrance to church. | | | | |
| **Remaining level of risk** | | Consider level of risk following use of control measures | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |

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| **Identify hazard** | | **Increased workload for staff** | | |
| **Existing level of risk** | | Consider current level of risk | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| 1. Tasks to be shared by nominated people | | | | |
| **Remaining level of risk** | | Consider level of risk following use of control measures | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |

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| **Identify hazard** | | **Emotional distress of the staff or congregation– including anxiety** | | |
| **Existing level of risk** | | Consider current level of risk | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online support for anyone who requests it 3. Sharing of support helplines 4. Maintain social distancing to be maintained when dealing with anyone distressed | | | | |
| **Remaining level of risk** | | Consider level of risk following use of control measures | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |

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| **Identify hazard** | | **Risk of infection if dealing with a person displaying symptoms or administering first aid** through direct and indirect transmission of the virus | | |
| **Existing level of risk** | | Consider current level of risk | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Identify hazard** | | **Risk of infection due to lack of cleaning** resulting in indirect transmission of the virus | | | | **Existing level of risk** | | Consider current level of risk | | | | **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** | | **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | 1. Separate areas of the Church used for private prayer and services. 2. All surfaces and handles which could be touched during private prayer will be wiped daily. 3. Gloves will be worn by anyone cleaning 4. Soft furnishings and soft/cloth toys will be not be accessible | | | | | | **Remaining level of risk** | | Consider level of risk following use of control measures | | | | **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |  1. If a person becomes ill, they should be isolated away from the rest of the Church 2. If the person needs to go to the toilet located in the church hall it should be cleaned and disinfected using standard cleaning products before being used by anyone else. 3. PPE should be worn by person giving first aid. - or clearing up any bodily fluids 4. In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Call 111 in other cases 5. All areas used should be wiped down and sanitised. 6. All PPE equipment used should be disposed of immediately after use. 7. The first aider should wash their hands after disposing of the PPE. | | | | |
| **Remaining level of risk** | | Consider level of risk following use of control measures | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |

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| **Identify hazard** | | **Cleaning the church after known exposure to someone with Coronavirus symptoms** - indirect transmission of the virus | | |
| **Existing level of risk** | | Consider current level of risk | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | |
| 1. If possible close the church building for 72 hours with no access permitted. 2. If 72-hour quarantine 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) 3. If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | | | | |
| **Remaining level of risk** | | Consider level of risk following use of control measures | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |

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| **Emergency situations** |
| Anyone suffering from reportable infectious diseases will be asked to follow the government guidance and 111.  Dial 111 (or 999 if a person is seriously ill or their life is at risk) and, if applicable, explain which country the individual has returned from in the last 14 days.  Whilst waiting for advice or an ambulance to arrive, the person should be kept at least two metres away from other people. If possible, they should be sat in a room where they can be isolated behind a closed door, e.g. the vestry. The room must be cleaned once they leave.  If they have to use the toilet whilst waiting it will be cleaned as soon as possible afterwards  If a case of coronavirus is confirmed, and the Church informed, government advice will be taken regarding track and trace. A list of those attending Church services will be kept.  In case of fire the usual evacuation procedure will be followed |
| **General advice on prevention / control** |
| Washing hands often with soap and water or an alcohol-based hand sanitiser that contains at least 70 percent alcohol  Catching coughs or sneezes with tissues, then throwing the tissue in a bin  Ensuring people who feel unwell stay at home and do not attend  Encouraging staff and visitors to wash their hands before leaving home and to use hand sanitiser on arrival  Avoiding touching eyes, nose and mouth with unwashed hands  Avoiding close contact with people who are unwell  Cleaning and disinfecting frequently touched objects and surfaces.  If someone has been diagnosed with the COVID-19 who has entered the building guidance to be taken from the PHE. |
| Follow HSE guidance on reporting incidents of CV19: <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm> |
| PCC to have Zoom meeting to review.  **Where to find the latest information on COVID-19:**  https://www.gov.uk/coronavirus |

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| **OVERALL level of risk** | | Consider level of risk following use of control measures | | |
| **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |
| **Assessor’s comments** | | Insert comments relevant to findings as appropriate | | |
| St peters Church will make best endeavours to ensure that risks are minimised. Risk Assessment was discussed with DCC on 09.06.2020 | | | | |

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| **Name of assessor** | **Signature of assessors** | **Date** |
| **Rick Tett**  **Pauline Bee** |  | **09.06.2020** |

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| **Risk assessment review dates** | 9/9/2020 |