

Risk Assessment Covid-19 : Checklist regarding the Re-opening of Churches for Celebration of Mass.

Please complete (1) Risk Assessment Checklist & (2) Risk Management Document and e mail to the Diocesan Office - property@downandconnor.org

Controls	Church Complies Yes / No ?	Action Required
Church Building		
Have you a Covid-19 Support Team in the Parish		If No - Establish a team to plan, impement and monitor the arrangements necessary to safely open the Church and maintain safety thereafter.
Have arrangements been made to clean the entire Premises prior to opening and after each closure?		If No - make arrangements to have the Premises (including toilets) cleaned prior to opening and after each closure. Ensure Holy Water fonts are empty. Record cleaning on register.
Are there any hazards outside or inside that need fixed?		If Yes - have repairs carried out / protect or cordon off the hazard prior to use.
Has an area been identified inside the Church to use for isolation of a person showing C19 symptoms?		If No - identify suitable area and place signage.Ensure ventilation provided. Establish a process for dealing with isolation.
Opening Times		
Have the times for the celebration of Mass been decided? Will private prayer opening times change?		If No - decide appropriate times and days and place on notices/website.
Have opening times and safety advice* been communicated?		If No - publish and communicate details of max numbers along with safety notices on Parish Website/Bulletin/Facebook and other media.
Are volunteers available to assist at the Celebration of Mass and at the opening and closing times?		If Yes - make up Rota - If No then request volunteers. Train as required. Assign responsibility for opening up / lock up and during Mass.
Signs		
Are signs/ instructions displayed at entrance and inside Church? *		If No - detail the behaviour required to keep Visitors safe e.g. maximum number in the church, hygiene procedures and personal responsibility.
Are pews closed to ensure social distancing occurs? *		If No - Tape off relevant pews. Families can sit together if from same household. Otherwise max of 2 per pew conforming to social distancing requirements with the pew in front and behind. Areas for Disabled to be clearly marked out. Restrict area at candles to one person at a time. Designate seat spaces for Readers and EMOHC. Ensure markings in place on floor for Holy Communion. Ensure a one way system is marked out.
Hygiene		
Are hand sanitisers/ paper towels/ Bins available at entrance / exits and throughout Church?		If No - purchase and position at entrance and throughout Church including at each point of distribution of holy communion. Check supplies after each period of opening.
Are cleaning materials /bins available inside to wipe down "shared contact hard surfaces" areas inside?		If No - position at relevant pews,candles etc. Check after each period. Keep doors open but not fire doors. Remove prayer books, hymnals and hymn sheets.
Volunteers		
Have you decided if volunteer stewards are needed inside the church? (Stewards will be needed where you cannot operate an internal "one way" system and/or where space inside the church is so limited that maintaining social distance will require monitoring).		If yes and stewards are needed - request the required number of volunteers and train as appropriate about rules/responsibility. If no - you will need to determine whether or not you will need volunteer stewards. Even if you conclude you do not need stewards you will need to keep a record of how you arrived at this decision.
Have you decided if volunteer stewards are needed outside the church? (Stewards will be needed where you will need to control numbers entering the church so that social distancing can be maintained inside).		If yes and stewards are needed - request the required number of volunteers and train as appropriate about rules/responsibility. If no - you will need to determine whether or not you will need volunteer stewards. Even if you conclude you do not need stewards you will need to keep a record of how you arrived at this decision. Identify two stewards to monitor the secure collection boxes at the exit of the church.
Parish :		
Church 1 :	Number Allowed:	
Church 2 :	Number Allowed:	
Church 3:	Number Allowed:	
Church 4:	Number Allowed:	
Review of Risk Assessment 1	Date	
Review of Risk Assessment 2	Date	

* See sign list attached.