

COVID-19 Risk Assessment

Date of Assessment: 25th October 2021

Date of Next Review: Reviewed monthly or with government change to advice

The national situation is presently moving from an epidemic state with current variants of coronavirus reaching new individuals to an endemic one where the virus is present in the community but where previous infections and the national vaccination programme means the majority of people have some immunity. For more information on the guidance recommended in this document, please visit the [C of E Coronavirus page](#) or the [UK Government Places of Worship Coronavirus page](#).



This document replaces and supersedes the 21st March 2021 Covid-19 Risk Assessment for Chanctonbury Church and is signed off by James di Castiglione, Rector of the Parish of Chanctonbury.








Signed: James di Castiglione


25 / 10 / 2021


Date



What is the risk?	Who is at risk?	What will be done to mitigate the risk?	What further action can mitigate the risk?	Who needs to carry out the mitigation?	Residual Risk	Completed on	Done
SERVICES & GATHERINGS							
Lack of awareness to updated procedures leading to individuals not adhering to recommended guidance out of negligence	ALL	Ensure all key updates to COVID procedures are communicated immediately by email to the church mailing list, and on social media. Individuals will be able to find the latest COVID guidelines on the website so they can be certain of what to expect on attending a Chanctonbury Church service. Details communicated will reflect requirements or requests such as bringing a face covering as well as what options are available for those who may be anxious at any major update.	There will also be welcoming notices that outline safety measures attached to the sanitising stations at all churches.	Andrew White, Head of Operations		5 Oct 2021	
Over-attendance of services leading to reduced distancing and increased transmission chance	ALL	There are no longer restrictions on group sizes for attending communal worship. However in recognition that services can at times be especially crowded, it is essential to consistently encourage and challenge all congregation members to attend any of the six weekly services offered across the parish. If any specific service(s) is/are oversubscribed, ticketing or limited numbers may need to be introduced for that specific service to ensure sufficient space for all those attending.	Remind folks, especially the vulnerable and those more uncertain to attend in person that the livestream will continue to be offered weekly for all those keen to take part from home.	SMT & CW's		5 Oct 2021	

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Aysmptomatic individuals attending services and unknowingly passing sickness on to others	ALL	Recommend through church communication channels (notices, email and print out) that individuals should consider taking an LFT before attending services to stem possible outbreaks from asymptomatic carriers.	All staff requested to take LFT tests prior to Sunday services.	Andrew White, Head of Operations		5 Oct 2021	
Individuals attending with non-Covid symptom illnesses, that may in fact be a lesser known Covid symptom	ALL	Request that all individuals who are presenting with flu-like symptoms, or other possibly transmissible sicknesses avoid attending services due to the large array of symptoms presented in the Delta variant that may be misconstrued as another sickness.	Communicate well that if anyone presents with any obvious Covid or non-Covid but concerning symptoms, to request they don't attend in person that week and liaise with CHC instead.	Andrew White, Head of Operations & Hosting Team		5 Oct 2021	
Poor airflow in church buildings leading to increased likelihood of aerosol transmission	ALL	Increase ventilation in all buildings with natural ventilation by opening doors and windows to allow sufficient airflow. When the temperature drops to levels which would be uncomfortable to keep all doors and windows open, it is advised that following each service, doors and windows are opened to allow the air to be sufficiently replaced. It is recommended that at all times no matter the temperature two windows are left open at all times to allow some degree of continual air replacement.	During the week it is recommended the doors are left open with the heating off to allow good airflow throughout the week for anyone attending for private prayer.	David Newland, Maintenance Officer & Hosting Team		5 Oct 2021	




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Distribution of printed materials by hand	ALL	Bibles, if available, and Holy Communion booklets etc are used by multiple people but only once per week at most, or are currently single use such as service sheets. If providing single-use service sheets, these should be placed alongside equipment for sanitising hands before picking one up, and request that people take these home with them at the end of the service or dispose of them in one of the bins.	Wherever possible digital notices, words and other materials should be displayed. Washington Church should expedite its faculty application to transition printed materials to digital display as soon as possible.	Hosting Team		5 Oct 2021	
Surface transmission	ALL	All church buildings should have the hand cleansing stations immediately available on entry. There should also be hand sanitiser at any areas where people may pick items up, such as bookshelves, leaflet stands etc. Wherever possible touchpoints should be reduced by facilitating actions e.g. leaving doors open to reduce touchpoint transmission.		Hosting Team		5 Oct 2021	



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Food and drink distribution and consumption	ALL	Where food and drink distribution and consumption creates bottle necks and would encourage the removal of face coverings in an indoor setting for prolonged conversation, which conflicts with other recommendations outlined, the kitchen should be closed. Where food and drink distribution and consumption can be offered in safely distanced settings, where prolonged conversations will not be taking place, it can be considered safe to do so alongside ensuring the kitchen team have the appropriate measures in place for cleanliness.	Ensure the lead kitchen coordinator has the appropriate Health and Safety qualifications and is up to speed on latest COVID guidelines pertaining to the distribution of food and drink by the C of E. Gloves to be provided and sufficient cleaning materials to ensure clean work surfaces.	Andrew White, Head of Operations		5 Oct 2021	

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Aerosol or droplet transmission - talking	ALL	Provide a safe and accepting environment for people to wear or not wear a face covering when inside church buildings. All staff will be requested to wear a face covering to demonstrate good practice. All others attending will be recommended to also except for those seated in the south aisle of Ashington or Washington who should be wearing face coverings. Buncton does not have a south aisle reserved for this, and instead has increased airflow. During ministry times, make sufficient space at the front, by clearing chairs ahead of calling people forward. Ministry team should offer face coverings to those they are praying for, and continue to offer them throughout the ministry time, not lowering them to be heard more clearly. Whoever is leading the service, should make clear to those responding that the ministry team will offer face coverings. If an individual is hard of hearing standing side by side facing rather than face to face, or facilitating the ministry time outdoors would be a safer approach.	Encourage individuals wanting to engage in conversations to have them take place outside.	Andrew White, Head of Operations		5 Oct 2021	

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Aerosol or droplet transmission - singing	ALL	Provide a safe and accepting environment for people to wear or not wear a face covering when inside church buildings. All staff will be requested to wear a face covering to demonstrate good practice. All others attending will be recommended to also except for those seated in the south aisle of Ashington or Washington who should be wearing face coverings. Buncton does not have a south aisle reserved for this, and instead has increased airflow. As government and C of E legislation allows for, singing will always be encouraged, and only in the event of a change in law will humming or participating in worship via other means be promoted.	Use outdoor spaces for events, services and other activities if appropriate and available.	Andrew White, Head of Operations		5 Oct 2021	
Worship team lengthy interactions	TEAM	Advise team to wear face coverings while setting up and down for rehearsals and services, and where possible during rehearsal for those not singing also. Worship team should ensure at all times that they are making full use of the stage area to increase distance between each other. Where musicians are changing between services, particularly at Washington services, surfaces should be wiped down by musician when finished using disinfectant wipes.	Production team will also be encouraged to wear face coverings and regularly hand sanitise before and after touching equipment.	Andrew White, Head of Operations		5 Oct 2021	






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Little social distancing available in church settings	ALL	Allow for individuals who prefer to socially distance to reduce contact between people by creating zoning in the south aisles of Ashington and Washington that allows for increased distancing between individuals, and a requirement for face covering in these areas. Buncton does not have a south aisle reserved for this, and instead has increased airflow.	Hosting team should ensure that only individuals complying with this should use these seats, and if families choose to use these seats, they should ensure there is sufficient space and seating for them so as not to overflow with kids into the surrounding space designed for distancing.	Andrew White, Head of Operations; Hosting Team		5 Oct 2021	
Kids and youth in close contact	KIDS, YOUTH, TEAM	Put in place a cleaning rota/system for kids and youth toys and activities, using adequate cleaning materials for these (keeping all such materials out of the reach of children). Most kids items have one week in-between use meaning gentle cleaning is sufficient, however between services at Ashington they should be wiped down comprehensively with disinfectant wipes to reduce transmission between groups attending. Sensible cleaning and hygiene practices such as use of hand sanitiser gel for everyone and face coverings for those over 11 will be encouraged.	Check-in surfaces should be cleaned frequently, and team should ensure they are hand sanitising before distributing anything. Staff will be requested to wear face coverings except while leading a session, volunteer team will be encouraged to do so.	Holly Draper, Head of Kids; Jonny Fossey, Head of Youth		5 Oct 2021	



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Holy Communion distribution of elements	ALL	Good hygiene is essential when preparing the bread and wine. Hand sanitiser should be provided for communicants and must be used by clergy administrating. Communion should be facilitated through simultaneous distribution at this time.	For further information on how Holy Communion can be done safely visit the C of E guidance page here.	Jim Waddell, Head of Pastoral		5 Oct 2021	
OCCASIONAL OFFICES							
Funerals	ALL	There are no longer limits on the number of people who can attend funerals. However, attendees will be encouraged to wear a face covering, to stay home if unwell, to take an LFT before attending and to respect those around them throughout the service.	Updating the website to reflect these details accurately and ensure that Funeral Directors and families are clearly communicated with well in advance. More information can be found on the C of E website, or here .	Pippa Cleeve, Event Coordinator		5 Oct 2021	
Weddings	ALL	There are no longer limits on the number of people who can attend weddings. However, attendees will be encouraged to wear a face covering, to stay home if unwell, to take an LFT before attending and to respect those around them throughout the service.	Updating the website to reflect these details accurately and ensure that wedding couple are clearly communicated with well in advance. More information can be found on the C of E website, or here .	Pippa Cleeve, Event Coordinator		5 Oct 2021	



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Baptism and dedications	ALL	There are no longer limits on the number of people who can attend baptisms and dedications. However, attendees will be encouraged to wear a face covering, to stay home if unwell, to take an LFT before attending and to respect those around them throughout the service.	Updating the website to reflect these details accurately and ensure that families and their parties are clearly communicated with well in advance. More information can be found on the C of E website, or here .	Pippa Cleeve, Event Coordinator		5 Oct 2021	
MIDWEEK GATHERINGS							
Toddler groups with numerous kids in close contact	ALL	Put in place a cleaning rota/system for toys and activities, using adequate cleaning materials for these (keeping all such materials out of the reach of children). Most items have one week in-between use meaning gentle cleaning is sufficient, however tables and other items used by other groups should be thoroughly wiped down with spray and wipes provided to reduce transmission between groups using the church buildings. Sensible cleaning and hygiene practices such as use of hand sanitiser gel for everyone, face coverings for those over 11 will be encouraged especially for team.	Check-in surfaces should be cleaned frequently, and team should ensure they are hand sanitising before distributing anything. There will be a hand sanitiser next to the coffee and tea station with a sign requesting individuals to use it before using the coffee machine. Parents will also be encouraged to bring their own cup.	Nick Taylor, Head of Community Outreach		5 Oct 2021	


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Midweek kids and youth groups in close proximity	ALL	Put in place a cleaning rota/system for kids and youth toys and activities, using adequate cleaning materials for these (keeping all such materials out of the reach of children). Most kids items have one week in-between use meaning gentle cleaning is sufficient, however between services at Ashington they should be wiped down comprehensively with disinfectant wipes to reduce transmission between groups attending. Sensible cleaning and hygiene practices such as use of hand sanitiser gel for everyone and face coverings for those over 11 will be encouraged.	Check-in surfaces should be cleaned frequently, and team should ensure they are hand sanitising before distributing anything. If the kitchen is being used for any snacks or drinks, a sign should be displayed requesting individuals to use hand sanitiser before.	Holly Draper, Head of Kids; Jonny Fossey, Head of Youth		5 Oct 2021	
Aerosol transmission and close proximity in prayer meetings	ALL	Provide a safe and accepting environment for people to wear or not wear a face covering when inside church buildings. All staff will be requested to wear a face covering to demonstrate good practice. Encourage prayer team to meet in buildings with sufficient space and airflow to reduce transmission rate.		Andrew White, Head of Operations		5 Oct 2021	
Kingdom Family Communities meeting in enclosed environments	ALL	Provide a safe and accepting environment for people to wear or not wear a face covering when attending meetings if they desire.		Jim Waddell, Head of Pastoral		5 Oct 2021	
STAFF							

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Aysmptomatic individuals attending meetings	ALL	Request all staff to be taking two LFT's per week, particularly before attending services to stem possible outbreaks from asymptomatic carriers.		Andrew White, Head of Operations		5 Oct 2021	
Individuals attending with non-Covid symptom illnesses	ALL	Request that all staff who are presenting with flu-like symptoms, or other possibly transmissible sicknesses avoid attending meetings until receipt of a negative PCR test due to the large spread of symptoms presented in the Delta variant.		Andrew White, Head of Operations		5 Oct 2021	
Close proximity and frequent interaction in staff meetings	ALL	Advise team to wear face coverings during larger staff meetings, and wherever possible sit in a socially distanced set up.	Encourage all meetings to take place in settings sufficiently large enough for the group.	Andrew White, Head of Operations		5 Oct 2021	
Office touchpoints frequently in use	ALL	Professional cleaning will take place once per week. Staff should disinfectant spray their working area when starting and completing their working day. All staff will be requested to hand sanitise on arrival, throughout the day and at the end of the day.	More information can be found on the government site here .	Dani Taylor, Office Administrator; Gerald Baldwin, Cleaner		5 Oct 2021	
Office kitchen with food and drink consumption	ALL	Professional cleaning will take place once per week. Staff must ensure care when using utensils, crockery, glasses and mugs to ensure they are properly washed before and after use. All towels should be cleaned at least once per week.		Dani Taylor, Office Administrator		5 Oct 2021	

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OTHER ACTIVITIES							
Storehouse receipt of donated items	ALL	Plastic gloves to be worn when collecting items from donation receptacles and taken for storage at Storehouse, ideally for a minimum of 48 hours prior to distribution.	Team to regularly be washing hands when handling goods, and consider wearing face coverings to prevent spread onto items within storehouse room.	Nick Taylor, Head of Community Outreach		5 Oct 2021	
Storehouse delivery of items	ALL	Plastic gloves should be worn when delivering items to Storehouse recipients and face coverings offered if the recipient would appreciate it. Hand sanitiser should be used on entering and leaving the Storehouse.	Team to consider taking an LFT prior to distribution.	Nick Taylor, Head of Community Outreach		5 Oct 2021	
NSP door-to-door visiting	ALL	Those distributing letters ahead of the visits, should ensure they hand sanitise before letter drop.	Team to consider taking an LFT prior to door-knocking day.	Nick Taylor, Head of Community Outreach		5 Oct 2021	
Visiting schools	ALL	Those visiting schools on behalf of the church, should ensure they are adhering to school health and safety guidelines at all times, including hand sanitising on arrival and departure.	It would also be essential to complete an LFT prior to attending the school.	Nick Taylor, Head of Community Outreach		5 Oct 2021	
Bell-ringing at Washington	TEAM	Bellringing is no longer restricted by social distancing rules, although sensible precautions such as good ventilation and using hand sanitiser are advised.	More information can be found on the CCCBR site here .	Patrick Pearson-Miles, Curate		5 Oct 2021	

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Pastoral visiting	ALL	In non-critically vulnerable situations, a face covering should be brought along and offered to be worn by the visitor, along with hand sanitising on arrival and departure. In critically vulnerable situations, wearing a face covering is mandatory, along with hand sanitising on arrival and departure.	If touch is necessary in a critically vulnerable situation, the pastoral visitor should consider wearing plastic gloves. Wherever possible social distancing is recommended.	Jim Waddell, Head of Pastoral		5 Oct 2021	
CLEANING							
Cleaning between services	TEAM	All cleaners provided with gloves (ideally disposable). Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. Identified surfaces that are frequently touched and by many people (common areas) e.g. handrails, door handles, shared equipment, toilets, hard surfaces of chairs.	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Hosting Team		5 Oct 2021	

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Professional cleaning with no known transmission	STAFF MEMBER	If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces. If 48-hour closure is not possible then advise cleaners to conduct an even deeper comprehensive clean. Metal, wood, stone, glass, ceramic, and modern painted surfaces, should be cleaned with a dilute solution of non-ionic conservation-grade detergent or sensitive washing up liquid and distilled water, rinsed with distilled water and dried immediately with white paper towel. Cleaning materials should be disposed of appropriately, wrapped up and binned daily	Ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Gerald Baldwin, Cleaner		5 Oct 2021	
Professional cleaning with known transmission	STAFF MEMBER	If possible close the church building for 48 hours with no access permitted. If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. Cleaning materials should be disposed of appropriately, wrapped up and binned. The minimum PPE to be worn for cleaning an area after a person with symptoms of coronavirus, or confirmed with coronavirus, has left the setting, is disposable gloves and an apron.		Gerald Baldwin, Cleaner		5 Oct 2021	
KNOWN TRANSMISSION & OUTBREAK							

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Known transmission and outbreak in congregation	ALL	Church buildings involved should be immediately shut for 48 hours, with no access permitted. The NHS QR code which is displayed at all church buildings will alert all individuals who have used this via NHS Test and Trace.	For a step by step guide on dealing with a known transmission and outbreak in the Chanctonbury congregations, please view the most recent Covid-19 Policy.	Andrew White, Head of Operations		5 Oct 2021	

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