**Holy Rood, Packington**

**RISK ASSESSMENT - INDIVIDUAL / PRIVATE PRAYER AND FUNERALS**

**As a result of the earlier Risk Assessment the PCC of Holy Rood Packington agreed at it meeting on June 18th 2020 that the church building would be open for funerals, and would open for one day a week for private prayer when enough help is available for disinfecting.**

**This risk assessment carried out on November 10th 2020. At its meeting on November 24th 2020, the PCC agreed that the church would be open for funerals, and would open on Wednesdays of each week between 9am and 3pm for private prayer**

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

As a PCC 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 - small village church, with minimal visitors from beyond the village or congregation. It is not anticipated that large numbers will come to church for private prayer
* 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, therefor potential impact may be high.
* The prevalence, of Covid 19 in the immediate and neighbouring communities has increased in recent weeks.

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

**Private Prayer**

| **Risk** | **Level of Risk** | **Control Measure** | **Risk after Control Measure** |
| --- | --- | --- | --- |
| Lack of Social Distancing | Medium | * Notices reminding of need for social distancing to be placed at south door
* Private prayer suspended if access needed for contractors, cleaning or services.
 | Low |
| Infection through shared use of Prayer Corner | High | * Disinfection of surfaces in Church at opening and closing
* Notices to say visitors must use hand sanitizer on entry and on leaving the building
* Prayer pool and pebbles, prayer leaflets, pens and books have been removed
* Cover to be placed over glass cabinets containing baptism and death details
* Sanitizer to be sited in porch
 | Low |
| Infection from touching physical surfaces | High | * Private prayer restricted to right aisle, roping off rest of church to contain area of potential contact. No entry sign on barrier to coming into the rest of church.
* Rest of church used in the event of a funeral
* Disinfection/ cleaning of surfaces including pews in Church at closing
* Disinfection of handles or surfaces touched by those opening and closing church
* Notices to say visitors must use hand sanitizer on entry and on leaving the building
* No prayer leaflets, magazines or books to be left out
* Toilet and kitchen areas to remain locked whilst church open for private prayer.
* ENTRY DOOR - south door be used (not normal north door) to minimize need to steady oneself by holding on. Outer door to remain open and inner door to remain ajar - to minimize contact with surfaces
* Sanitizer at entry / exit point in porch
* Notices to say no entry in Covid or Covid like symptoms
* WC to be locked so not used
* No entry sign on choir vestry
* Kneelers removed
 | Medium to low |
| Track and Trace |  | * QR code notice on wall in porch
 |  |

For prevention of dampness, doors to the WC, tower and kitchen will be opened after the day of private prayer and then locked again when the church is open

**Risk Assessment - Funerals**

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| Lack of Social Distancing | High | * No sides-people. Only duty warden or appointed person to touch lights, heating etc. switches.
* Sign to request going straight to seat with no gathering.
* Request to remember social distancing when choosing seat.
* Alternate pews to be used
* Same households only in same pew.
* Funerals – 25 in number to attend
* Collection by plate at entry or exit.
* Verbal reminder of no hand shaking or contact.
* No physical sharing of the peace
* Farewells to be outside church and distanced.
 | Medium to Low |
| Contamination via Shared Resources and Surfaces | High | * Access limited to south door to avoid the need to hold on to step down stairs.
* Hand sanitizer dispenser at entrance.
* All surfaces, tables and pews to be disinfected before and after service.
* CD system to be sanitized before and after service and used by one person or household only.
* Brass and silverware to be put out and returned by one person or household only.
* Doors to be left open all the time
* No singing (as per C of E guidance) therefore no hymn books to be boxed and moved away.
* Service sheets provided by family can be taken by congregation when they have sanitized their hands
* Lectern bible and pew bibles to be removed.
* Collection to be securely bagged, to be left in the safe for 72 hours before counting and banking.

. | Medium to Low |
| Emotional Distress including Anxiety and those who may be coming to terms with difficult bereavement | High | * Those shielding and at risk not encouraged to attend.
* Emphasize no one with symptoms to attend. (signs to that effect)
* Service leader to offer support by contacting at a later date
* Stay at 2m distance and do not rush to comfort physically
 | Medium |
| Cleaning of Church | Medium | * Regular cleaning after each service
* Major cleaning (post possible contamination) to take place no less than 72 hours from services. – see below
* Those within highly vulnerable categories encouraged not to do cleaning
 | Low |
| Emergency Situations (ill health) | Medium | * Provision of one set of PPE for use if contact absolutely necessary.
* Emphasize no one to go to others’ assistance, but to call 111 or 999 as appropriate.
* Stay at 2m distance
 | Low |
| Emergency situation (fire) | Medium | * Follow fire evacuation procedure
 | Low |
| Refreshments  | High | * No Refreshments
 | Low |
| Attender subsequently testing positive and contact tracing necessary. | Medium | * Chief mourner asked to provide details of attendees and their contacts
* Warden or appointed person to list attendees that not on that list
* Enolurage use of QR code
* Ensure only 1 member of clergy/reader at one service so large chunk of ministry team doesn’t face isolating for 14 days at the same time
 | Medium |
| Toilet  | High  | * For use during services only, cleaning materials available to individuals to clean before and after use.
* Hand drier to be used – no paper towels or towels to be left in WC
* Toilet to be locked and cleaned after 72 hours.
 | Medium |

**RISK ASSESSMENT: GENERAL**

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| **Risk** | **Level of risk** | **Control measure** | **Risk after control measure** |
| Infection after known exposure to someone with Coronavirus symptoms | High | * If possible close the church building for 72 hours with no access permitted.
* If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.
* If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.
 | Medium |
| Infection following general use of church | Medium | * Check all cleaners /open & closers are not in at risk groups or protecting someone who is.
* All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials.
* Suitable cleaning materials provided
* Air the building where possible by having all doors open whilst blocking access through north door, keep inside doors open while building is closed.
 | Low |
| Infection from small groups meeting in church | High | * No meetings, coffee mornings etc at this time
* PCC meetings etc to be conducted by Zoom
 | Low |