

# Holy Trinity Combe Down: Risk Assessment

Task / Job to be assessed – Church Services at Holy Trinity Combe Down – Additional Measures for Covid-19			
Assessment Number:	R031	Date of Assessment:	28/08/2020
Assessment Carried out by:	Helen Green/Jane Bradby/ Liz Hume	Date Document Issued	
Department/Location:	Operations/ Holy Trinity	Manager's Name:	Liz Hume
Review date	Every 2 weeks		

## How Likely

1 = Very Unlikely  
2 = Unlikely  
3 = Likely  
4 = Very Likely  
5 = Almost certain

## How Severe

1 = No Injury  
2 = minor injury or illness  
3 = 7 day injury or illness  
4 = specified injury or illness  
5 = fatality or disabling injury

Risk = Likelihood x Severity

Low
Medium
High

How severe

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

How Likely

Hazard	Consequences	Risk Level (L x S)	Who Might Be Harmed	Controls (including Training provided)	Further Action	Residual Risk (L x S)
Lack of Management & Leadership leading to failure to implement controls	Spread of Covid-19 from infected persons Civil Claims	2 x 5 = 10	Attendees  Church Wardens PCC	<ul style="list-style-type: none"> <li>Government and Church of England (C of E) guidance tracked by Wardens' and Operations Manager (except for specialist advice for children which is monitored by the Children's minister)</li> <li>All plans discussed with PCC as soon as possible.</li> <li>Risk assessment and operating procedures reviewed and updated</li> </ul>	Formal approval from PCC at their meeting of 12 September 2020	1 x 5 = 5
Poor Team Communications leading to failure to follow controls	Spread of Covid-19 from infected persons Civil claims	2 x 5 = 10	Attendees  Church Wardens PCC	<ul style="list-style-type: none"> <li>HT Wardens and Operations Manager to report to Senior Leadership Team (meets fortnightly) on above</li> <li>SLT to report to Standing Committee and PCC on changes needed to existing policies and practice.</li> <li>SLT member to brief staff at weekly staff meeting</li> </ul>	As church services open more generally add page on website to explain protective measures and guidance	1 x 5 = 5

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				<ul style="list-style-type: none"> <li>Currently individual briefing to church attendees</li> </ul>		
Failure to follow Social Distancing leading to increased risk of contamination	Spread of Covid-19 from infected persons  Civil Claims	2 x 5 = 10	Attendees Visitors  Church Wardens/ PCC	<ul style="list-style-type: none"> <li>Reminders of safe practice provided at the entrance. E.g. 2 metres distance plus no physical contact.</li> <li>Maximum of 117 people in HT at any one time depending on family groups</li> <li>Services are hosted and hosts provided with Guidelines on managing the event. See 'Instructions for Sunday Hosts'. The same guidelines are to be used during band rehearsals.</li> <li>2 metres distance measured by caretaker and seats marked by green tick</li> <li>After using a seat, the visitor will be asked to turn the green tick over to display a red cross and therefore ensuring no one else uses that seat to prevent re-use until sanitized by the service hosts/Attendees</li> <li>No physical greeting, such as handshakes</li> <li>Face masks are required for church members</li> <li>Kitchen is closed</li> <li>One-way system implemented to avoid bottlenecks at Main entrance (in only) or Wordsworth chapel (out only). Four fire exits remain available.</li> </ul>		1 x 5 = 5
Poor Hygiene / Welfare Arrangements leading to increased risk of cross-contamination	Spread of Covid-19 from infected persons  Civil claims	4 x 5 = 20	Attendees Visitors  Church Wardens/ PCC	<ul style="list-style-type: none"> <li>The church will be thoroughly cleaned prior to opening. Contractor has specified new materials to be provided by PCC e.g. disposable gloves and cloths.</li> <li>All standing water points will be flushed regularly by the caretaker e.g. toilets and water boiler</li> <li>All tea / coffee stations will be removed or covered up</li> <li>Between the 9am service and 10.30am service Hosts will wipe used seats with surface sanitiser using disposable wipes and</li> </ul>		1 x 5 = 5

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				gloves, disposal in bin • Items that could be handled by multiple people e.g. leaflets, song books) have been removed e.g. <ul style="list-style-type: none"> <li>○ hymn books and bibles</li> <li>○ toys and children books</li> </ul>		
Poor Hygiene / Welfare Arrangements - unable to undertake Handwashing	Spread of Covid-19 from infected persons Civil Claim	2 x 5 = 10	Band Members Visitors  Church Wardens /PCC	• Hand sanitising station on arrival with poster to advise how to use • Toilet facilities checked regularly to ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. • Guidance on toilet doors to advise the sequence of sanitizing to be followed. • Handwashing reminders in WC areas		1 x 1 = 1
Disposal of potentially hazardous waste not undertaken	Spread of Covid-19 from infected persons  Civil Claim		Attendees Visitors  Church Wardens/ PCC	• Only Cleaner or Caretaker to handle potentially contaminated waste (e.g. hand towels) from the site. • All bins to be lined with plastic bags of sufficient size to be tied off without touching contents • Bins to be regularly emptied • Cleaners and caretaker to be provided with disposable gloves		
Poor Hygiene / Welfare Arrangements - Inadequate Cleaning	Spread of Covid-19 from infected persons  Civil Claim	3 x 5 = 15	Attendees Visitors  Church Wardens/ PCC	If less than 72 hours has elapsed since building last used high-risk surfaces and touch points to be wiped with appropriate sanitiser spray or disposable wipes by either cleaner or caretaker Thorough cleaning for: <ul style="list-style-type: none"> <li>• Taps and washing facilities</li> <li>• Toilet flush and seats</li> <li>• Door handles and push plates</li> <li>• Vacuum (Henry) Handles</li> <li>• Cleaner and Caretaker to wear disposable gloves and must</li> </ul>	All church use to be logged so cleaning regime can flex.	2 x 5 = 10

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Hazard	Consequences	Risk Level (L x S)	Who Might Be Harmed	Controls (including Training provided)	Further Action	Residual Risk (L x S)
				always follow social distancing guidance.		
Insufficient ventilation to prevent buildup of virus	Spread of Covid-19 from infected persons Civil Claims	1 x 5 =5	Attendees  Church Wardens PCC	On arrival the organiser should open the main and Wordsworth Chapel Doors to improve ventilation	See additional Risk Assessment for Band plus Guidance for Hosts of Sunday services.	1 x 5 =5
Lack of Clear Signage relating to Covid-19 leading to failure to control virus levels in the environment	Spread of the disease  Civil Claims	2 x 5 = 10	Attendees  Church Wardens PCC	<ul style="list-style-type: none"> <li>Signage installed updated and displayed in prominent locations as deemed necessary                             <ul style="list-style-type: none"> <li>Entrance doors</li> <li>Pews</li> <li>Toilets</li> <li>Kitchen</li> </ul> </li> <li>Posters are on display reminding attendees of the current guidance are:                             <ul style="list-style-type: none"> <li>self-isolation</li> <li>Hand sanitizer</li> <li>Correct handwashing procedure</li> <li>Social distance</li> <li>Wearing and removing face masks</li> <li>Wearing and removing gloves</li> </ul> </li> <li>All signage will be updated in accordance with Government and Church of England guidance</li> <li>If signage becomes tatty it will be replaced immediately</li> </ul>		1 x 5 = 5
Attendees unaware of risk and procedures leading to	Attendee within the group is a	3 x 5 = 15	Attendees Visitors	<ul style="list-style-type: none"> <li>The office will send regular reminders of these rules by email to those subscribing to the 'Friday Email.</li> <li>Host/Service Leader/Band Leader to make an announcement</li> </ul>		1 x 5 = 5

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failure to control virus levels in the environment	virus carrier - spread of Covid-19 from infected persons  Civil Claim		Church Wardens/ PCC	<ul style="list-style-type: none"> <li>at the start of the event to highlight the key control measures in place.</li> <li>Office to make risk assessment documents available online before the event and alert attendees to its presence.</li> <li>If attendees have any concerns or questions, they should contact the Operations Manager in the first instance.</li> </ul>		
Lack of appropriate record keeping meaning unable to judge when to clean or how to track and trace to prevent outbreaks	Spread of Covid-19 from infected persons  Civil Claim	3 x 5 = 15		<ul style="list-style-type: none"> <li>Hosts of Sunday Services to keep record of who has attended and pass to office. See Guidance to Hosts</li> <li>Band Leader to use Planning Center Rota to identify attendees</li> </ul>		1 x 5 = 5
Failure to take the required action after a known exposure	Spread of Covid-19 from infected persons  Civil Claim	2 x 5 = 10	Attendees  Church Wardens/ PCC	<ul style="list-style-type: none"> <li>If possible, we will close the building for 72 hours.</li> <li>If not we will follow Public Health England guidance on cleaning in non-healthcare settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>		1 x 5 = 5
Lack of first Aider due to limited attendees	Injury or illness untreated	4 x 5 = 20	Attendees Visitors Church Wardens/ PCC	<ul style="list-style-type: none"> <li>Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).</li> <li>D Clark asked for list of church members who attended training to investigate formal rota?</li> </ul>		3 x 5 = 15
Failure to provide first aid	Civil Claim					
Someone becoming ill during the event (whether related to	Injury or illness untreated	2 x 5 = 10	Attendees  Church	<ul style="list-style-type: none"> <li>First Aiders should not attempt mouth to mouth resuscitation</li> </ul>		1 x 5

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COVID-19 or not)	Civil Claim		Wardens/ PCC			

<p><b>Provide a summary of how the task is undertaken:</b></p> <p><b>Guidance Posters on Display are</b></p> <ol style="list-style-type: none"> <li>1. Do not enter if you have symptoms</li> <li>2. Keep Your Distance</li> <li>3. Use hand sanister</li> <li>4. Wearing and Removing a Mask</li> <li>5. How to remove gloves safely</li> <li>6. Sanistsing Procedure for using toilets</li> <li>7. Handwashing procedure</li> </ol> <p><b>PPE for this task</b></p> <ol style="list-style-type: none"> <li>1. Surface sanitiser wipes in each toilet and in the body of the church</li> <li>2. Soap and disposable towels</li> <li>3. Bins with bin liners</li> <li>4. Small stock of disposable masks for those attending without one</li> <li>5. Small stock of sealable plastic bags for those needing them for their reusable masks</li> <li>6. Disposable gloves</li> <li>7. Florr arrows for one way route</li> <li>8. Seat markers (tick/cross) to identify used places.</li> </ol> <p><b>Operating Procedure</b></p>	<p><b>Note: This risk assessment will be regularly reviewed in line with Government advice or announcements</b></p>
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- You are to familiarize yourself with the Instructions for Sunday Hosts in order to properly advise visitors.
- Hosts are to ensure all PPE is worn appropriate to the task
- Hosts to raise any safety concerns with the office on [office@htcd.church](mailto:office@htcd.church)
- Report all accident and incidents

Approved by (Signature) : E Hume Operations Manager

(Print name) : On behalf of Combe Down PCC

Date for approval: 12<sup>th</sup> September

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