

Risk Assessment Record

Risk Assessment Record For which parish church: Sacred Heart of Jesus Catholic Church, Park Road, Loughborough, Leicestershire LE112HE			Risk Assessment Number: Sacred Heart Church COVID 001		
Parish Priest: Fr Paul Chipchase		Diocese: Nottingham		Assessor: Fiona. Cooper	
				Date: July 2020 Previous updates: Diocesan	
Information to support this risk assessment: <ul style="list-style-type: none"> - Corona Virus (COVID-19) is a new illness that can affect your lungs and airways. It's caused by a virus called Coronavirus. - Please note that this parish risk assessment is written on the base of how we work within Sacred Heart due to all locations are different. - The Nottingham Diocese have written a risk assessment to support parishes, which will form part of the overall documentation to adhere to following the legislation and guidance from the government body and Public Health England . 					
Hazard	Persons at Risk	Controls in Place	Risk Rating	Actions to Further Reduce the Risk if Practicable	By Whom
The symptoms of coronavirus are: <ul style="list-style-type: none"> - Continues Cough - High temperature - Loss of taste/smell - <i>But these symptoms do not necessarily mean you have the illness.</i> <p><i>The symptoms are similar to other illnesses that are much</i></p>	All within the church when attending services	Information being shared through Media resources. This includes <ul style="list-style-type: none"> - NHS England - Public Health England - Any member of staff who has visited an affected area for business or holiday must stay at home for the next 14 days to ensure no sign or symptoms occur. - If symptoms do contact 111 for additional advice. 	B6	<ul style="list-style-type: none"> - From NHS - Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze - You must put used tissues in the bin immediately - Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available - Follow the 2-meter rule and Gov guidance. - Try to avoid close contact with people who are unwell - <u>Do not touch your eyes, nose or mouth if your hands are not clean</u> 	All
Church as a building	All within the	<ul style="list-style-type: none"> - Building check list to be completed. Parish H&S will conduct a walk round to ensure all is 	A4	<ul style="list-style-type: none"> - Weekly, ensure the cleaning rota is completed. Keep the completed 	PPC

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<ul style="list-style-type: none"> - Building not used for 3 months - Before anyone arrives with infrastructure 	<p>church when attending services</p>	<p>correct. This will be logged accordingly and kept in the H&S file.</p> <ul style="list-style-type: none"> - Undertake an open checklist / queries, each day the church is open. This provides evidence and all aspects are dealt with in a safe controlled manor. This will be logged. - Ensure cleaning has taken place to reduce the risk to person. It will be hygienically set a standard to keep. 		<p>forms in the COVID file to refer to ever required.</p> <ul style="list-style-type: none"> - Do a stock check and order new supplies from Catherine when required? - Allow 2 weeks turn around due to number of parishes who will also be ordering as and when. 	
<p>Persons Not following signage or guidance.</p> <ul style="list-style-type: none"> - Using closed off rooms / areas. - Cross contamination 	<p>All within the church when attending services</p>	<ul style="list-style-type: none"> - All relevant signage will be in place following the guidance from the Government and Diocese. - A floor plan, social distancing, arrows of access and egress will be displayed accordingly. - Any persons not following this will be asked to leave to ensure safety to others is followed. - Areas within the church building will be off limits to reduce the risk of missing areas to be cleaned after each service. These areas will be signed accordingly. - 	<p>A4</p>	<ul style="list-style-type: none"> - The signage and processes will be reviewed frequently, to ensure all aspects are still correct or needs replacing, - 	<p>All</p>
<p>Items within the church</p> <ul style="list-style-type: none"> - Touching of items which have not been cleaned. - Contamination of items. - Touching of items, hands, eyes causing 	<p>All within the church when attending services</p>	<ul style="list-style-type: none"> - All hymn books, service sheets will not be available. - Weekend readings will be printed for each person, who is then responsible to ensure they take it home with them at the end. - All statues are not to be touched but be respected from a distance. - No candles will be lit to offer prayers in the area from the porch internal entrance. 	<p>A4</p>	<ul style="list-style-type: none"> - All will be placed in a cupboard to prevent items being used. - In the event of a funeral, all the service will be within the service sheet. 	<p>All</p>

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transformation of bacteria. -		- No kneelers will be used to reduce cleaning after each service. This will be supported by being taped closed.			
Persons within the Church building. - Volunteers - Over 70's in age - Ill health due to underlying concerns	All within the church when attending services	- Members of the parish who fall into the vulnerable categories, are being advised not to attend Mass or do anything to support the cleaning or stewarding during services. Each person's wellbeing comes first at these times. - To ensure there is minimal contact with others, parishioners can wear facemasks during the service with removal when receiving communion. - Any parishioner who has mobility issues will be seated at the front of the church to help with communion and egress.	B6	- The church will aim to maintain two-metre social distancing wherever possible. This will be highlighted by floor markers. - A floor plan has been created for all to follow. This reduces the distance of individuals, as well as all working towards the end goal of safety and wellbeing to all persons.	
- Contact with persons suffering from coronavirus - Contact with persons who may have been exposed to coronavirus -	All within the church when attending services	- In the event anyone entering the church has been in contact with another, who has tested positive with COVID, MUST STAY AT HOME. for 14 days. - During these times, no home communion visits will take place. - In the event you have given assistance to others, washing hands and using a hand sanitiser must be actioned immediately afterwards.	B9 / C10	- The local authorities will give advice on where to find a COVID-19 testing station. - Self-isolation for 14 days will be required following Government guidelines.	
Social Distancing becomes a problem.	All within the church when	- All services will have a steward available to ensure this is minimal.	B4	- In the event an attendee refuses to follow the guidance and advice, the steward only if they feel able too, will	All

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<ul style="list-style-type: none"> - Within the church due to size. - The number of Isles - Persons ignoring the process 	<p>attending services</p>	<ul style="list-style-type: none"> - The seating has been drawn out to show best practice with persons and how it can work if the guidance is followed. - The isle will be marked with relevant signage for when receiving communion. - Stewards will be at hand to guide each person from their pew ensuring social distancing is always followed. - No one will be returning to their pew after receiving as they will be guided out through the one-way system which will be in place. 		<p>Speak to the individual and find out why this is the case.</p> <ul style="list-style-type: none"> - After asking the correct questions and this person is still not following the distance rules, ask them to leave via the one-way system. - It will be the decision of Fr Paul if the mass will take place following these circumstances. 	
<p>Church Services</p> <ul style="list-style-type: none"> - To many attending the service. - Under the age of 16 attending - Not enough Stewards - Church not been cleaned following the last service. 	<p>All within the church when attending services</p>	<ul style="list-style-type: none"> - A booking system will be in place via Fr Paul. The dates will be for the next 7 days to ensure all parishioners have chance to attend mass when they are able too. - Two Stewards will be on duty, one located in the porch and the other in the church isle guiding people to their pews following the guide created. (See COVID seating church plan) - Anyone who attends without being on the booking form can be refused entry if the pew numbers are all allocated for. - Families will be seated at the rear of the church to help with social distancing at the end with receiving communion and egress. - During the service there will be no collection, singing, and contact with the piece shared. - During these times, there will no Alter Servers or additional people support Fr Paul due to social distancing. 	<p>B4</p>	<ul style="list-style-type: none"> - Not all persons have internet. We are looking at ways to communicate with the older generation and families who are less fortunate. - A child is to the age of 18, however 16 and under we advise an adult is with them, due to different abilities of learning and understanding social distancing. - Due to no stewards etc, the service may need to be conducted without parishioners in the church. This will be the decision of Fr Paul. 	<p>All</p>

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		<ul style="list-style-type: none"> - The bible reading will be at the lectern as normal, using the service sheet which has been printed. - The stewards will ensure the cleaning after each service has taken place accordingly before they leave. 			
<p>Issuing Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> - It doesn't fit correctly - Not suitable and sufficient due to risk. - No training to use the equipment or cleaning chemicals safely. - Allergic reaction - Become complacent with social distancing. 	Stewards and cleaning team	<ul style="list-style-type: none"> - The PPE has been ordered via the Diocese and their supplier. - Items requested from the parish has been ordered in regards to how the parish will work to ensure all person's safety is paramount. - Chemical data sheets will be available in the COVID file along with the COSHH risk assessment for the parish. - All persons supporting the parish through stewarding, cleaning etc will attend training to show where these items will be kept, and how to replenish items as and when needed. - Gloves should be latex and powder free, however due to supplier demands, this may not be possible. - Stewards and all who are supporting the services can wear their own mask, which is to be clean and washable, or alternately use a single use disposable face mask purchased through Sacred Heart. - Plastic aprons are to be worn for cleaning the church after each service. These are single use and can be discarded in the appropriate waste bin. 	A4	<ul style="list-style-type: none"> - Check weekly the stock and review and reorder when needed ensuring plenty of delivery time. - Review the gloves if issues arise due to powder or latex. - If anyone has a reaction to any items purchased, this is to be reported to Fr Paul who will ask that the accident report is completed. (Located in hall kitchen draw, by the door) - Additional information for choosing and using PPE is available from the HSE. (Health and Safety Executive. - Additional information is also found at https://www.gov.uk/government/publications/guidance-to-employers-and-churches-about-covid-19 - Control measures will be revised and updated when the latest government guidance is released 	All

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		<ul style="list-style-type: none"> - Safety glasses are available for persons who are cleaning. If you do require safety glasses, it is for that person to take responsibility in keeping the set given to you and ensure they are cleaned after each use them soap and water or / and sanitiser. - Any issues in regards to PPE must be reported to Fr Paul and the PPC committee. 			
<p>Communion in Christ with receiving the host.</p> <ul style="list-style-type: none"> - Body of Christ (Host) - Blood of Christ (Wine) 	<p>All within the church when attending services</p>	<ul style="list-style-type: none"> - The stewards will guide each person when to leave their seat and line up following the floor 2-meter signs. - No host will be placed in the mouth. Only their left palm. - No wine will be taken due to sharing the cup. - Anyone who is wearing a mask at this point can continue to, but when the host is placed in their hand, they must lower the mask and eat the host before leaving the church by the door to their right. - No one will be able to return to their seat, as this would mean going back on themselves, which then creates social distancing concerns. 	A4	<ul style="list-style-type: none"> - If persons do not wish to receive then Fr Paul will give a blessing by raising his hand without touching the individual. - If items are left on parishioner's pews as they go for communion, they will need to egress through the church hall foyer door and then access via main church doors to retrieve their items after Fr Paul has finished the service. - 	All

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<p>Emergency Services</p> <ul style="list-style-type: none"> - Fire alarm being activated - First aid provision requires 		<ul style="list-style-type: none"> - The fire alarm smoke detectors are located in the new parts of the church building only. (Hall, foyer and sacristan. - Fire extinguishers are in the areas associated to risk. - The fire alarm is not connected to an external company. - The assembly point is front car park but may need to assemble other side of the railing, depending on risk to life. - Due to limited numbers in the services, persons can spread out to at least one meter apart when assembled outside. - In the event of a fire alarm, Fr Paul will make the decision on contacting the LFRS. - First aid and the accident book is in the hall kitchen. - Phone numbers are located on the parish notice board in the foyer. - If anyone requires first aid, masks, gloves and apron must be worn by the persons giving the first aid. - In the event the paramedic is called for, upon arrival they will take over after the first aider has explained what has happened to the patient. 	<p>A4</p>	<ul style="list-style-type: none"> - If older or impaired persons need to evacuate, keep a chair near the external foyer door to prevent standing for a period of time. This can be easily collected as people evacuate. - If used the chair will be cleaned in the same way as the church after the service. 	<p>PCC</p>
<p>Additional items if applicable</p>		<ul style="list-style-type: none"> - Last Diocesan risk assessment completed in 2019. Updated version for 2020 is in the process of being completed due to delay with annual maintenance checks. - 		<ul style="list-style-type: none"> - 2020 will be completed asap and then sent to Fr Paul for approval and signature. 	

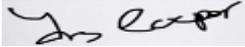


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Additional comments –

- This risk assessment is a live document and be amended if required after each service.
- If you have any questions over this risk assessment, please contacts us.
- Additional risk assessments are written from Nottingham Diocese to support this one as part of the larger organisation.

Reassessment date –2020 / 2021 or before when required by changes within legislation, changes within the building or accidents / near misses involving persons or / and property which then make this risk assessment not suitable and sufficient.

Assessors signature :  (IOSH GRAD) **Print Name** Fiona Cooper **Date:** July 2020

Priest signature : **Print Name** Fr Paul Chipchase **Date:** July 2020

Legislation:-The principal duties are:

- The Health and Safety at Work etc. Act 1974 (HSWA)
- The Health Protection (Coronavirus) Regulations 2020
- Management of Health & Safety at Work Regs 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992 plus amendments.
- Fire Regulatory Reform (Fire Safety) order 2005
- First Aid at Work (FAW)
- Personal Protective Equipment 1992 plus amendments
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1 - 4	A	No further immediate action Review periodically.
5 - 9	B	Re-assess during next review.
10 – 16	C	Within 3 months. (Improvement Notice). Reduce risk to acceptable levels and re-assess following risk reduction/mitigation actions to ensure additional risks have not been introduced.
17 - 25	D	Immediate (Prohibition Notice) Do not proceed until action has been taken to reduce the risk and/or Mitigate the effects.

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RISK ASSESSMENT METHODOLOGY 5 x 5 RISK MATRIX GUIDELINES

- 1 Estimate the category of Harm using the guide box below.
- 2 Estimate the category of likelihood of occurrence from the guide box.
- 3 Read off the intersection of the two numeric estimates on the risk calculation matrix.
- 4 The resultant value should then be compared to the Risk Rating and actioned accordingly.
- 5 Record your findings

Category	Harm/Risk	Likelihood
1	None injury	Almost impossible
2	First Aid	Unlikely
3	< 3 days	Possible
4	>3 days	Likely
5	Major Injury	Almost Certain

RISK RATING

H	5	5	10	15	20	25
A	4	4	8	12	16	20
R	3	3	6	9	12	15
M	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

Likelihood

All persons who have a link to our parish church (Sacred Heart of Jesus) through voluntary work, guest using the hall and employees of the Nottingham Diocese must sign to say they have read and fully understand what is written.

Name	Link with the church i.e. steward,	Signature	Date

