



Risk Assessment Form

Key Information

In line with our Health and Safety Policy, hirers of, and leaders of specific activities on, church property are required to complete a risk assessment form for their activity. Support for completion of this form may be sought from the PCC Member (H&S) or the Churchwardens via office@stchristopherschurch.org.uk.

For regular hirers or repeat activities, an up-dated risk assessment form is required annually. Regular hirers may submit risk assessments using their own risk assessment form. All risk assessment forms are required to be approved by the PCC Member (H&S) (or another authorised PCC representative) before an event or activity takes place and copies of approved risk assessments are stored in the Parish Office.

For the purposes of this form the following terms are taken to have the stated definitions.

- accident** – an event causing injury, harm or ill health
- church property**: the church building, outside areas or any other buildings for which the PCC is responsible
- hazard** – anything with the potential to cause injury, harm or ill health
- near-miss incidents** - events not causing harm, but having the realistic potential to cause injury or ill health
- risk** - the likelihood that exposure to a hazard will lead to a negative consequence
- volunteer** – an unpaid person undertaking church work and/or involved in helping with church activities supported by the PCC

Purpose of the form

This form is designed to identify key hazards people might encounter whilst taking part in specific activities undertaken by St. Christopher's and/or on church property and will be used to show what actions are being taken to minimise the risk. Approval of an activity will take all controlling measures into account. You are not required to try to predict everything that *might* happen, but you are expected to make common sense judgements and to continue to adapt the risk assessment in the light of events and experience.

Identifying Hazards and Risks

When completing this form, you must think about the various ways that harm may be likely to occur during your activities and what you are going to do to reduce the risk of this happening. In addition to the ways your *particular* activity might pose harm, you must consider everyday hazards such as slips/trips or lifting/carrying heavy objects – such things account for around 50% of non-fatal injuries in the UK each year¹.

If your participants include children, young people or vulnerable adults you must also consider risks such as safeguarding, supervision arrangements, emergency contacts and parent/carer permissions. You may also need to make particular provision for people with specific physical, emotional and/or learning needs.

As an Eco Church we would also ask you to consider potential risks to the environment along with any potential impact your activity may have on our Church reputation.

Risk Ratings:

A risk rating of low, medium or high should be applied to each hazard based on how likely something is to happen and how serious the consequence is likely to be (see Figure 1 for guidance).

<i>What are the likely potential consequences?</i>	Major Injury/Harm	High	High	Medium
	Minor Injury/Harm	High	Medium	Low
	Negligible Injury/Harm	Medium	Low	Low
		Very Likely	Likely	Unlikely

How likely is it to occur?

Figure 1: Guide to Risk Rating

¹ [Heath and Safety Executive \(HSE\) Accident Statistics](#)



RISK ASSESSMENT FORM

ACTIVITY (brief description):	Communal worship in Church including the taking of Holy Communion		
VENUE:	Church		
DATE(s):	Each Sunday, or on other agreed days, from 23 August 2020		
TIME(s)	10 a.m. or at other times according to the worship needs of the congregation		
ACTIVITY LEADER (MINISTER):	Revd. Peter Jenner; Revd. Caroline Mullins; or other invited minister		
SUPPORT TEAM	Designated Duty Churchwardens ("DCW"); volunteers arranged on a week-by-week rota led by the Revd. Peter Jenner		
RELEVANT CHURCH OF ENGLAND GUIDANCE	<ul style="list-style-type: none"> • COVID-19 Advice on the Administration of Holy Communion (updated 17 August 2020) - The House of Bishops Recovery Group • COVID-19 Advice on the Conduct of Public Worship (updated 17 August 2020) - The House of Bishops Recovery Group Guidance • COVID-19: guidance for the safe use of places of worship during the pandemic (updated 14 August 2020) - Ministry of Housing, Communities & Local Government 		
FORM COMPLETED BY:	Standing Committee	FORM SUBMITTED FOR REVIEW ON:	17 August 2020
FORM SIGNED OFF BY:	Julia Bowden	FORM SIGNED OFF AS ACCEPTABLE ON:	18 August 2020
OTHER NOTES:	<ul style="list-style-type: none"> • RA subject to change in line with any relevant updated Government, Church of England or Guildford Diocese advice. • RA to be read in conjunction with 'Instructions for preparing the building for communal worship' document given to volunteers. <p><i>Any accidents or near-miss incidents must be reported in line with the H&S Policy and used to inform updates of this Risk Assessment.</i></p>		

	What are the potential hazards?	Risk Level without controlling measures	What are you going to do to control the risk posed by this hazard?	Risk Level with controlling measures	Person(s) responsible for ensuring controlling measures
1.	<p>General issues for worshippers and volunteers related to transmission of COVID-19 through hard surfaces, physical contact, and airborne particles.</p>	High	<ul style="list-style-type: none"> • Provide clear signage indicating point of entry/exit to the church building, including separate entrance/exit for clergy use when necessary. • Air Church thirty minutes before use. • Open and secure all access/exit doors to provide flow of air, this will as a minimum include main double doors, double doors from porch into church, double doors of fire exit into Memorial Garden and outside door by the Lady Chapel. • Check hand sanitiser stations at main door; exit to the memorial garden; outside the lavatory on left hand aisle; replenish if needed with supplies stored in church • Display notices reminding people about hygiene + physical distancing measures (including requiring the wearing of face coverings unless exempt. Face coverings should cover the nose and mouth while allowing the person to breathe comfortably and fit comfortably but securely against the side of the face) & including stressing the critical importance of using hand sanitizer both going in & out of the church. • Provide safe means for volunteers and worshippers to record their name and contact details; each day's record will be retained for at least 21 days. • Provide a contact number for anyone who has been in the church and develops any symptoms of COVID-19 so that appropriate tracking and tracing can be initiated. • Set out clearly marked seating areas, including exclusion zones, to maintain distancing and ensuring the maximum agreed number of worshippers in the building is no more than 34, at the discretion of the DCW. • Clearly sign and mark off, with a temporary cordon if appropriate, access to places/item not intended for public use at this time. • Any books, orders of service or other sheets provided (including any children's activities) should have been in isolation at least 48 hours before the service. A plastic crate will be provided for the return of any books, orders of service, etc, at the end of the service and the contents kept in isolation for at least 48 hours before disposal or reuse. 	Low	Minister / DCW/ volunteers

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2.	Known exposure to someone with Coronavirus symptoms	High	<ul style="list-style-type: none"> Anyone who has been in the church and within 14 days develops any symptoms of COVID-19 or who tests positive for COVID-19 will be reminded that they must notify one of the clergy or Church Wardens immediately so that appropriate tracking and tracing can take place. An authorised Church representative will use the worshippers/volunteer details recorded to track and trace anyone who may have come into contact with the person reporting symptoms. Where possible close the church building for 72 hours with no access permitted. If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. 	Low	Minister / DCW
3	Liturgy of the Word <i>Transmission of COVID-19 through hard surfaces and airborne particles</i>	High	<ul style="list-style-type: none"> Those who are leading services and those who assist them (for instance by reading, preaching, or leading prayer) do not always need to wear a face covering, although one should be worn especially if physical distancing cannot be maintained. Where individual lapel microphones are used, they must be cleaned (for example with alcohol wipes or use of hand sanitizer by user) before/after being handled, or left-untouched for 72 hours between use by different people. Where static (fixed) microphones are used, those using them are required not touch the microphones. One person should be designated to turn them on/off using hand sanitizer before and after doing so. 	Low	Minister / DCW
4.	Music as part of the liturgy <i>Transmission of COVID-19 through hard surfaces and airborne particles</i>	High	<ul style="list-style-type: none"> The playing of musical instruments and singing will follow relevant Church of England and government guidelines, currently this includes: <ul style="list-style-type: none"> musicians playing in a group or singing in a choir must be appropriately physically distanced from each other and from the congregation in a safe way organs may be played but should be cleaned thoroughly after use no congregational singing is allowed. 	Low	Minister

5.	Sharing the Peace: <i>Transmission of Covid-19 through physical contact</i>	High	<ul style="list-style-type: none"> • Minister will give clear direction that the sharing of the Peace involving any physical or close contact between different households can no longer take place (this need not apply to those worshipping together from the same household) • Alternative methods of sharing the Peace can be suggested e.g. a bow, wave or praying hands indicated at a distance towards other worshippers. 	Low	Minister
6.	Handling of the Eucharistic elements: <i>Transmission of COVID-19 through hard surfaces and airborne particles</i>	High	<ul style="list-style-type: none"> • There will be no offertory processions. • Individual communion wafers, rather than large wafers that are broken and shared, will be used as this practice minimises the physical contact the minister will have with the eucharistic elements • The minister will follow Government guidance that indicates that ministers should not speak over uncovered ‘consumables’, although they may speak the words of the Eucharistic Prayer over bread and wine that he or she alone will consume • Bread that will be consumed by other worshippers must remain covered until being distributed (e.g. wafers in a ciborium with the lid on or covered by a pall, or bread on a paten covered by a purificator or other cloth). • At the fraction (breaking of the bread), only the consecrated bread that the minister will receive should be broken during the words (‘We break this bread...’ ‘Every time we eat this bread...’) accompanying that action. • The remainder of the bread will remain covered. If other consecrated bread needs to be broken before it is administered, this must be done in silence or while the Agnus Dei is said by the congregation and after the minister has sanitized their hands. • Once the minister has received Holy Communion in both kinds, he or she should put on a face covering and sanitize/wash hands thoroughly. • Any other minister assisting with the distribution should then remove his or her face covering and should then sanitize/wash hands thoroughly before receiving the consecrated bread. The assisting minister should then put the face covering back on and sanitize/wash hands thoroughly again before receiving the ciborium or paten. • If the minister is the only person who will touch the chalice and paten both during the service and after, then they can be cleaned in the normal way. • If others may touch the chalice and/or paten, either during the service or after, then they should either be washed in warm water with liquid soap, or if this is not possible, stored safely on their own for at least 72 hours before using again, in case they have been infected with the virus. 	Low	Minister /DCWs / volunteers

7.	Sharing in the Sacrament: <i>Transmission of Covid-a9 through taking an uncovered consumable from another</i>	High	<ul style="list-style-type: none"> • Minister will give direction as to how holy communion will be given and received in a housekeeping notice before reaching that part of the service. • Communion will be administered in one kind only with no sharing of the common cup. • Face coverings will be worn by the minister and anyone assisting at the time of distribution of the consecrated bread. We recognise that it will not be possible to maintain the ideal distance of two metres for the brief time that the minister administers the sacrament. However, the risk associated with this is relatively low, especially if face coverings are worn. • Following Government guidance that ministers should not speak over uncovered 'consumables', no words will be spoken by the minister or the worshipper as the bread is distributed. • Worshippers who wish to receive the consecrated bread will be asked to stand in their place; anyone unable to stand should remained seated and extend their hands as a signal they wish to receive. • Each worshipper will extend their hands to receive the consecrated bread, with face covering in place. They should then lower or unloop the face covering, consume the consecrated bread, and then replace the face covering. • If the consecrated bread is to be reserved, the minister will place it in the vessel for reservation. It will not be consumed or distributed for 72 hours by anyone other than the person who reserved it. 	Medium	Minister / DCWs / volunteers
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8.	Health Risk related to Legionella in water systems that have not been used during the lockdown period.	Medium	<ul style="list-style-type: none"> Water systems will be flushed through before first use and when building has been closed for any extended period of time. 	Low	Minister /Church Wardens
9.	Individuals could: (a) fall if lighting inadequate and/or (b) feel uncomfortable if heating inadequate.	Medium	<ul style="list-style-type: none"> Electrical and heating systems will be switched on during sessions where appropriate. On-going visual assessment of slip/trip hazards (e.g. trailing wires, spillages, wet weather, placement of mobility aids) by volunteers. Volunteers to keep an eye out that mobility aids (and other personal items brought by visitors) are positioned during worship so they are unlikely to cause a trip hazard or block exits. 	Low	DCW/volunteers
10.	Harm caused by inappropriate behaviour towards a vulnerable adult such as those with dementia and/or specific physical disability.	Medium	<ul style="list-style-type: none"> Some volunteers have current DBS checks and have completed appropriate safeguarding courses. All volunteers will be briefed on appropriate behaviour and how to report concerns. 	Low	Minister to ensure all volunteers have received a copy of the parish Volunteer Policy which contains relevant information.
11.	Injuries from manual handling (lifting, moving heavy objects).	Medium	<ul style="list-style-type: none"> Those setting up and clearing away furniture are aware of safe ways of manual handling. 	Low	Minister to ensure all volunteers have received a copy of the parish Volunteer Policy which contains relevant information.