

Activity	Opening the Church for services (Mass, Funerals) or for private prayer					
Hazard	Who may be harmed	Control Measures in place		With current controls		
		Severity	Likelihood	Ranking		
Transmission of COVID-19 in Church and during services	Visitors such as Parishioners and Mourners	<p>The Parish Website will contain up-to date information, informing all visitors not to come to Church if suffering from COVID-19 symptoms (with an explanation of typical symptoms) and other important information related to keeping safe while visiting Church. Parishioners are reminded that the obligation to attend Sunday or Holyday masses has been removed by the Pope and vulnerable people should not attend services. Sunday and Holyday Masses are available on-line.</p> <p>Signage explaining the symptoms and rules for entering the Church will be displayed on a notice board outside Church when open for visitors.</p> <p>Church doors will be kept open enough to create good ventilation.</p> <p>Hand sanitisers are in place in Church porch and the Stewards ensure all visitors use the sanitisers before entering the Church.</p> <p>Face coverings (visors or masks) must be worn at all times when in Church – those with a medical exemption will be asked to sit at the back of the Church where ventilation is best.</p> <p>A one-way system is in place for entering and exiting the Church.</p> <p>Physical veneration (touching) of statues is not permitted and signage is in place.</p> <p>Lighting of candles is also not permitted at this time (no candles available).</p> <p>The Stoup will not be filled with Holy Water.</p> <p>Young persons (under 18) will not be allowed to attend services unless accompanied by a parent or guardian.</p> <p>Singing in Church is not allowed.</p> <p>For Sunday or Holyday Masses, a booking system is in place and seats are allocated at 2m apart and details are kept for 21 days. If no further seats are available, those requesting a seat will be told they are unable to attend Mass. Anyone coming to Mass without a booking will only be allowed to attend if there is a suitable seat available. Visitors are escorted to their seats by the Stewards.</p> <p>For daily Mass or for private prayer, booking is not necessary, but seats will be allocated by the Stewards on a first-come basis and once the allocated seats are full, no one else will be allowed to enter the Church.</p> <p>Stewards will check names and phone numbers (if pre-booked) or take details, before escorting visitors to an allocated or suitable seat. Stewards will also ensure an orderly exit at the end of Mass, ensuring all visitors keep 2m distance from others.</p> <p>Communal resources such as prayer books will not be available – paper copies of the Newsletter will be distributed by the Stewards at the end of Mass.</p>	3	2	6	

	<p>Money offerings may be made in baskets in the Church building and must be left for at least 48hours before handling - hands must be thoroughly washed after handling to prevent transmission of the virus. On-line giving is encouraged in the Newsletter.</p> <p>Funerals are kept to a maximum of 30 mourners as per the Government guidelines and attendee details are managed by the Funeral Director. Stewards are available to clean the Church after the service and to assist the Priest and Funeral Director as necessary.</p> <p>The Priest will maintain social distancing (i.e. keep 2m away) at all times and avoid contact with surfaces – if unavoidable, hands will be washed or sanitised immediately afterwards.</p>			
Stewards	<p>A Stewards Job Role has been created and agreed with all Stewards, which includes information on how to keep safe and what duties are expected to keep others safe. Stewards must not have any underlying health condition.</p> <p>A minimum of 3 stewards will be on duty for Sunday and Holyday Masses and 2 for Daily Masses or private prayer.</p> <p>The Steward checking or taking names and numbers will stay in the Baptistry, behind a Perspex screen if possible but at 2m distance minimum from visitors.</p> <p>Parishioners are requested not to chat or gather in groups except with members of their own household, inside or outside the Church.</p> <p>The Stewards escorting visitors to their seats must keep a minimum 2m distance.</p> <p>Stewards will also clean down the benches and 'pinch points' such as door handles and sanitising stations at the end of every service and private prayers. Waste is double-bagged at the end of each day and disposed of by the Parish Secretary or Priest.</p>	3	2	6
Priest	<p>The Priest will take his temperature before each service and will cancel the service if it is high or if he has any other COVID-19 symptoms. He will wash hands thoroughly with soap and water or use hand sanitiser before each service.</p> <p>Masses are kept short to keep exposure time to a minimum – Sunday homilies are available on the Website.</p> <p>Receiving the Sacrament of Holy Communion: Parishioners must stay in their seats during the distribution of Holy Communion. The Priest will ask Parishioners to join in a communal 'Body of Christ' from the Altar, so as not to speak when they receive the Host. Parishioners wishing to receive the Host are asked to stand. The Priest will sanitise his hands and don a face covering, then place the Host into an outstretched hand without touching the person's hand. The Parishioners are asked to only drop their masks to take the Host once the Priest has passed by.</p>	3	2	6

Activity	Use of Parish Centre office					
Transmission of COVID-19 between the Parish Secretary and visitors or from Office/ Church activities	Parish Secretary and visitors to the Parish Office	<p>Signage is in place on the doors to say not to enter if suffering from any COVID-19 symptoms and to wear a mask at all times.</p> <p>Hand sanitiser is in place in the Parish Centre hallway, with signage asking visitors to use before entering the office.</p> <p>The Secretary's desk is located in far corner of office, so is distanced from anyone entering the office. Visitors are requested to keep their visits short if possible.</p> <p>Parcel deliveries or post/documents must be left on the desk between door and desk. Hands must be washed after handling deliveries.</p> <p>The Parish Secretary will clean down all shared/used areas after each visit and at the end of the day, washing or sanitising hands afterwards.</p> <p>No more than 4 people allowed in the Parish Office at any one time.</p>	3	2	6	
Transmission of COVID-19 from Office/ Church activities	Parish Secretary and Priest	<p>Waste disposal from the Church and Parish Office will be disposed of by the Priest or the Parish Secretary and disposed of in the general waste unless it is known to be contaminated, when it has to be disposed of as hazardous waste (speak to local council).</p>	3	1	3	
Transmission of COVID-19 between Priest and visitors	Priest and visitors	<p>Visitors are not allowed into the Priest's house, even if visitors knock on the door – all meetings will take place in the Parish Centre.</p> <p>Meetings will be kept to as minimum a time as possible, ideally under 30 mins.</p> <p>Masks must be worn at all times in the Parish Centre.</p> <p>Note: the Priest will not be making any home visits at this time – the Risk Assessment will be updated when visits are allowed.</p>	3	2	6	
Activity	Church building repairs/essential work					
Transmission of COVID-19 during work at Church buildings	Priest, Parish Secretary, workers	<p>If possible, workers will provide a Risk Assessment for their work, assessing the risk of transmission during the course of the work.</p> <p>Workers will wear face coverings at all times and wash hands/sanitise before work and at regular intervals during the work – facilities will be made available for handwashing, which will be cleaned after use, ensuring appropriate PPE (gloves, masks) is used.</p>	3	2	6	

CALCULATIONS:

HAZARD SEVERITY		LIKELIHOOD	
Major outbreak attributable to transmission within Church population, long term closure of church, serious injury/fatality	5	Almost certain/imminent	5
		Likely	4
Small scale transmission within Church population, short-term closure of church, serious injury/fatality	3	May happen /even chance	3
		Unlikely	2
		Improbable	1

RISK RANKING		
<10	No Action	Review regularly to ensure risk does not increase
10-20	Monitor	Review to assess whether risk can be reduced
20-25	Immediate Action	Action should be taken to remove or reduce risk wherever possible, Church cannot open until further controls are in place

The control measures in place are based on prevention of infection and transfer of the infection. The Church will continue to manage and assess these controls and introduce new measures if fresh guidance or instruction from the Government is received.

The Church would not be expected to close if one case of COVID-19 were reported, as the controls in place are deemed sufficient to prevent transmission of the virus within the Church environment (current guidelines). However, if a further, related case were reported, the Church would close, contact all visitors attending the service and advising them to self-isolate. The Church will not reopen until further expert advice has been received.

Assessment written by: Carol Sheane NEBOSH Cert, IOSH (SED and Managing Safely)

Date: 11 February 2021