

Risk Assessment – Coronavirus

Activity Assessed: Presbytery & Church Opening, Holy Family Southport

Assessment Date: July 2020

Assessment Reference: Version 2

Name of Assessor: Fr Patsy

Review Date: weekly at KIT meetings

This is subject to changes in government guidance which must be adhered to and take priority.

| Ref. No. | Hazard | Persons at Risk and How They Might be Harmed | Controls Currently in Place | Current Risk Level | | | | Further Controls Recommended | Action by Whom | Action by Date | Completed Date |
|----------|---------------------------------|--|--|--------------------|---|---|-------------|------------------------------|----------------|----------------|----------------|
| | | | | L | S | R | Risk Rating | | | | |
| 1 | Communal gathering for services | All parishioners, priest, volunteers Potential infection with COVID-19 by contact with an infected person, or by contaminated furniture, equipment. | <ul style="list-style-type: none"> Yellow footprints on the ground from the car park, along the pavement and outside the front door, indicate where to stand in a queue to ensure social distance To reduce items to be touched and potential for contamination internal church doors are fixed open at all times Both front doors of the church and the back door from flower room to the outside are left open throughout services to ensure good through ventilation (attendees advised to wear warm clothes) Signage available in all areas to make the one-way system, seating and other instructions, donning & doffing of personal protective equipment (PPE) clear Booking system in place to ensure that the church is not over filled. Consent to record contact details collected and documented. Contact details of congregants collected for NHS Track & Trace and booking details kept for 21 days. Contact details of vulnerable people not collected, but details of a responsible adult attached. | 2 | 4 | 8 | Low | • | | | |

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| | | | <ul style="list-style-type: none"> • Projected information powerpoint explains the way to do things in the 'new' world to act as a visual prompt for congregants • A steward greets congregants externally, reminding them about face coverings (obtaining one for them if necessary) and ensuring a socially distanced queue. The steward also ensures that people do not gather in groups for conversation, either before or after Mass. • Booking or a steward at entry ensures contact details for NHS Track & Trace. • Entry steward indicates hand sanitiser and one-way system and signposts direction to 'in church' steward • Porch steward remains in porch throughout service to attend to latecomers and anyone who needs assistance • In church stewards take congregants to the next available pew via a route which minimises the risk of not keeping social distance • Alternate pews roped off in such a way as to ensure appropriate distance maintained between congregants (individuals, couples or families) • All congregants wear face coverings from the church gate on entry to the church gate on exit, unless they have an exemption certificate (in which case they are placed nearest the exit, by the shortest entry & exit route) • Congregants with mobility issues and wheelchair users are admitted via the exit route and are sat either at the | | | | | | | | |

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| | | | <p>back on the right for shortest exit route, or for wheelchair users, at the front on the right, where there is most space.</p> <ul style="list-style-type: none"> • Family groups are seated on the outsides of the church to allow for greater social distancing. • Congregants are advised to bow rather than genuflect and sit/stand rather than kneel to minimise hand & knee contact with church furniture and reduce need for volunteer cleaning • There is no communal singing or chanting. Recorded music is played through the church sound system. Congregants are asked to listen to music/song instead of singing. • ‘In church’ congregants do not take reading, chanting, leading, roles which would require raising & projecting the voice or facing the congregation. (Further to updated PHE guidance 14th August – it has been decided not to have individual or small group chant or sing as the congregation would follow suit and join in) • No congregants are allowed onto the sanctuary (including altar servers) maintaining a safe place for the priest who does not need to wear a face mask during the service. • The ‘gong’ is collected from the rear of church by the person who will use it, taken to the seat they are allocated on the day and returned to the rear of church after use and cleaned. • The words of the service are projected onto the front | | | | | | | | |

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| | | | <p>walls of the church to avoid the need for paper Mass booklets, and the newsletter is available via the website. (Parishioners without internet access have a paper copy delivered through their door – packed with appropriate precautions)</p> <ul style="list-style-type: none"> • Parishioners who are self isolating, shielding, anxious or unable to book a place are able to join the service virtually. • The Eucharistic Minister sanitises their hands, receives the Ciborium from the priest, takes it down to the baptismal font, receives communion, dons a visor and walks to the communion distribution point at the rear of church • Stewards model the safe reception of the Host at the front of the church just prior to communion, air steward style for the benefit of those newly returned to Mass • Communion is distributed at the end of the service close to the exit point to ensure socially distanced ‘flow’. • ‘In church’ stewards direct congregants to a socially distanced queue, according to their seat position, advising them to take all belongings with them, and advise them to sanitise their hands before receiving communion. • The Eucharistic Minister distributes communion in silence, so that neither EM or communicant are tempted to speak. | | | | | | | | |

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| | | | <ul style="list-style-type: none"> • Congregants are asked NOT to lower their face covering before receiving the host into the non-dominant hand, take 2 steps to the side, remove one earloop of the face covering, consume the host and replace without touching the outer side of the face covering. • The porch steward directs the exiting congregant to the hand sanitiser prior to exit and encourages prompt exit without congregating near door. • The collection basket is available in the porch on entry and exit for congregants to drop envelopes and donations into thereby avoiding multiple people touching either. The porch steward puts the envelopes into a bag which is then left for at least 48hours. The porch stewards sanitises hands after handling the collection. • The 'porch' steward says goodbye to congregants and encourages social distancing, avoids groups gathering to talk and reminds to keep face coverings on until safely outside the church gates. (Those who miss the time of reflection and prayer following communion are invited to stand on the grass where others know not to disturb them) • At the end of distribution of communion the Eucharistic Minister takes the Ciborium and places it in the tabernacle wiping the area touched with disinfectant wipes on leaving it. • Toilets are out of use except in emergencies. In the case of an emergency, the stewards will clean the toilet, flush, taps, door handles and door plates (inside | | | | | | | | |

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| | | | <p>and out) with disinfectant (kept in the toilet cubicle) after it has been used. The steward will then sanitise their own hands.</p> <ul style="list-style-type: none"> Once the church is empty the stewards don apron, visor and gloves as well as their face covering and clean the benches, pews, handrails, doorhandles, doorplates and radiator shelves, with disinfectant and disposable paper towels, disposing of the rubbish into the bin. Upon completion of the cleaning schedule, stewards doff PPE in the correct order (gloves/hand sanitiser / apron/hand sanitiser / visor/ hand sanitiser) with appropriate caution and dispose of them in the plastic bag in the bin at the rear of the church. Stewards badges are cleaned with disinfectant wipes and left to dry. Stewards baskets are replenished with supplies from the flower room where they are stored. The used bin bag is sealed and taken to put into bin outside and a new bin bag replaced ready for next service Stewards debrief to ensure any lessons learned are communicated. | | | | | | | | |
| 2 | Presbytery Building | All parishioners, priest, staff, volunteers Potential | <ul style="list-style-type: none"> Administration to be done from home where practicable. All in the presbytery (where the Priest is in a vulnerable category) will wear face coverings. | 2 | 4 | 8 | Low | <ul style="list-style-type: none"> Any additional controls will be considered | | | |

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| | | infection with COVID-19 by contact with an infected person, or by contaminated goods. | <ul style="list-style-type: none"> • Work will not be carried out by anyone in the presbytery or church who is isolating because one or more members of their household are isolating with symptoms or advised to shield for the period of time set out by the government. • Signage is in place at the entrance to the presbytery to advise essential visitors, parishioners, volunteers, contractors, and others not to enter if they have any symptoms of Covid-19 and providing guidance in line with government guidance • Signage is in place at the entrance to the church and presbytery to confirm compliance with government guidance (Staying COVID-19 Secure in 2020 sign) • All are responsible for not visiting the presbytery if they have any symptoms of Covid-19 (high temperature, new, continuous cough, loss or change to sense of smell or taste). • If anyone develops symptoms of COVID-19 on the premises, the Priest must be informed immediately and they must go home and phone 111 for further advice and arrange testing. • If the Priest develops symptoms of COVID-19 during a period when someone is on the premises, they must advise the person to immediately go home. • The Priest should phone 111 for advice and arrange testing if necessary and provide details as required to the NHS Track and Trace service. • The Priest must contact the Archdiocesan Health and | | | | | during future reviews and recommendations from GOV.UK | | | |

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| | | | <p>Safety Co-ordinator to arrange for common areas to be cordoned off until arrangements have been made to disinfect surfaces following appropriate protocols and in line with government guidance with Personal Protective Equipment to be worn.</p> <ul style="list-style-type: none"> • All to wash or sanitise their hands on entering and leaving the presbytery. Good hand hygiene is also required throughout the day, particularly after contact with goods in communal areas i.e. stair handrails, also after coughing, sneezing, and blowing of nose. • Additional sanitising dispensers have been distributed throughout the presbytery. • Signage to be placed to inform and remind people of procedures e.g. wash your hands, always maintain 2m wherever possible and with a minimum of 1m, stopping any activity which cannot be undertaken safely, do not touch your face with your hands etc. • All to be vigilant in areas that are susceptible to congestion, e.g. narrow corridors and hallways and storage areas • Activity only in areas where 2m social distancing can be achieved for the main part of the day and limiting any activity where the 1m social distancing can be achieved. For any activities where 1m is achieved, appropriate mitigating actions must be taken such as frequent hand washing and sanitising, ensuring good ventilation and the wearing of a face-covering by the Priest and others. | | | | | | | | |

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| | | | <ul style="list-style-type: none"> Any activity that is considered unsafe by the Priest and/or others must stop immediately and advice must be sought. Desk equipment only to be shared or touched after wiping with disinfectant wipes and using hand sanitiser. All encouraged to bring own mugs for refreshments, and to make own drinks cleaning kettle handle/milk bottle in between, rather than communal drink making. If using kitchen area, wipes to be used to clean down area and equipment after use. All crockery & cutlery to be put through dishwasher after every use. Remove from dishwasher using paper towel. No cloth towels or tea towels to be used for crockery, cutlery, hands in kitchen or toilet areas. Paper towels only to be used. Cleaning and disinfecting products will be made available for anyone to sanitise equipment i.e. computer, desk, phone, handles on chair etc. Rubbish to be put into a plastic bag and dispose of it themselves in the designated waste disposal receptacle with as little contact with surfaces as possible. Any contact points with waste disposal receptacles must be sanitised and hands sanitised immediately after touching. | | | | | | | | |

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| | | | <ul style="list-style-type: none"> The cleaning specification for the presbytery or parish premises to be shared with everyone to ensure there is clarity around responsibility for cleaning activity area and responsibilities of cleaning volunteers for other areas. Communal equipment i.e. photocopiers, window poles etc. are to be disinfected prior to, and after use. To aid the cleaning regime, everyone encouraged to minimise the number of items on surfaces (items not regularly used are placed in drawers and cupboards). Enhanced cleaning regime using disinfectant on high contact areas such as kitchens, toilets, door handles, handrails, reception chairs & tables etc. with regular supply of cleaning material. Cleaning equipment storage areas to remain unlocked to ensure there is access to cleaning equipment at all times, should it be required. Everyone to ensure windows and doors are opened to improve ventilation (dress appropriately to manage changes in temperature) Areas used to eat / drink are to be cleaned after use. If more than a couple of people present, the outside area or garage will be utilised where possible. All must close the toilet lid before flushing to minimise the spread of bacteria during flushing. All must clean the toilet flush, taps, door handle and toilet seat | | | | | | | | |

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| | | | before and after use. | | | | | | | | |
| 3 | Visitors to the site who will increase the amount of potential contact | Employees - Infected with COVID-19 by an infected person, or by contaminated goods. | <ul style="list-style-type: none"> Contractors and general visitors only attend site when necessary and by appointment. Contact details of all recorded for NHS Track & Trace Hand sanitisers indicated to visitors and contractors on arrival Face coverings to be worn by contractors and visitors at all time The length of time a visitor is at the site is kept to an absolute minimum. | 2 | 4 | 8 | Low | <ul style="list-style-type: none"> Clear guidance on social distancing and hygiene is given to visitors on arrival. | | | |
| 4 | Stress, fear, and anxiety due to the coronavirus pandemic | Parish Community environment is safe. | <ul style="list-style-type: none"> All infection prevention and control requirements in place, clearly signed and adhered to by every member of the community will ensure that each person feels safe. | 2 | 4 | 8 | Low | <ul style="list-style-type: none"> Any additional controls will be considered during future reviews and recommendations from GOV.UK | | | |
| 5 | Risk of infection arising from cash handling and counting | Volunteers & Priest handling cash | <ul style="list-style-type: none"> Gloves, face covering and an apron must be worn when handling cash for the purposes of counting and preparing for payment. Care must be taken not to touch the face whilst undertaking cash handling duties and hands must be washed immediately after completing the task. | 2 | 4 | 8 | Low | | | | |

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| | | | <ul style="list-style-type: none"> All surfaces used to count cash must be sanitised after use. If ad hoc amounts of cash are received from parishioners in person e.g. mass stipends, these must be placed in a plastic container by the parishioner, and the member of staff must wear gloves whilst handling cash and giving change. If cash counting is undertaken by more than one person, social distancing must be observed for the duration of the task, including seating side-by-side. Once cash is prepared for banking or placed in appropriate receptacles including cash tins, bags etc. all surfaces must be sanitised, and members of staff must wash or sanitise their hands. | | | | | | | | |
| 6 | Risk of infection from documents and deliveries | Volunteers, parishioners, and Priest | <ul style="list-style-type: none"> Wherever possible the use of paper should be avoided. If this is unavoidable, e.g. marriage certificates, mass cards, hands must be washed prior to preparing documents for others and after receiving documents. The processes for handling all paper should be reviewed with the aim of minimising the number of times the document needs to be touched. Hands should be sanitised after receiving parcels and deliveries | 2 | 4 | 8 | Low | | | | |
| 7. | Risks to personal data | Volunteers, parishioners, priest | <ul style="list-style-type: none"> Access to Parish records is limited Paper booking sheets are shredded after 21 days | 2 | 4 | 8 | Low | | | | |

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| | | | <ul style="list-style-type: none"> Records are backed up to a secure cloud | | | | | | | | |
| 8 | Risk of infection during use of Parish Hall | Volunteers, parishioners, priest | <ul style="list-style-type: none"> Wherever possible the use of the hall is avoided Numbers of those who use the hall is controlled and a records of names and contact details taken for NHS Track and Trace Doors at the front and back of hall are left open whilst the hall is in use to increase ventilation Thorough cleaning takes place after use including toilet and kitchen areas | 2 | 4 | 8 | Low | | | | |

The parish has separate safeguarding and digital information policies, procedures and risk assessments which are consistent with, and inform, this risk assessment.

Priest (Print Name):

Priest Signature:

Date Completed:

Evaluating Risk:

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk. In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: $L \times S = R$.

For example, if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However, as injuries because of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculate

ion we multiply $1 \times 4 = 4$. This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly must change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again, using the calculation, we multiply $5 \times 4 = 20$. This returns a Risk Rating of High on the Risk Rating Key.

| Likelihood | | Severity | |
|------------|--|----------|---|
| Rating | Guide words | Rating | Guide words |
| 1 | Extremely unlikely Probably never happen, control measures in place to prevent occurrence | 1 | No/Minor harm Scratch |
| 2 | Unlikely Not expected, but may have occurred once or twice in history | 2 | Moderate harm Cut, minor burn/scald, bruising |
| 3 | Likely Could occur at any time, occurrence in other churches. More control measures required | 3 | Serious harm Fracture, sprained muscle, stress, depression, medically diagnosed time off work |
| 4 | Extremely likely A history of frequent occurrences in other churches. Those with knowledge of the issues new this would happen at some point | 4 | Major harm Amputation, 4 th & 3 rd degree burns, deep cuts |
| 5 | Almost certain A history of regular occurrence in other churches. Regarded as almost inevitable | 5 | Catastrophic Disability, disfigurement, death |

Risk Rating Key:

| Score | Risk Level | Description |
|-------|------------|--|
| 1-4 | Very Low | These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained. |
| 5-10 | Low | No additional controls are required unless they can be implemented at very low cost (in terms of time, money, and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained. |
| 11-15 | Medium | Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences. |
| 15-20 | High | Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences. |
| 20+ | Very High | These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited. |