

Covid-19

Risk Management for the re-opening of Churches for the Celebration of Mass.
 Each Church should follow Government Advice and additionally consider their own unique circumstances.

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

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Clergy Volunteers Visitors to Church Cleaners	Entire Church Premises	<p>- Set up Covid - 19 Support Team. Complete and document a risk assessment for opening the Church Premises for the celebration of Mass including but not limited to:</p> <ul style="list-style-type: none"> - Entire premises (including Sacristy) to be deep cleaned prior to opening including toilets in Church/Parish Hall if to be made available. Set up and keep records of routine cleaning regime. - Walk round (internal & external): If you have been unable to visit the Church for routine inspections due to the Government restrictions, please complete a full internal and external walk round of your <u>entire</u> building. Externally, look for signs of damage to the building, car parks, discarded rubbish or anything which creates a hazard : remedy any defects. - For the internal walk round, please complete in accordance with your normal weekly/monthly fire safety inspections e.g. checking fire doors are closed or that hold open devices correctly operate, fire exit routes are clear, fire exit doors operate and are not blocked: that there are no hazards present. - Sprinkler and Fire Alarm Systems: Check the sprinkler and fire alarm panels for any faults. If you have temporarily halted weekly inspections, please reinstate these along with your maintenance and service contracts. - Check there has been no water ingress into the building which may have affected electrics: if yes the services of a qualified electrician will be required prior to switching power on and opening the Church to the public. - If there are Passenger Lifts <ul style="list-style-type: none"> - Check all landing doors are secure and aligned. - Make sure the lift can be called at each landing. - Ensure the lift is level with each landing. - Ensure the car doors close properly. - Test the alarm and intercom. - When the lift is in operation, ensure there is no excessive vibration or noise. <p>If any of the above is a cause for concern, ensure you contact the lift engineer. Restrict numbers in the lift at <u>any time</u>.</p> <p>Establish a process for review of the risk assessment, re-order of cleaning material/sanitiser and for the verification processes. Record changes to risk assessment and record the conducting of the verification processes. If inspections of lifts and fire extinguishers or sprinkler systems have been missed contact the relevant engineers.</p>			
		Restricted Opening Times	<ul style="list-style-type: none"> - Decide and adhere to Proposed Opening Times for celebration of Mass and Private Prayer. - Decide who will be responsible for opening and closing the Church: for the celebration of Mass and for Private Prayer. 			

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			<ul style="list-style-type: none"> - Determine how many Parishioners/Visitors can access the Church at any one time for the celebration of Mass and for Private Prayer . - Determine who will be responsible for managing entries and exits. When church has reached the maximum number of Parishioners allowed a Notice will be placed at the entrances to the church stating - Sorry - The church is now full. 			
		<p>Concise Communication to Parishioner/Visitors regarding guidance on behaviour</p>	<p>Most appropriate and effective method of communication to be decided : detail to include:</p> <ul style="list-style-type: none"> - social distancing of 2 metres/ 6.5 feet. - avoiding all physical contact including handshaking. - good hand hygiene. - good respiratory regime i.e. catch coughs and sneezes in tissues / use of bins. - advice that people with medical conditions and underlying health issues, people with compromised immune systems, pregnant women etc. and anyone at greater risk of a more serious illness if they are infected with coronavirus should perhaps delay their attendance. - advice that people feeling unwell or exhibiting symptoms should not visit. - Record to be kept of the timeline of the distribution of the Communication and when repeat Communication is issued so there is continuity of advice. - All detail to be published on Parish Website including maximum numbers allowed in Church. When church has reached the maximum number of Parishioners allowed a Notice will be placed at the entrances to the church stating - Sorry the church is now full. 			
		<p>Managing Entrance to Church Premises</p>	<ul style="list-style-type: none"> - If Volunteers are required provide induction training.Determine if a queue forms who will be responsible for managing the social distancing in the queue. Stewards should be present outside church to prevent breach of social distancing. - Signage should be displayed outside/ entry point to give guidance on behaviour both for outside and inside the Church with reminders about elderly/ vulnerable adults, social distancing, hand and respiratory hygiene. 			

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			<ul style="list-style-type: none"> - Hand sanitisers should be available throughout the church including at entry and exit points – someone to be responsible for ensuring they are replaced when empty. - Create a rota of Parish Volunteers to manage premises externally. 			
		Managing Inside Church Premises	<ul style="list-style-type: none"> - Hand sanitisers should be available at key points <u>throughout</u> the Church - someone to be responsible for ensuring they are replaced when empty. Tape off relevant pews. Families can sit together if from the same household. Otherwise max of 2 per pew conforming to social distancing requirements with the pew in front and behind. No moveable seats to be accessible. Areas for Disabled to be clearly marked out. Restrict area at candles to one person at a time. Designate seat spaces for Readers and extraordinary Ministers of Holy Communion. Ensure holy water fonts are empty. Leave doors open but not fire doors. Remove all missals, prayer books, hymn sheets, and hymnals. Only one musician and one singer allowed. - At key areas for example donation area/ altar/candles signage should be displayed that reminds people to clean/wipe the area they have touched before and after use: facilities should be available to enable them to do this. - Ensure that social distancing is observed inside the church. Mark out the isle for holy communion queue. One way system to apply for holy communion. - Introduce a "guided / suggested route/one way sytem " to avoid people having to pass each other in the aisle and as they enter or leave the church. - If required - Create a rota of Parish Volunteers to manage premises internally. Collection plates not to be used/passed among parishioners. Install a collection box at the exit of the church which must be guarded by two stewards. 			
		Safety and Behaviour/ Cleaning of Church and Sacristy	<ul style="list-style-type: none"> - Church volunteers should be provided with appropriate protections. - Church cleaners to be instructed on how to remove protections carefully to reduce contamination and how to dispose of them safely. 			

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			<ul style="list-style-type: none"> -There should be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, altar rail using appropriate cleaning products and methods. - Church volunteers should have a documented, timed and signed cleaning rota. - Volunteers who assist need to be given a documented training and induction programme with records kept. - Flowers/ decoration and any non essential activity should not be resumed until full resoration of normal services. - Ongoing monitoring and documentation of situation with regards to any adjustments that may be required to ensure safety or any issues that give cause for concern. 			