

Risk assessment: Risk of Catching COVID-19

Church: St Michael's Lilleshall	Assessor's name: Frances Taylor & Matthew Lefroy	Date completed: 31.07.20	Review date: 31.08.20 07.03.21 02.12.21
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Main Church
Chancel
Bell Tower
Organ
Vestry (including toilet and loft area)

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings	One point of entry to the church building clearly identified and separate from public entry if possible	East End door Signed	FT	
	A suitable lone working policy has been consulted if relevant.	All who are on duty in church to carry mobile phone with them and able to contact vicar/wardens	ML/VD/FT/AJ	
	Buildings have been aired before use.		FT	30.06.20 FT
	Check for animal waste and general cleanliness.		FT/SJ	
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	FT	
	Switch on and check electrical and heating systems if needed.		FT/AJ	30.06.20 FT
	Holy waterstoups and the font are empty.		ML	30.06.20 ML
Preparation of the Church for public use	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		ML	30.06.20 ML

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Review CoFE guide on cleaning church buildings. Please find 'cleaning' section of this risk assessment below.	Information to be found on additional documentation and after this table.	LT/FT	
	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 exit.	West End Door For Entry and Exit. Signage and Sanitisation in place	FT	23.06.20 FT
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Windows cannot open. Doors Opened when Church open.	FT/LT	30.06.20 FT and ongoing
	Books plus leaflets in use except single use material that will be removed by user.	Hymn Books Available for use. Left on shelf to self clean for 72 hours in between services	ML	23.06.20 ML
	Cordon off or remove from public access any devotional objects or items	Not Required		2.12.21 ML
	Consider if pew cushions/kneelers need to be removed as per government guidance	Not required		2.12.21 ML
	Remove or isolate children's resources and play areas	Not Required		2.12.21 ML
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitor	1m minimum Social Distancing encouraged in all areas of church.	FT/ML	2.12.21 FT/ML
	One Way System advised during Communion		ML	2.12.21 ML
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Not Required	FT	
	Determine placement of hand sanitisers available for visitors to use.		LT/FT	2.12.21 FT
	Determine if temporary changes are needed to the building to facilitate social distancing	Chairs Moved as appropriate	ML	2.12.21 ML
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		LT/FT	2.12.21 FT

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.		FT/LT	
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		FT	2.12.21 FT
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		FT	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		FT	30.06.20.FT
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	72 hour closures scheduled so steps below only taken whenever this is not happening.		
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			
	Set up a cleaning rota to cover your opening arrangements.			
	All cleaners provided with gloves (ideally disposable).			
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.			
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.			
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.			

Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	Signage in place to ask those with symptoms not to enter the building. If they develop symptoms while in the building to inform the duty person and go home immediately. The duty person will then contact the vicar and/or the wardens and close the church immediately.	FT/LT	
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Instructions below this table		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.			
Attendance	Maximum of 80 people allowed in the building to leave room for distancing		2.12.21 ML	
Advice on Face Masks	Advice that anyone entering the building is encouraged to wear facemasks	Signage in place and individuals advised	LT	2.12.21 ML
Choir Singing In Church	A maximum of 6 people (in 4 groups) to sing as a choir. They should be sat in the choir stalls.		ML	
	Because of the difficulties involved in robing in a confined. Clergy/choir should robe at home where possible.		AJ/ML	2.12.21 ML
	Face masks must be worn when singing except by choir.		AJ	2.12.21 ML
	Adequate ventilation is to be provided by leaving open the external chancel door.			
	Hymn books must be touched by only one person and must be quarantined for 72 hours after use.			
Celebrating Holy Communion	Communion for all except the president will be by intinction. The president will celebrate at the table at the east end of church.		ML/FT	

	The person laying out the elements must sanitise their hands before touching any of the elements and their containers.		JM	
	The elements will remain covered during the consecration prayer.		ML	
	The President will sanitise his hands at significant points during the consecration prayer. 1. Before removing the main covering. 2. Before breaking the bread. 3. After putting on a face mask and before distributing the bread.		ML	
	Communicants will come up to the chancel step one by one following the one way system signed in church and keeping a gap of at least 1 metres. They will wear face masks and only remove them once they have received the bread. They will replace their face masks and return to their seats following the one way system. The president will dip the bread in the wine (without touching the wine or chalice) and then place the bread in their hands without touching their hands.		ML	2.12.21 ML
	The president/JM will consume the remaining elements. The vessels are then thoroughly cleaned and quarantined for 72 hours.		JM	

FT Fraces Taylor
 ML Matthew Lefroy
 SJ Sylvia Jukes
 LT Lesley Trotman
 AJ Ann Jones
 JM Jean Millward
 VD Vikki Day

Cleaning after a possible COVID scare

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.