

# Coronavirus Risk Assessment for St Margaret's premises



**July Update: ALL RISKS REMAIN AMBER AT THIS TIME– please see relevant sections for details.**

<b>Location. St Margaret's Church, Rainham</b>			<b>Date Assessed: 27/05/21</b>		<b>Assessed by: Staff Team</b>		
<b>Activity: Utilising our buildings</b>			<b>Review Date: 09/12/21</b>		<b>Next Review: 01/02/2022</b>		
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/Priority	Additional controls required
	Contact with persons suffering from coronavirus	Employees Visitors Contractors	<p>If an employee, visitor, or contractor tests positive for coronavirus all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>All potentially contaminated high-contact areas such as toilets, door handles, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	3	<u>2</u>	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <a href="https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship">https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship</a></p> <p>Control measures will be revised and updated when the latest government guidance is released and in keeping with all law and guidance from the Church of England.</p>

	Contact with persons who may have been exposed to coronavirus	Employees Visitors Contractors	<ul style="list-style-type: none"> <li>Employees or visitors who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</li> <li>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate until tested and cleared of carrying infection</li> </ul>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship">https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship</a></p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
	Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Visitors Contractors	<ul style="list-style-type: none"> <li>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</li> <li>Refreshments are allowed after services or during Coffee Mornings. (see separate RA for Coffee Morning). Refreshments will be restricted to tea and coffee served outside of the kitchen, and biscuits, cakes etc., individually wrapped and presented.</li> <li>Masks must be worn unless eating and drinking in the refreshment area, with masks only being removed in the actual act of drinking or eating.</li> </ul>	3	2	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

			<ul style="list-style-type: none"> <li>• Eating and drinking can only take place whilst seated. This will ensure that those engaging in taking refreshments are taking a conscious decision to accept the risk of being close to someone who will not be wearing a mask.</li> <li>• All crockery and cutlery must be cleaned using the dishwasher for sanitisation purposes.</li> <li>• If anyone requires water for whatever reason that should be provided to them using disposable paper cups.</li> <li>• Posters promoting good hand hygiene displayed in our buildings.</li> <li>• Church publications must be posted and not hand delivered to members of the congregation.</li> </ul>				
	Disposal of waste that may be contaminated by a coronavirus sufferer		<ul style="list-style-type: none"> <li>• All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and double-bagged before securing with a knot.</li> <li>• Use disposable gloves or a litter picker to pick up any discarded tissues which have not been placed in the bin.</li> </ul>	3	2	6	

	Contracting and spreading of infection	Employees Visitors Contractors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Hand sanitiser to be readily available in each building (in use), entrances and exits of buildings, near toilets.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Do not touch your eyes, nose, or mouth if your hands are not clean.</li> <li>• Clean the building(s) on each day used. All touch points to be cleaned after every service and regular fogging will be introduced.</li> <li>• Up-to-date emergency contact details held.</li> <li>• Windows open where possible for ventilation.</li> <li>• Doors to be propped open during services etc., to provide adequate ventilation to the building. Heating to be on to when services are taking place.</li> </ul>	3	<u>2</u>	6	<p>Guidance and risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.nhs.uk">Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p><a href="https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship">https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-places-of-worship</a></p>
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	Contracting and spreading of infection (continued)		<ul style="list-style-type: none"><li>• Mask-wearing is to be compulsory for all staff and visitors over the age of 11, except where medically exempt.</li><li>• During services, the following additional measures will be in place:<ul style="list-style-type: none"><li>• The lectern will be used from chancel step to ensure 2 metres distance to the front row of pews.</li><li>• Choir will adopt distancing measures using additional seating to implement this. The choir cannot sing over each other.</li><li>• Musicians will adopt distancing measures and clear screens placed between the singers and in front of them.</li></ul></li><li>• Adequate supplies of facemasks, eye protection, gloves and aprons are available for managing anyone who becomes unwell in our buildings and need direct personal care – visitors asked to maintain distancing on 1m+ basis.</li><li>• Shared materials/resources not to be utilised.</li></ul>				
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Welfare Hand-contact points Poor hygiene and welfare conditions leading to staff, volunteer discomfort or illness	Employees Visitors	<ul style="list-style-type: none"> <li>Toilets to have a regular supply of hot and cold water complete with soap and towels.</li> <li>Hand sanitiser available (where required).</li> <li>Kitchen area to have a safe supply of mains cold water.</li> <li>Hand-contact points cleaned daily when building used.</li> <li>Toilets and kitchen area to be regularly cleaned.</li> <li>Staff and volunteers to implement controls to prevent overcrowding and ensure embracing of our guidelines</li> </ul>	3	<u>2</u>	<u>6</u>	
Infection control	Employees Volunteers Visitors	<ul style="list-style-type: none"> <li>Toilets and kitchen area to be regularly cleaned.</li> <li>Decontaminate - following advice &amp; guidance</li> </ul>	3	2	6	
Non-Compliant Visitors	Employees Volunteers Visitors	<ul style="list-style-type: none"> <li>Venue Manager to challenge individual(s) and if non-compliance persists close the venue.</li> </ul>	3	<u>2</u>	6	
Visitors not understanding the control measures or the concerns of others	Employees Volunteers Visitors	<ul style="list-style-type: none"> <li>Venue Manager to identify potential visitors that may need assistance and allocate a dedicated member of staff / volunteer to support their visit to the church.</li> </ul>	2	3	<u>6</u>	

COVID-19 linked to church	Outbreak	Employees Volunteers Visitors	<ul style="list-style-type: none"> <li>Church to be closed locked using chain and padlock to prevent unauthorised access for 72 hours</li> <li>Risk Assessment reviewed and agreed by vicar</li> <li>Church cleaned following Government advice</li> </ul>	5	2	10	
Stress and Anxiety		Employees Volunteers	<ul style="list-style-type: none"> <li>Complete stress risk assessment</li> <li>Allocate a member of Ministry Team to provide pastoral support</li> <li>Consider use / referral to external organisation</li> </ul>	3	2	6	
Increased congregation size due to seasonal services		Employees Volunteers Visitors Contractors	<ul style="list-style-type: none"> <li>Implement additional services to offer more opportunities to attend in smaller numbers</li> <li>All other protective factors remain in place</li> <li>Ensure that we can maintain our guidelines, supply and lay out additional chairs</li> </ul>	3	2	6	

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage)
4. High (major injury/damage, lost time, disablement)
5. Very High (fatality/closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



Source Material

<https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches#na>

[COVID-19: guidance for the safe use of places of worship and special religious services and gatherings during the pandemic - GOV.UK \(www.gov.uk\)](#)

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

[Coronavirus: latest information and advice - HSE news](#)

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://iosh.com/media/7811/iosh-risk-assessment-guide.pdf>