

COVID-19 RISK ASSESSMENT & MITIGATION for All Saints

Last update 7.7.20– CMussett

NB this is produced by CM in his capacity as voluntary advisor to All Saints on matters of health & safety. Acceptance of final plans, policies and assessments is at the discretion of the clergy & PCC.
(key additions will be dated, and out of date sections removed or amended as new guidance or best practice emerges or when a new activity permitted by law is trialled).

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Introduction

This document looks at COVID-19 (Coronavirus/CV-19) and what measures All Saints need to implement and/or consider now, in the near future and in the longer term in relation to the management of health & safety at work and for the benefit of the church in terms of standard workplace operations and also the services that form the core activity for many.

Should C of E / Diocesan advice be issued that must be built in but it will be up to All Saints to determine what measures, in line with govt regulation, are utilised based on a thorough risk assessment.

This can be seen as a crisis or emergency management plan to assist with church life whilst the UK is affected by the threat from COVID-19 throughout 2020 and on into 2021/22.

There are 4 stages of emergency management

Prevention/Mitigation - preventing future emergencies or reducing their effects

Preparedness - steps taken to prepare for an emergency

Response - actions taken to save lives and prevent further property, brand or damage to businesses

Recovery - Actions taken to return to normal or "the new normal"

As of 5.5.20 we are firmly in the Response stage. However as well as working to maintain business continuity in the shutdown we need to look ahead to how we act within the Recovery phase and to be ready for that, as well as learning from this for the future stages of Prevention/Mitigation & Preparedness.

IOSH (the Institute of Safety & Health Management) have highlighted 3 key occupational safety & health aspects for businesses to focus on:

- workplace legislative compliance
- occupational safety & health management systems
- 'human factors' and behaviours

In light of the CMO's advice of April 2020 that social distancing is with us for 2020 and that the economy when it resumes to greater levels will do so alongside CV-19, it follows that delivering the services and use of church buildings will require:

- A relaxation of govt restrictions
- A change in attitude to risk by the populace – would people return right now?
- As much mitigation of risk that can reasonably be put in place whilst making services logistically feasible
- A change in the way that All Saints works: a new normal in our church to meet the new normal outside of it

The first step in managing this risk is to comply with all current guidance and regulation in the workplace: we need our place of work and operating systems to be ready ahead of resuming services and addressing the external challenge. That has to happen locally and be led by the team at All Saints, using govt and C of E guidance to ensure compliance.

As of 5.5.20 the Church of England said:

While church buildings remain closed for public worship, in line with Government advice, the Bishops agreed in principle to a phased approach to lifting restrictions, in time and in parallel with the Government's approach, with three broad stages as infection levels improve:

1. An initial immediate phase allowing very limited access to church buildings for activities such as streaming of services or private prayer by clergy in their own parishes, so long as the necessary hygiene and social distancing precautions are taken
2. Subsequently access for some rites and ceremonies when allowed by law, observing appropriate physical distancing and hygiene precautions
3. Worship services with limited congregations meeting, when Government restrictions are eased to allow this

The Bishops agreed that the decision on the timing of when to implement the revised advice on ministers or worship leaders praying and streaming from their church buildings should be made by individual Diocesan Bishops, depending on their local situation.

Action: Clergy to monitor this and liaise with the Diocesan Bishop's office

On 7.5.20 the guidance for clergy was updated as per this link:

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

In addition the pdf file entitled "Access to church buildings during lockdown: advice for incumbents" was updated as per this link

<https://www.churchofengland.org/sites/default/files/2020-05/Advice%20for%20Clergy%20on%20Re-entering%20Closed%20Church%20Buildings%20v2.2.pdf>

This includes:

- Practical information and steps to follow for the restart of building usage in relation to upkeep, maintenance, heating etc
- Safety advice in relation to solo working and what should and should not be attempted (ie minimise risk and reduce the likelihood of injury, accident or incident)
- Cleaning
- Access management to avoid cross-over and limit the chance of infection
- Advice to keep a record of all access to the building during this period of restriction
- Bell-ringing (in summary: don't)

On 11.5.20 the Church of England released this statement in response to the latest Govt briefing:

The Bishop of London, Sarah Mullally, said: "We note from the Government's COVID-19 Recovery Strategy that churches could be open from July as part of the conditional and phased plan to begin lifting the lockdown. We look forward to the time when we are able to gather again in our church buildings.

"We are examining what steps we will need to take to do so safely and are actively planning ahead in preparation. We strongly support the Government's approach of continuing to suppress the transmission of the virus and accordingly, we recognise that at this time public worship cannot return in the interests of public health and safety.

As of 12.6.20 the Govt amended the advice on gatherings to allow private prayer:

<https://www.gov.uk/government/publications/coronavirus-outbreak-fags-what-you-can-and-cant-do/coronavirus-outbreak-fags-what-you-can-and-cant-do>

Churches may set their own date (initial date was 15th June, moved to 13th June).

As of 29.6.20 the Govt published this guidance for the safe use of places of worship from 4th July: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>

As a response to that the Vicar sent outline plans to the PCC on 1st July. A planning session was held in church on 5th July to consider the work that needs to be done, and the results of that are shown below and at appendix 3.

As of 3.7.20 the Central Council of Church Bell Ringers updated their advice to support the ringing of bells in time for services on 12th July. Further Public Health England / Govt advice is awaited, but as per the CCCBR website it is expected that the PHE advice will be based on the work to date of the CCCBR and as such that framework for assessing the safe use of the bell tower at All Saints during COVID has been used as a basis. That can be found here: <https://cccb.org.uk/coronavirus/>

The findings and work of the Bell team at All Saints are detailed below and at Appendix 5.

Initial Assessment

Our places of work

This new threat to how we all work -

- Demands a policy (see below) on how All Saints deal with the threat of covid-19 in line with our responsibilities under the Management of HASAW at Work Regs
- Demands documented RA for the impact of covid-19 and the workplace: whilst staff are working at home (this will apply to clergy and any support staff not furloughed as at 1.5.20) the RA might say they need to follow Govt & PHE advice, but if staff are making workplace checks (eg on the buildings) and may go into the office for essential documents or system access and for this All Saints as the employer has a legal duty to create, share, implement and monitor a RA
- Demands a safe working practice – robust written procedures to show how staff must work to comply with covid-19 regulations and to protect themselves and others. Must be shared.
- Demands implementation, such as –
 - Line manager talk through induction
 - Extra procedures
 - Segregation
 - PPE
- But are people adhering? Not just at work, but outside, on the way in, in corridors etc. What is the 'ground truth' v written plan?
- So how do we do this:
 - Observation – are people following what is in the safe working practice
 - Document review – this could be reviewed by the HSE in the event of any incident so it must be right
 - Discussions – talk to staff, how is it working, how do they feel?
 - Above 3 points are needed on a daily basis, hour by hour if required, e.g. building sites have seen social distancing marshals, may be required in all places when greater access returns to ensure that plans are followed in practice

The above approach should be implemented now, and can then be updated and amended as and when return to work in the church buildings and the 'normal' use of the church spaces returns (either On a phased or complete basis). It will require collaboration with any other hall users well in advance of return to agree consistent approach and consistent communications to all workers in the building – no point in us adopting a process that is undone by the actions of others (and vice versa). We must

be ready to question plans from any user eg Ladybird Nursery if not evidenced by a proper RA and clear policy: signs on doors alone are not a clear strategy.

All Saints Policy on Coronavirus

Overleaf is a suggested policy for adoption. This is based on shared guidance from a number of sources shown below. **Recommendation: Andrew/Ros/Paul** review/amend and present to the PCC for approval, as well as highlighting clear roles as to who is responsible for what in driving this forward. **The date of acceptance of this policy should be recorded here.....**

Government guidance for certain business scenarios exist. Current advice is here: <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>

As of 22.4.20, the HSE has stated that they will consider action against employers who do not take appropriate action to comply with Public Health England advice.

Consideration should be given to how the policy and the precautions/actions it asks all staff to follow are shared – for example a clear PowerPoint as well as an online video briefing (in groups or one to one to allow for questions) – and when shared, i.e. as part of a phased process for the now & later stages of current work practice.

Some of this will see a change to normal practice – e.g. advice on CPR for First Aiders – and need additional investment, for example in this instance further PPE in first aid kits to prevent infection. Some of this may not apply yet, but is contained below for reference or as options to be turned on/off as required in line with activity restart and government advice (e.g. the information below contains the 2m gap which remains the ideal **as of 6.7.20** but from 4.7.20 1m+ may be applied with additional safety measures where 2m cannot be adhered to. NB The Church does not have to change signage, if distances continue not be encased within legislation then 2m can remain and provide a further factor of safety).

The All Saints website / internal emails etc should display links to Govt advice on Covid-19 and social distancing so that any updates are readily available to all staff. In addition links to advice on self isolation and how this affects family members will both help staff and reduce the chance of an infectious person returning to the workplace too soon.

Consideration should be given to posters (a number of social distancing designs exist now, others may need or benefit from in house design to appeal to church users) as follows:

- Main entrance – advise not to enter if any key symptoms cough/fever/shortness of breath displayed, to go home and access NHS 111 service
- Wash your hands awareness posters
- Avoid touching face/close contact with those unwell/sneeze & cough advice
- Follow the 2m rule

Private Prayer

As of 22.6.20 and in line with the guidance above All Saints planned for this to begin from 24.6.20 (subject to the building being ready and all materials required having arrived). This has consisted of a planning team involving clergy & wardens, with plans in the shape of this document submitted to the PCC, and has seen socially distanced meetings and work within the church take place to ensure that the system for re-commencing private prayer has been properly assessed and that all reasonably practicable measures have been adopted. This work has taken into the account the government's

advice as contained here in addition to diocesan advice sent to the Vicar: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic>

Private prayer actions are recorded in the risk assessment at Appendix 1, and a layout and summary of the key actions are at Appendix B. Private prayer will end before 11.7.20 to allow the church layout to be amended for services.

Our services

As of 4.7.20 services may resume if planned and carried out in line with the guidance above, so work is being undertaken to deliver a viable plan for the legal staging of services, commencing with Morning Prayer 12.7.20 subject to submission and approval of those plans by the PCC. Further work is ongoing to see what form a Eucharist Service may take. Weddings and Funerals are permissible with a capacity of 30 people to include all clergy, photographers, organist etc in line with current government advice.

Bell Ringing

As of 3.7.20 advice exists to support Tower teams (see above) in line with the opening of churches for limited services, and this is being used to support the ongoing process of risk assessing to see if the Tower can be safely used and to determine what additional measures may be required. A summary of the findings and actions is at Appendix 5. This should be seen in tandem with the existing risk assessment for the bell chamber, tower access and bell ringing activities undertaken at All Saints which covers general safety and maintenance issues (bells were refurbished pre lockdown and rang down at the start of lockdown to minimise the potential for issues on restart).

The assessment of the tower & chamber has determined that there is sufficient space to ring 4 bells whilst maintaining 2m social distancing. Ringing will be for less than 15 minutes. With the measures employed below and in line with government guidelines there is no mandatory requirement for masks to be worn, although some may choose to.

The system in place will involve limits on numbers and use of ropes; use of sanitiser; ventilation in the chamber via the use of windows and the hatch into the bell chamber;

Selection of the team may also take advantage of 3 x family groups which would allow ringers from the same household to ring on adjacent bells and allow for all 6 bells to be rung; should this happen the recommendation would be to ask all ringers to wear masks.

RIDDOR – reporting of injuries, diseases and dangerous occurrences

Coronavirus has been listed as a notifiable disease under the Health Protection (Notification) Regulations 2010. This change in law requires GPs to report all cases of COVID-19 to Public Health England. Under the Health and Safety at Work Act, employers have a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. HSE considers that if an employer is following the relevant PHE guidance for their sector in terms of controlling the public health risks, they will be taking reasonably practicable precautions to control workplace risks.

The HSE has said that employers must make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

The HSE acknowledge that “it will be very difficult for employers to establish whether or not any infection in an individual was contracted as a result of their work. Therefore, diagnosed cases of COVID-19 are not reportable under RIDDOR unless there is reasonable evidence suggesting that a work- related exposure was the likely cause of the disease and this is supported by a registered medical practitioner’s diagnosis.’

IOSH have advised that this poses more questions than it answers – what is a diagnosis without routine testing? How can an employer know where & how it was contracted? They hope as of April 2020 for further guidance. **Recommendation:** we add reference covid-19 into the All Saints H&S Policy as a recognised new threat, and show steps being taken e.g. a summary of the RA/measures that are produced by the company and a reference to where further information (i.e. the detailed RA and any supporting briefing information – the standard operating procedure for work during the coronavirus crisis - sent to staff for their wellbeing and protection) may be found.

Planning for Restart

Our places of work – planning for restart

An assessment of the working space in all areas will be needed in line with government advice. Standard operating procedures should be created for the office, hall & church. Unlike normal risk assessments that use the HSE hierarchy of controls all that we can do is put into place preventative measures – i.e. look to remove people from the hazard. We cannot reduce or remove it; we can use administrative controls to change how we work. This is traditionally the least effective form of control, but it may be all we have for some time.

It may be that the office can only function on reduced staff for some time: this might see a need for some staff to remain as home workers (to reduce density or if they have a health condition that could make them more vulnerable to infection) and/or for a weekly or part weekly shift scheme to be implemented. Policies on physical v virtual meetings will be required. Systems will need to cover the basics – e.g. use of doorways and stairwells, loos, kitchen. Office/church cleaning may need to be done out of hours. Basic maintenance (e.g. electrician or cleaning) will need a written plan and could see the premises vacated partially or completely for this to take place.

No one knows how ‘new working’ will look when common, but nothing should be ruled out: we may have to treat all corridors or closed doors as ‘blind bends’ and shout a hello as a warning. The pace of all work will slow.

Before establishing a working system that demands things like regular workplace cleaning, use of PPE, provision of sanitiser we would need to establish whether these items are actually available: at the time of writing care workers can’t get PPE so how could we assume we might?

Would floor graphics be applicable to help show staff where they can work/stand/‘no stopping’ areas etc? (eg as used for private prayer)

Managing Behavioural Risk during the return to work phase:

Back to work: consider bringing staff back in at a time when they are most receptive to the new way of working and alert – e.g. avoid 9am starts

Motivation: ‘town hall’ or ‘state of the nation’ frequent briefings – almost as in crisis mode – to keep staff both informed and invested

Furloughed staff and work from home staff: to differing levels performance levels may have decreased due to being detached from work and/or stresses or family experience related to CV-19.

All staff: Consideration should be given to treating the back to work process as a staged rehabilitation process, for example as might happen with a long term ill or injured employee in more normal times.

Capability: need to be aware of the impact of this time on 'working memory'. Errors at work likely to be higher in the transitional stage of back to work, meaning that organisations may want to consider a greater level of checks on sensitive functions or public facing corporate decisions to ensure that what goes out is what was intended. Use checklists to get people back up to speed – e.g. daily to do lists. Ask the right questions to check the 'working memory': use open questions, not yes or no to ensure staff are clear on processes.

Our services - planning for re-start

As of 27.4.20 the CMO said social distancing will remain for the rest of 2020. Quite how this looks remains tbc, but if we assume that we must retain the 2m social distancing (or variant of) and nothing is changing in relation to the existence of Cv-19 and the lack of treatment or vaccine, then the risk hasn't gone away so attitude to risk is everything. How the Govt, the public and the Church see that risk and where organised worship can align within that will have an impact on how services are seen:

- Will people want to come together?
- Will churches want 'full' services and the responsibility this brings?
- Will the first services be the green shoots of hope or lead to higher infection rates and harm within the community?

Advice from Govt exists as of 4.7.20 and this must be adhered to, with any later changes to increase or relax restriction monitored and responded to.

New ways to worship

Some may wish to continue with online or remote services. Other new formats may be forthcoming from the Bishops. The issues that do or do not arise from the opening of pubs, restaurants and other places that allow gathering and the Govt's ongoing response to this in the form of guidance and/or legislation this will form important lessons for how mass worship may be able to work.

Social distancing in crowded settings is not easy to achieve: it demands a complete review of the available space, how access works, the timing and duration of any services, how exit works, how incidents are dealt with, which pews are 'open' etc. As a large building All Saints can accommodate the 30 person wedding/funeral limit and will (see appendix 3) on occasion be able to welcome a higher number of worshippers. Some countries have established guidance on the level of people per sq metre, and this may be adopted in time in the UK as a measure to allow hospitality and other crowded places to restart on a lower level of occupancy (eg 4sqm per person). **As of 6.7.20** All Saints are working to the 2m distance and all plans for use of pews etc will follow that.

Hand sanitiser for all and PPE for clergy has been arranged. Further extensions to this may be required in line with subsequent guidance.

Options to protect any attendees to church services or events (when such gatherings are permitted by the Govt and the Bishops) that exist for consideration **as at 6.7.20** include:

- Fever screening (NB advice as of 6.7.20 from the Govt on use of equipment that does not meet MHRA standards for specific CV-19 control is that it is of limited use and whilst some pubs and other venues have employed it for customer confidence its current benefit is limited)

- Increased cleaning
- Increased levels of handwash / sanitizer
- Remove the provision of any printed material – use screens instead for hymns
- Remove all collection plates to avoid the use of cash, with heavy promotion of online donation or leave the contactless collection plate in a clear space with a queue system or waiting area if that can be achieved
- Explain risk to the vulnerable and offer alternatives to physical presence
- Consider the management of children of a certain age due to the fact that control of children cannot be guaranteed in terms of compliance with social distancing regulation
- Review the overall offering – e.g. times of Services / Sunday School/parish breakfast.
- Increased messaging pre each service (don't come unless well/tested) and within the buildings (e.g. floor graphics, external free standing signage, disruptive measures to grab attention and promote the 2m gap social distancing message)
- The nature of services and the actual content in relation to blessings or the sacrament will need careful consideration

Sources

www.gov.uk

PCR Global Covid-19 RA template

The Church of England

Resuscitation Council

IIRSM webinar on Managing Behavioural Risk 22.4.20

LTD H&S Safety Solutions (via SHP+ Peers forum)

HSE N Ireland Covid-19 RA template

"All Saints Policy on Coronavirus

Part 1: Statement of Intent.

The All Saints policy on Coronavirus is to:

1. Monitor Government and NHS updates on Coronavirus (COVID-19); & Church of England responses and subsequent advice
2. Identify the hazards from COVID-19;
3. Undertake a suitable and sufficient risk assessment of the risks from COVID-19;
4. Consult staff in the risk assessment process. We acknowledge they will have useful information about how work is done which will help us understand the actual risks:
5. From the risk assessment be able show that a proper check was made, all people who might be affected were considered, all significant risks have been assessed, the precautions are reasonable and the remaining risk is low;
6. Reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority;
7. Review the risk assessment when there is a reason to suspect it is no longer valid or there has been a significant change in the matters to which it relates;
8. Follow good practice and retain the risk assessment while it remains relevant and share the findings with all those affected;
9. Review and revise this policy at least annually.

Part 2: Responsibilities

Part 2: Responsibilities

1. **Overall and final responsibility for risk assessment arrangements:**
Andrew Shipton
2. **Day-to-day responsibility for ensuring this policy is put into practice:**
....Vicar and Churchwardens
3. **Responsibility for undertaking the risk assessment:**
..... Vicar and Churchwardens .
4. **Responsibility for monitoring Government updates and disseminating information to the staff, wardens and PCC:**
.....Andrew Shipton
5. **Responsibility for undertaking an annual audit of general risk assessment arrangements:**
..... Charlie Mussett
6. **All employees are required to:cooperate with the Church and co-workers on health and safety matters to help everyone meet their legal requirements;**
Respect and implement NHS Guidance on 'How to avoid catching and spreading coronavirus (COVID-19)':
Adhere to Government coronavirus (COVID-19) 'Stay at home guidance for employees' & any subsequet 'Stay Alert' advice;
Report all health and safety concerns to an appropriate person which might be their line manager / the Clergy

Part 3: Risk Assessment

This information assumes working to government guidance on use of places of work versus work at home and the application of a form of social distancing in line with up to date regulations, and as such is relevant as of now to advice available (for example advice on kitchen areas comes from the IOSH

guidance to construction sites based on HM Govt advice) and may need updating with new information relevant to the time it is shared as advice to staff

A. Guidance for business

- At present, all employees are encouraged to work from home unless it is impossible for them to do so. Where working from home is not possible, workplaces should make every effort to comply with the social distancing guidelines set out by the government
- Members of staff who are vulnerable or extremely vulnerable, as well as individuals whom they live with, should be supported as they follow the recommendations set out in UK Govt guidance on social distancing and shielding respectively
- Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.
- staff who are unwell with symptoms of coronavirus (COVID-19) should not travel to or attend the workplace.
- Travel to work should be discussed with staff before restarting use of the office or church buildings – there may be more cars due to no car sharing, or a need for more bike parking space as public transport may not be used
- staff may be feeling anxious about coming to work and also about impacts on livelihood. Workplaces should ensure staff are fully briefed and appropriately supported at this time
- any member of staff who develops symptoms of coronavirus (COVID-19) (a new, continuous cough and/or a high temperature) should be sent home and stay at home for 7 days from onset of symptoms. If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance
- employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus (COVID-19) to others
- employees should be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues
- frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products
- those who follow advice to stay at home will be eligible for statutory sick pay (SSP) from the first day of their absence from work
- employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients
- if evidence is required by an employer, those with symptoms of coronavirus (COVID-19) can get an isolation note from NHS 111 online, and those who live with someone that has symptoms can get a note from the NHS website

B. First Aid in the workplace

Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the

patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.

- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

C. Good practice for employers

It's good practice for employers to:

- keep everyone updated on actions being taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace
- ensure employees who are in a vulnerable group are strongly advised to follow social distancing guidance
- ensure employees who are in an extremely vulnerable group and should be shielded are supported to stay at home
- make sure everyone's contact numbers and emergency contact details are up to date
- make sure managers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action
- make sure there are places to wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly
- provide hand sanitiser and tissues for staff, and encourage them to use them

D. Social Distancing in the Workplace

Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19). Businesses and workplaces should encourage their employees to work at home, wherever possible. Links to Govt advice on social distancing should be shared with all staff via online means, and weekly updates from line managers.

If you cannot work from home then you can still travel to work. This is consistent with the Chief Medical Officer for England's advice and Govt advice given on the week commencing 11.5.20.

The advice on social distancing measures applies to everyone and should be followed wherever possible. Workplaces need to avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least 2 metres (3 steps) between individuals wherever possible. This advice applies both to inside the workplace, and to where staff may need to interact with the public. Staff should be reminded to wash their hands regularly using soap and water for 20 seconds and particularly after blowing their nose, sneezing or coughing. Where facilities to wash hands are not

available, hand sanitiser should be used. Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands.

The practical implementation of this advice will depend on the local circumstances.

A few general indicators will be relevant to the majority of settings:

- make regular announcements to remind staff and/or the public to follow social distancing advice and wash their hands regularly
- visitors who deliver or come to perform a function should wash their hands on arrival, use gel or be asked to wear gloves provided at the building (do not assume that gloves worn by a visitor are clean). As such, buzzing in of visitors should stop and this process managed using social distancing
- encourage the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking
- provide additional pop-up handwashing stations or facilities if possible, providing soap, water, hand sanitiser and tissues and encourage staff to use them
- where it is possible to remain 2 metres apart, use floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form)
- where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible
- where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Any face to face contact must be risk assessed, and reduced/removed where practicable.
- as much as possible, keep teams of workers together (cohorting), and keep teams as small as possible. For example, a group who have travelled together or sat together/work together should not mix with others to reduce the chances of infection
- where meeting rooms are used they should be well ventilated with windows open
- communal items like the copier or franking machine will require cleaning after each use, as will light switches etc
- Details of plans for areas not under the sole control of the Church – e.g. space used by Ladybird (if the playgroup is operational, that is not the case as of 17.6.20) – should be agreed in advance to ensure that all parties are aware of others' movements and plans. Where issues arise within these plans these must be addressed prior to anyone arriving on site and coming into conflict with another.

E. Shift working and staggering process

Where it is not possible for work to be completed at home, All Saints may consider shift working or the staggering of processes which would enable staff to continue to operate both effectively and where possible at a safe distance (more than 2 metres) from one another.

Practically, an employer could consider:

- splitting staff into teams with alternate days working from home, or splitting across shifts
- as far as possible, where staff are split into teams, fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals
- spreading out standard processes, so that only one team needs to be on the premises to complete a task at a given time

- where it is possible to remain 2 metres apart, using signage such as floor markings to facilitate compliance, particularly in the most crowded areas. This includes entry points to buildings, toilets and communal break areas where queues may form

If working on a shift pattern All Saints should:

- ensure that the business's social distancing measures are effectively communicated to all staff
- ensure frequent cleaning and disinfecting of objects and surfaces that are touched regularly, using your standard cleaning products and particularly at the end and beginning of shifts

F. Kitchen and rest areas

Where possible, staff should be encouraged to bring their own food that does not require heating or preparation, and eat away from others for example at their work area that has already been assessed as safe. Where the kitchen is used:

- staff should be reminded to wash their hands regularly using soap and water for 20 seconds and before and after eating. If possible, increase the number of hand washing stations available
- where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. should be removed from use
- a distance of 2 metres should be maintained between users, wherever possible. A limit on 2 persons within the kitchen may be applied
- drinking water taps will need additional cleaning (staff can be encouraged to do this but additional checks must be made by the employer to ensure this actually happens)
- tables should be cleaned after each use (see above)
- everyone must clear away their own rubbish and wash all items they use to avoid anyone else – including cleaners – having to touch it
- staff can continue to use rest areas if they apply the same social distancing measures
- notices promoting hand hygiene and social distancing should be placed visibly in these areas
- frequently clean and disinfect surfaces that are touched regularly, using your standard cleaning products
- consider extending and staggering or allocating meal/break times to avoid crowding
- additional day start/day end cleaning of handles, surfaces, chairs etc in communal areas is required and should be rota'd, this cannot be left to chance and assumed compliance

G. Symptoms & stopping the spread

All Staff are told not to leave your home if you have either:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home.

USE THE NHS 111 ONLINE CORONAVIRUS SERVICE TO FIND OUT WHAT TO DO.

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus.

DO

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get back home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

DO NOT

- do not touch your eyes, nose or mouth if your hands are not clean

If you have symptoms:

If you have symptoms of coronavirus, you'll need to self-isolate for 7 days.

After 7 days:

- if you do not have a high temperature, you do not need to self-isolate
- if you still have a high temperature, keep self-isolating until your temperature returns to normal

You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

If you live with someone who has symptoms:

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days.

Appendix 1 Risk Assessment for COVID-19 (last update: 6.7.20 C Mussett)

Yellow items tbc / require further clarification by the Clergy/Wardens

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
R1	<p>Risk to health in relation to spread of / infection with corona virus in the office/hall/church workplace</p> <p>(see also R2 below)</p>	Staff; visitors; contractors	high	low	<p>Policy in place at All Saints governing use of the workplace in line with Govt advice, updated as required to reflect changes, monitored and led by the Vicar. Policy shared with all staff, accompanied by group and individual briefings to keep all staff informed and on board with the planned action to comply and stay safe</p> <p>Advice to the public: https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Specific business advice: https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</p> <p>Guidance to employers:</p>	<p>Ongoing monitoring of the situation and subsequently co policy and response by All Saints Clergy as the management team</p> <p>Vicar-led vigilance with liaison with and input from staff to keep everyone aware of safe practice and self-isolation rules from the Govt and how they apply at work as well as at home</p> <p>Checks ahead of any staged return to work other than work from home</p> <p>Additional cleaning/closure methods may be applied in relation to anyone showing symptoms in the workplace – see R2</p> <p>Close liaison where relevant with other building users – eg Ladybird - to ensure a coordinated approach to the</p>

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>Advice to staff to stay at home if displaying symptoms, backed up by workplace notices etc</p> <p>Limit on number of staff in the workplace, limit on visitors, protocols within the policy to reduce change of infection</p> <p>Ahead of visits to the workplace recommending liaison to take place with all regular visitors to ensure they have corresponding policy & practice in place so as not to undermine the All Saints plan and put staff at risk. Where this is not shared/achievable visits will not be allowed and/or supply arrangements may</p>	<p>issue of person flow, cleansing, recording of actions</p> <p>Review building & open window arrangements to ensure best possible ventilation (for private prayer from 24.6.20 – see also appendix B below – doors will be wedged open when the church is open)</p>

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>have to be suspended or altered.</p> <p>Where exposure to infection occurs and can be linked to the workplace RIDDOR rules from April 2020 apply: https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p>	
R2	Someone becomes ill within the office/hall/church workplace – the response	Staff; visitors	High	medium	Person to immediately remove to an area 2m away from others e.g. a vacant mtg room to allow key belongings to be taken to them e.g. car keys	The Vicar to assess the need for additional cleansing/temporary office closure if the risk of further contamination of surfaces is

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					Person to be sent home and advised to follow NHS guidance. Where a visitor is involved All Saints to inform their organisation	deemed likely in relation to any incident https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
R3	Travel in relation to a) work b) leisure and the possibility of picking up or spreading infection & bringing it into <i>the workplace</i>	Staff	medium	medium	Work travel is allowed as of 17.6.20 but use of public transport to be discouraged, with solo use of car or bicycle or walking to replace it. Video conferencing to replace all meetings where possible until further notice. Essential mtgs eg in church practical risk assessment for opening to adhere to SD guidance. FCO advise exists, with all govt covid-19 rules meaning leisure travel is suspended as of now (6.7.20) https://www.gov.uk/foreign-travel-advice	Review by the Vicar of approach to work travel (see policy), subsequent rules on work travel as and when govt restrictions change and advice to be issued to all staff in line with their work role All Saints policy on staff travel & holidays & risk to other staff to be defined in light of ongoing govt advice (ie if someone travels are they deemed a higher risk when returning)

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
R4	Presenteeism in relation to employees who feel unwell or who have close family members who are unwell with confirmed or suspected covid-19, and the spreading of infection to others <i>in the workplace</i>	Staff	high	low	<p>Staff are not pressured into early returns or being at work for the sake of attendance: work from home policy exists</p> <p>Advice to all staff to follow NHS online guidance</p> <p>Staff to be encouraged to openly share any concerns to line manager without delay, and ahead of coming to the workplace</p>	
R5	First aid <i>in the workplace</i> – risk of infection via CPR/mouth to mouth	First aiders within the staff base	medium	low	The Vicar to inform all first aid trained staff of the updated advice to perform compression only CPR as contained in the TGRC policy in line with advice from the Resuscitation Council UK.	
R6	Cyber-attack against the church, delayed response due to no staff <i>in the workplace</i> and thus greater damage	Staff; customers; suppliers	medium	medium	Church IT/social media team aware of cyber threats, security in place, , monitoring (?)	
R7	Theft at / damage to <i>the workplace</i> happening, going unreported or due to no staff working there	Staff	medium	medium	Occasional checks made by clergy in line with insurance company requirements	

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
R8	Risk to health in relation to spread of / infection with corona virus at Private prayer (from 22.6.20)	Staff; congregation	high	Medium (for permitted private prayer services during the pre vaccine period / at this time)	<p>Preparatory work undertaken by All Saints to look at options that might exist for the reduction of infection spread in line with the relaxation of social distancing paving the way for private prayer & a restart of worship in church buildings (see appendix 2)</p> <p>Advice is being sent to all potential attendees / the known congregation to stay away and self-isolate should they have any symptoms or if a member of their household or known contact displays symptoms (NB precise nature of this advice may vary in line with current guidance and/or medical advisers view) or to consider staying away if they are deemed vulnerable.</p> <p>Supervisor to be in position during private prayer: to oversee, advise, promote</p>	<p>Ongoing monitoring of the situation and subsequently co policy and response by the Vicar</p> <p>The clergy have face protection as of June 2020 for use where deemed fit. Masks may be worn by attendees but are not compulsory</p> <p>See also fire risk assessment which covers the use of the church for private prayer and which remains relevant.</p> <p>CCTV footage may be reviewed to check on private prayer attendee behaviour should supervisor role be discontinued at any time.</p>

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>social distancing whilst adhering to the guidance themselves for their own protection and wellbeing (see R12 below).</p> <p>From a review of 22.6.20 following 2 incidents of attempted access (during filming by the Vicar) on 21.6.20 the church will – initially, subject to further review – have staff to supervise private prayer. The actual act does not require supervision, but under covid-19 anyone not adhering to social distancing places greater risk to themselves and others and it is felt that if they can be provided then staff in position to advise against this can help reduce the risk of infection.</p> <p>This will be backed up by messaging at the way in and on noticeboards outside the church</p>	

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>Appendix 2 shows the defined area of the church to be used, the limit of 8 worshippers</p> <p>Hand sanitiser is provided for users. The church areas open for use are cleaned prior to each session. Opening/Closing up helpers will report on any findings to the wardens and clergy.</p> <p>CCTC will be checked to see how sessions go, and if required use of the church for private prayer may be halted and remedial action taken.</p>	
R9	<p>Risk to health in relation to spread of / infection with corona virus at Services (from 12.7.20)</p> <p><i>NB service assessed on morning prayer basis, further work required for communion</i></p>	Staff; congregation	high	Medium (for permitted morning prayer services during the pre vaccine period / at this time)	<p>Preparatory work undertaken by All Saints to look at options that might exist for the reduction of infection spread in line with the relaxation of social distancing paving the way for private prayer & a restart of worship in church buildings (see appendix 3)</p>	<p>Ongoing monitoring of the situation and subsequently co policy and response by the Vicar</p> <p>The clergy have face protection as of June 2020 for use where deemed fit. Masks may be worn by attendees but are not compulsory</p>

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>Checks ahead of any phased return to the staging of public worship/ gatherings by All Saints PCC to ensure that any plans are conforming to national and regional guidance through clergy, advisory group and PCC</p> <p>Advice is being sent to all potential attendees / the known congregation to stay away and self-isolate should they have any symptoms or if a member of their household or known contact displays symptoms (NB precise nature of this advice may vary in line with current guidance and/or medical advisers view) or to consider staying away if they are deemed vulnerable.</p> <p>See Appendix 3 for controls in place for morning prayer service to include social distancing, sanitiser and</p>	<p>See also fire risk assessment which covers the use of the church for private prayer and which remains relevant.</p> <p>Review of each service to be held with clergy, wardens and stewards via zoom and same with congregants to learn from each session</p> <p>The risk assessment process has highlighted a high percentage of over 70s within the potential congregation: advice to consider staying at home is being shared. However due to this high level separate 70+ services may not be feasible: instead the focus at All Saints is on 2m minimum social distancing</p>

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>health check questions to support track & trace. Doors will remain open to assist ventilation</p> <p>Clergy, wardens and stewards in place to monitor and manage</p> <p>Appendix 3 shows the variable capacity for attendees</p> <p>Hand sanitiser is provided for users. The church areas open for use are cleaned prior to each session. Opening/Closing up helpers will report on any findings to the wardens and clergy.</p>	
R10	Impact on availability levels of wardens/stewards affecting the safe running of opening up/closing up for private prayer (from 22.6.20 or) a service (from 12.7.20)	Staff; congregation; volunteers	Medium/high	medium	<p>For private prayer – a rota is being developed. Sessions are 3 times a week to keep work to a manageable level.</p> <p>Should on any given day there not be enough stewards/volunteers to</p>	An assessment of volunteer stewards to be carried out, focusing on those not deemed vulnerable

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					<p>support the safe opening up/closing up of the church then the lead member of clergy must be ready to cancel the planned sessions</p> <p>For services - any plans to enforce social distancing may need physical 'marshals' to encourage compliance from a safe distance (e.g. stopping people coming in too quickly if doorways/vestibules have others within) in line with the full review of church buildings (see Appendix 3)</p> <p>Should on any given day there not be enough stewards/volunteers to support the safe holding of a service (in line with a pre written action plan showing the step by step approach to this) then the lead member of clergy must be ready to cancel the service and oversee the safe</p>	

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					dispersal of those already present ahead of the public entering the building	
R11	Patient with symptoms of COVID-19 self-presenting at a service	Staff; clergy, volunteers; congregation	High	low	<p>UK govt message on what to do if displaying symptoms is well known and supported by multiple national campaigns</p> <p>Advice campaign mirroring the above via All Saints to all known and likely church users and visitors is in place, supported by external signage</p> <p>Attendees (including clergy, wardens and stewards) are asked these questions on arrival:</p> <ol style="list-style-type: none"> 1. Have you had close contact with someone diagnosed with covid19 in the last 14 days or been diagnosed yourself? 2. Have you experienced any 	Should this occur, person to be asked to remove themselves from the buildings immediately and refer to national 111 service, with self-isolation at home subject to safe non public transportation. A gap of 2m recommended away from persons suspected of carrying the virus, and contact kept below 15 mins.

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>cold or flu like symptoms like a cough, high temperature or loss of taste or smell in the last 14 days?</p> <p>If the answer to either is 'yes' the attendee is to be asked to return home</p>	
R12	Impact on All Saints Clergy & Staff not being available (due to illness or other effect as an indirect result of the Corona virus epidemic) to plan and deliver services and affecting either safe running of a service or church activity	Staff; clergy; congregation; other building users	med	med	Clergy team system in place & wardens to provide wider knowledge and reduce key person reliance	
R13	Limitations on mass gatherings placed by the Government affecting church activity	Staff; Clergy; congregation; other building users	high	med	At the time of writing 6.7.20 revised guidance allows weddings & funerals with up to 30 people and services with a greater capacity subject to an assessment of church space and the covid-19 measures that can be applied (see Appendix 3)	C of E review ongoing in line with Govt advice and done through Diocesan offices

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>Private prayer is allowed from 13.6.20 (see above and Appendix 2)</p> <p>Web and email based communication and worship in place and managed by the non furloughed / volunteer team at All Saints</p>	
R14	<p>Supervisory staff for private prayer –</p> <ul style="list-style-type: none"> • Lone working • Safety & security • Intervention • Social distancing for self protection 	Volunteers; wardens; clergy	<p>Low (for personal protection)</p> <p>High (for infection)</p>	<p>Low</p> <p>Medium (for permitted private prayer during the pre vaccine period / at this time)</p>	<p>Private prayer sessions to be limited to 2 hours, 3 times a week (see appendix B): this will limit the time any person is exposed to other people who may have the virus.</p> <p>Sufficient space exists within the church for supervisors to remain in excess of govt guidelines on social distancing, plus ventilation is in place via open doors, and hand sanitiser is there to be used.</p> <p>Supervisors are not there to protect property: any</p>	<p>Wardens to make Etal Police Station aware of the opening for private prayer ahead of 24.6.20</p> <p>Where the supervisor role is undertaken by a member of the clergy it is important that no leading of prayer takes place to comply with govt guidance as of 22.6.20 – no longer applicable</p>

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>incidents to be reported to the Police via 999 or 101 subject to the nature of the incident</p> <p>Supervisors are to watch over proceedings and encourage social distancing when required to do so. They are not there to intervene in issues. Supervisors may step away, contact wardens or clergy, and look to end sessions early if need be (e.g. remove 'open' signs) and where necessary if natural departure flow is not enough escort attendees out.</p> <p>It is recognised that some vulnerable people cannot comprehend social distancing and may struggle with following the one way system. The low capacity of 8-10 applied to the church should provide plenty of space and help to reduce instances of people</p>	

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>standing too close for anything other than very short periods.</p> <p>Supervisors should (see app B) stand within the 'no access' area for their own protection when not performing checks of the routes in/out. Supervisors should adhere to the one way flow unless an incident prevents that.</p>	
R15	<p>Supervisory staff for <i>morning prayer service</i> –</p> <ul style="list-style-type: none"> • Safety & security • Intervention • Social distancing for self protection 	Volunteers; wardens; clergy	<p>Low (for personal protection)</p> <p>High (for infection)</p>	<p>Low</p> <p>Medium (for permitted morning prayer service during the pre vaccine period / at this time)</p>	<p>Services happen at present once on a Sunday starting 12.7.20 thus limiting any exposure time</p> <p>Sufficient space exists within the church for supervisors to remain in excess of govt guidelines on social distancing, plus ventilation is in place via open doors, and hand sanitiser is there to be used.</p>	

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					<p>Supervisors are not there to protect property: any incidents to be reported to the Police via 999 or 101 subject to the nature of the incident</p> <p>Supervisors are to watch over proceedings and encourage social distancing when required to do so. See R17 below for intervention.</p> <p>It is recognised that some vulnerable people cannot comprehend social distancing and may struggle with the concept. The church should provide plenty of space and help to reduce instances of people standing too close for anything other than very short periods.</p>	
R16	<p>Human behaviour affecting safe practice and increasing the risk of infection</p> <ul style="list-style-type: none"> • Failure to distance • Refusal to support track & trace 	All church users, staff, helpers	high	low	Signage, advance notice and stewards are present to support the adoption of safety measures	<p>Stewards, clergy etc to maintain social distancing</p> <p>Police to be called in extreme cases</p>

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
	<ul style="list-style-type: none"> Refusal to use sanitiser 				<p>Where someone will not agree they will be asked to leave. Further support from clergy, wardens etc to be called for.</p> <p>Services may have to end early subject to incident and there may be a need to escort attendees out. Where this is not in response to an emergency e.g. fire, then social distancing and the managed exit plan (see appendix 3) should be followed.</p>	
R17	<p>Use of and preparation of the toilets in the hall for Sunday Service:</p> <ul style="list-style-type: none"> Risk of infection from use Risk of infection from cleaning 	Cleaner; users	high	medium	<p>Confined spaces present a higher risk. Are there any windows that can be opened?</p> <p>PPE will be given to the person asked to clean the loos. The more time than can be left after the service the better – ideally 72 hours. A decision on this needs to be made in line with any window use</p>	

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					Congregants will be told about the loos, with the advice being don't use them if you don't have to.	
R18	GDPR & data management to support NHS Track & Trace <ul style="list-style-type: none"> • Compliance with law • Provision of system for collection and retention • Destruction of data after 21 days 	Church staff; attendees	low	low	<p>Greeter at North door (see appendix 3) to take lead name and contact number via clipboard, form and pen. Clergy, wardens and stewards must all be recorded too.</p> <p>Time & date of each service to be added to each list to record general period people were in the building. Same system available at south door for wheelchair users etc with steward there overseeing.</p> <p>North door expected to get most people so steward in place to work with greeter to keep attendees back so that privacy for data exchange can be given.</p>	The govt advice says: "We will work with faith leaders and organisations to make the process for recording your customers and visitors compliant with data protection legislation and as manageable as possible, including the development of digital solutions." Until such time as a govt approved system is provided All Saints will provide best endeavours to both support NHS Track & Trace and comply with GDPR to prevent breach of personal data security.

Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					Church to retain data for 21 days: data to be held by Andrew Shipton and locked in the Church Safe and destroyed by Andrew Shipton after this period runs out	
R19	<p>Issues linked to use of the bell tower and chamber:</p> <ul style="list-style-type: none"> COVID infection Maintenance issues following long period of non use 	Bell ringing team	<p>High</p> <p>Medium</p>	<p>Medium</p> <p>Low</p>	<p>Assessment of the space, bells and mechanism carried out by the Tower Captain, and a risk assessment produced (see Appendix 5) and discussed with the ringing team.</p> <p>This has highlighted the number of bell ropes that can be used whilst maintaining 2m distancing; the use of sanitiser; a safe system for distancing on entry/egress of the tower; increased ventilation.</p> <p>Gaps of 72hrs min will be left between bell ringing sessions to lessen any residual risk</p>	<p>Masks may be worn by ringers</p> <p>Should there be a requirement to ring all 6 bells this will see use of masks and careful selection of ringers</p> <p>A risk assessment and safe operating system for the Bell Tower exists already: COVID safe measures are applied on top of a well managed system</p>

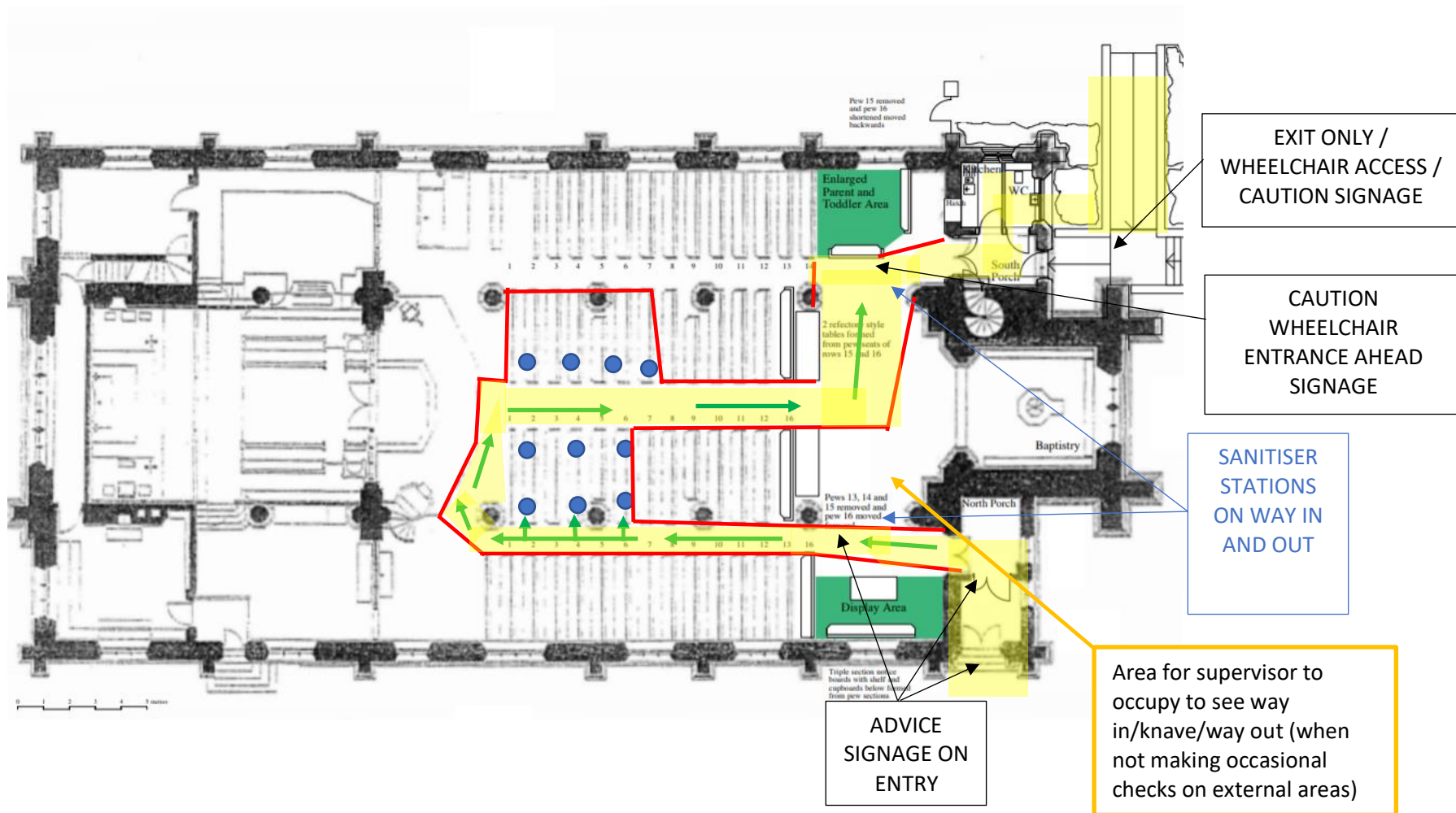
Ref	IDENTIFIED HAZARD	PEOPLE AFFECTED	RISK SEVERITY LEVEL	RISK LIKELIHOOD LEVEL	EXISTING CONTROLS	FURTHER MEASURES TO FURTHER MITIGATE RISK
					Contact details of ringers at each session will be held to support NHS Track & Trace	

Appendix 2. All Saints private prayer operating procedure (CM version 3 as of 22.6.20). See over for image

Notes on the plan for private prayer from 24.6.20

- Initially, sessions will be supervised. The person supervising should occupy clear areas as much as possible (see over). Initial session due 24.6.20 1300 – 1500. Review to take place after session 1. Subject to review sessions may continue Mon/Wed/Fri 1300 - 1500
- Applies safe usage limit of 8 people, marked seats within the church allows for 10 so built in factor of safety
- Red tape has been used to mark off out of bounds areas; green tape arrows applied to the carpet to show walking route in & around the knave
- Green tape Xs applied to pew cushions to show where to sit
- Altar rail in place to prevent access to choir / high altar, with additional furniture items placed to limit access
- Doors will remain wedged open during the period of use to prevent the need for touch points and to maximise ventilation
- Sanitiser stations (due to arrive 22.6.20) to be provided by the church on way in and way out
- Decision on church lighting: this will be off, in line with previous open church procedure
- Prior to the first session the removal of all hymn books, leaflets etc has taken place. Children's toys are out of sight and the childrens corner closed off with furniture as barrier.
- On the plan overleaf the yellow area is the usable space, and as such requires cleaning before each new session: a wipe down of all touchable surfaces so handrails on the way in; door handles (although doors will be left open); door plates or areas that might be pushed, all edges/surfaces/pew rails which may be used for support as anyone passes them or waits; pew rails and shelves (ie surfaces a person may lean on or use for leverage) where seats are marked; then as before but in reverse order for way out - pew sides, door handles/plates, handrails. This to be written into an 'Opening Up' procedure along with checks on sanitiser, signs, tape, general premises condition (draft being worked on as at 17.6.20 by Ros Place)
- Cleaning materials to consist of antibacterial spray, wiped on with cloth, cloth placed in bin bag, cleaner uses hand gel, then places black bag in external church waste bins, cleaner uses hand gel again, leaves the premises which are now deemed ready for prayer (exact procedure to be added to opening/closing instructions)
- A 'Closing Up' procedure is being written to cover checks on premises, any damage/issues, locking up and hand cleaning for the person who performs this
- Signage has been applied and will be left in situ where possible to cover pre entry advice on protocol and limits; 2m social distancing gap etc
- Signage is in eye catching places to be visible but will inevitably detract from 'normal' church experience: where possible signage has been left out of the main sightline from pews towards the choir
- Weekly prayers or scripture quotes will be applied to hymn boards by the wardens
- Sandwich board with advice messaging to be put out by the West Avenue door showing this as the way in (but with a note saying a wheeled entrance is available at the south door) - messaging will cover what the church is open for, the fact that it is cleaned before the start time each day but not during the day so users accept the risk, advice to touch as little as possible, to follow the green arrows and only sit on seats within pews marked with a green X, not to move any of the red tape which shows areas not open for use unless in the event of an emergency

- Sandwich board with advice messaging to be put by the south door stating that this is for exit only unless wheeled access is required, but warning any user that they may encounter someone exiting and as such to proceed with caution, plus reminder to wash hands asap. Similar signs on the exit towards the south door to remind users that wheelchairs could be coming in
- 'In the event of emergency' notice on way in and out in porches so that clergy/wardens can be alerted of anything during a session.



Appendix 3. All Saints Morning Prayer Service operating procedure (CM version 1 as of 6.7.20). See over for image

Notes on the plan for Morning Prayer Service from 12.7.20

- Signage outside will explain the rules in place for safe operation – social distancing, sanitiser, no singing, support of Track & Trace
- A steward will be positioned outside at each door, with all who can use the north door being sent to that
- Congregants will be greeted at North Porch Door, be asked some health questions (see R11 in risk assessment) will give contact details, cleanse their hands with our hand sanitiser and be taken to their seats by a steward. All wardens, stewards and clergy will maintain 2m social distancing at all times
- A warden for the north section will take people to either the side pews by the walls (for 3 or more people) or to the central aisle (for 1 or 2 people): the same will happen at the south side, with the greeter allocating congregants to south then north and repeating this order until we are full
- Those that need to use the south door for access will be escorted in by the steward on that door, will give contact details, cleanse their hands with our hand sanitiser and be taken to their seats by the steward for the south side
- People from the same household or “bubble” can sit together: pews will have green tape on cushions showing the areas people can sit in.
- Orders of Service will be placed on pews before the service and congregants asked to remove these at the end
- The clergy will explain everything in their welcome: there will be no hymns. Music will be played but there will be no singing.
- Congregational responses should be kept to minimum volume to reduce the risk of droplet spreading.
- Readers using the lectern will have a printed copy of readings to eliminate contamination of the lectionary.
- There will be no offertory collection during the service but The Good Plate will be available on entering/exiting the church.
- On exiting, individual pews will be invited to stand and leave immediately with a short interval between each. Stewards will manage this emptying the wall aisles first and by the pew near the closest door first, asking others to remain seated. Those that need the south ramp door will be taken here at the end of the exit process
- The Congregation will cleanse their hands at the exit door and be directed outside and reminded not to congregate in groups immediately outside the church to allow safe social distancing for those still leaving church.
- Church wardens will mark 2m distances on the footpaths outside of church on the North side and immediately outside the South Porch to help those waiting for entry
- If anyone takes ill, PPE (gloves, mask, visor) is available in the event of a First Aider needing to attend to a member of the congregation. A dynamic risk assessment will need to be made to ensure the responders are not put at undue risk. Any evacuation would be managed in the normal way, with the need for safe exit overruling the threat of covid.
- If anyone feels unwell they should leave immediately or alert a greeter/sides persons: the clergy will explain this as part of the welcome.
- Soft furnishings/soft toys will be removed from the Children’s area and parents/carers advised that children will need to stay in the pew throughout.
- Parish Centre toilets are to be open with the side door opened as entry. A ‘Hello’ system will be in operation. This will be explained by the clergy. Loos will be cleaned before the service.
- Church doors will be wedged open to assist with ventilation

Area for south steward: groups of 3-5 may use side aisle, all 1s or 2s use central. Attendees sit on the cushion where the green tape has been stuck on: this allows for gaps at ends to avoid being too close to those walking in the aisle

Steward at the external area at the south door to direct all who do not need ramp access to use the north door, greet and remind everyone to socially distance both in the queue and inside, and to answer any questions about service format

SANITISER STATIONS ON WAY IN AND OUT

Steward to work with greeter to ask attendees to wait until space exists

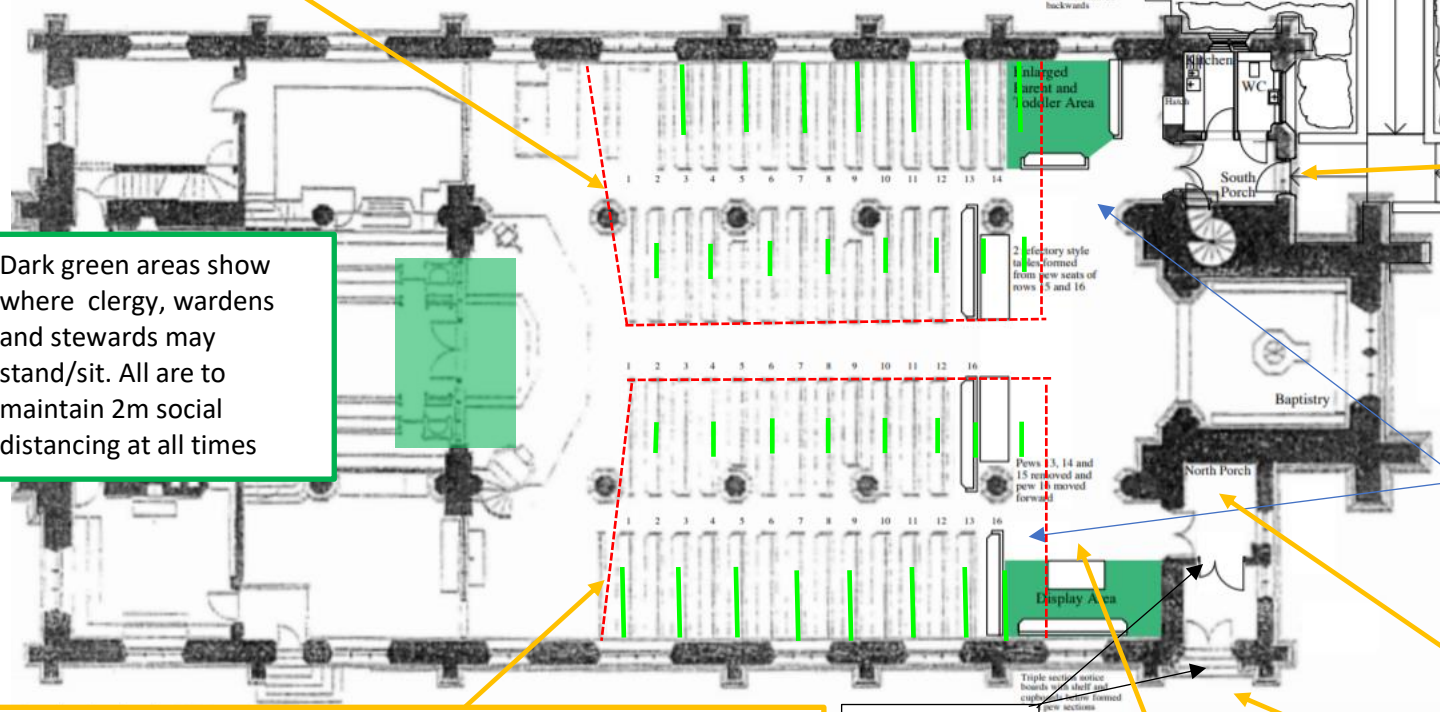
Steward at the external area at the north door to greet and remind everyone to socially distance both in the queue and inside, and to answer any questions about service format

Greeter (key role):
Asks health and Track & Trace questions; directs attendees to use sanitiser; allocated attendees to north or south stewards to escort to seats

Area for north steward: groups of 3-5 may use side aisle, all 1s or 2s use central. Attendees sit on the cushion where the green tape has been stuck on: this allows for gaps at ends to avoid being too close to those walking in the aisle

Light green lines show open pews (NB plan misses some pews off).
North side aisle has 8 pews capable of seating 8 to 24
North central aisle has 8 pews capable of seating 8 to 16
South central aisle has 8 pews capable of seating 8 to 16
South side aisle has 7 pews capable of seating 7 to 21
Total seated capacity estimated at 31 to 77

ADVICE SIGNAGE ON ENTRY



Appendix 4 Service Advice to Attendees (draft v3 as of 6.7.20)



<p>Your Sunday Service is back at All Saints – welcome! It's a new experience for us all – here's what you need to know</p>	
Before	<p>If you are unwell or have any symptoms of COVID19 – cough, high temperature, loss of taste or smell – please stay at home.</p> <p>If you've been near anyone with symptoms or who is unwell please stay at home</p> <p>If you are in a group that the government defines as 'at risk' – e.g. aged 70+, pregnant, with an underlying health condition – why not watch the online service to reduce the risk to yourself of coming to a crowded place? However we respect your decision based on your health and situation.</p> <p>Services, for now, will be morning prayer. There will be music but no singing. You will be in your pew for the full service.</p> <p>You don't have to wear a face covering or mask, but you can do</p>
Arrival	<p>It will take longer to get in: we have lots of space outside but if its wet or cold dress accordingly. Doors will stay open in church for ventilation.</p> <p>Everyone (or a 'lead' person for families) will be asked for their name & contact number to support NHS Track and Trace</p> <p>You will be asked to sanitise your hands then escorted to a pew by a steward</p> <p>You may sit alone or in family/household groups, not next to friends, this is to comply with government advice on distancing</p>
During	<p>Service sheets will be in the pews. Church stewards will sanitise their hands before placing them. Take them with you when you leave please</p> <p>The clergy will welcome everyone and explain the new normality!</p> <p>We'll all stay seated during the service. It will have prayer and readings. At this time there is no communion or singing.</p> <p>The <u>kids</u> corner won't be in use, and any children who come will have to stay in pews for the full service. They are welcome to bring an activity with them.</p> <p>The loos in the hall will be open. They are cleaned ahead of opening and again afterwards. There is no coffee in the hall.</p>
After	<p>At the end of the service stewards will escort you out, aisle by aisle. Please stay seated until asked to leave.</p> <p>Please don't congregate on the paths or by the doors: there is more space on West Avenue to stand and safely talk to others.</p> <p>If you feel ill or display any symptoms in the days after attending a service please inform the NHS and the clergy so we can help support the Track & Trace efforts</p>

Risk Assessment for Sunday service bell ringing at All Saints' Church, Gosforth, Newcastle upon Tyne

Incumbent's name: The Rev. Canon Andrew Shipton

Assessment carried out by: Paul Cross (Tower Captain)

Date of next review:

Date assessment was carried out: 6th July 2020

This document is to be read alongside the main Risk Assessment for Bell Ringing at All Saints', and refers only to the risks surrounding the coronavirus Covid 19 outbreak.

What is the hazard?

The spread of the Covid 19 virus by droplet transmission or surface contact

Who might be harmed and how?

Anyone entering the bell tower (staircase, ringing chamber and bell chamber) and those in contact with them, or anyone raising or lowering the flag

What are the specific risks and what is being done to control them?

Ringers will be asked to:

- Stay away from the tower if feeling at all unwell, or if they think they might have been near anyone unwell
- Wash hands before leaving home and using hand sanitiser on site
- Avoid touching their face as far as possible or eating/drinking whilst in the tower
- Avoid 'touch points' as far as possible, such as chairs, white board, pens, books and other documents which may be in the tower, and ropes for any bell other than that assigned to a particular ringer

- Keeping social distancing to 2m ideally, or 1m plus if wearing a mask (it is suggested that ringers wear a mask if in the same small space for 15 minutes or more)
- Avoid raising their voice*
- Give their details to the Tower Captain / lead person to support NHS Track & Trace*

To enable the above, the following actions will take place:

- Limiting the number of ringers by deciding on the band ahead of service ringing
- Posting a notice on the door at the foot of the tower steps, asking anyone who thinks they may be unwell, or have been in contact with anyone who is unwell, not to enter the tower, and to use hand sanitiser once in the ringing chamber
- Asking ringers to wait 10 seconds before following another ringer up the stairs (avoids the need for floor markers)
- Notice posted in ringing chamber (on whiteboard) reminding ringers to avoid touching their face or any ropes other than those assigned to them
- Clearing the ringing chamber as far as possible of excess items to reduce the number of 'touch points'
- Opening the windows at the start of a ringing session
- Cleaning handles/switches/pulley and anything else that it is necessary to touch both before and after the ringing session
- Allocating a specific bell to each ringer, and making sure that they only handle that one rope during that session

Who will carry out these actions and when?

Tower Captain and/or designated ringer

Everything should be in place before any ringing begins (date to be decided)