



CHURCH OPENING RISK ASSESSMENT

reviewed April 25<sup>th</sup> 2021

highlighted areas considered greatest risk

<b>Parish:</b> St Thomas of Canterbury, Royston		<b>Address:</b> 6 Melbourn Rd, Royston, Herts SG8 7DB	<b>Parish Priest:</b> Fr Philip Knights
<b>Deanery:</b> Stevenage			
Area to Consider	Actions to take		Current Status/Completed
<b>THE TEAM</b>			
There are sufficient staff or volunteers (Team) to support the management of opening.	Members of the Team have been deemed fit for work and are not classed as clinically extremely vulnerable, self-isolating or shielding.		Completed but needing to be kept under constant review
	There will be stewards covering at least the entry point, the nave and the exit point.		completed
	Sacristans, Stewards and other volunteers will strictly follow the notes provided for them, taking care to cover their faces and all those who touch any objects in Church will wear gloves.		
	Where there is a team rota the volunteers will work in the same team throughout the whole period.		completed
	The stewards are made aware of the maximum capacity of the church.		completed
	A steward will be responsible for completion of the daily checklist which will be provided.		completed
	Guidance is given to stewards on 'catch it, kill it, bin it', effective hand hygiene, and actions in the event of a First Aid emergency.		completed
	Stewards are reminded to maintain social distancing and not to physically or socially interact (chatting, shake hands, hugging, etc.) with parishioners with the exception of a medical emergency situation.		completed
	Parishioners are reminded to maintain social distancing and not to physically or socially interact (chatting, shake hands, hugging, etc.) with parishioners with the exception of a medical emergency situation.		

PURCHASE OF SUPPLIES		
Adequate supplies of materials to support hygiene	There is hand gel of no less than 65% alcohol in the key identified areas.	completed
	There are adequate welfare facilities for team in terms of hand wash facilities/hand sanitisation.	completed
	Stewards have adequate protective equipment – single use gloves.	completed
	Cleaners have adequate protective equipment – rubber gloves and aprons.	completed
	There are adequate cleaning materials – detergent, sanitiser, disposable cloths or paper towels.	completed
	There is tape (or other means) to mark out social distancing.	completed
THE CHURCH		
Entry and Exit Points	The entry and exit points are clearly identified.	completed
Hand sanitisation stations.	Hand sanitisation stations are available at entry and exit points.	completed
	Signage posted requesting parishioners to sanitise hands on entry and exiting the Church.	completed
Seating	Cordon off pews that are not to be used to maintain 2m distancing.	completed
Other areas of Church	Access to the Sacristy, Flower Room and Confessional is restricted to all visitors.	N/A
One-way system	One-way system throughout the church is identified and highlighted on the plan.	completed
	Signage arrows are in place to define the one-way route through the church.	completed
	Stewards direct people bench by bench for communion and after mass	
Statues, icons etc.	Cordon off statues, icons etc. by 2m to ensure they are not being repeatedly touched.	completed
Holy Water stoups	Ensure the Holy Water stoups remain empty.	completed
Social distancing	Mark out the required 2m radius social distance on the floor, the pews and at the entrance to the Church. Stagger seating to ensure 2m radius distance is maintained.	completed
Maximum Capacity	Determine area of usage and identify on a floor plan of the Church.	completed
	Determine your maximum capacity ensuring 1m social distancing + further mitigations are maintained. <b>35 available benches in body of Church and sacristy – capacity of 70</b> Places to be allocated by the Diocesan booking in system	completed
Timings for individual prayer and/or public worship	Schedule based on demand and availability of stewards and cleaners	completed
Use of candles	There are hand sanitisation facilities for parishioners to use after lighting candles.	completed
	Parishioners are prohibited from bringing their own candles.	completed
Live streaming Mass Services	The Church will not be open for individual prayer during a live stream service.	completed
Church Plan	New plan is in place and displayed at the entrance to inform parishioners.	completed
Printed materials	All shared printed materials are removed.	completed
	Only limited single use material is available and parishioners instructed to take it away with them.	completed
	Any printed material left by a parishioner will be removed and discarded.	completed
WC's	WC will be open.	completed
Ventilation	The doors of the Church will be open to ensure maximum ventilation.	completed

Compliance with guidelines and regulations	The guidelines issued by the Bishops' Conference and regulations and advice given by the Government will be regularly checked and implemented.	
<b>CLEANING REGIME</b>		
In order to maintain a safe environment a strict cleaning regime will need to be implemented.	Cleaners are reminded of the required 'catch it, kill it, bin it' and effective hand hygiene.	completed
	The Church will have a thorough domestic clean once each day as a minimum.	completed
	Areas of frequent touch will be cleaned more regularly.	completed
	Cleaners will wear rubber gloves and aprons when cleaning.	completed
	Disposable clothes or paper towels will be used for cleaning.	completed
	Any items left behind by Parishioners will be removed to lost property.	completed
	Cleaners are advised of the benefits of bathing/showering before socialising with members of their household.	completed
	COVID- 19 Secure Poster is displayed.	completed
<p><b>Declaration:</b>  I have read and understand the Guidance on Re-opening of Churches for Individual Prayer to inform this Risk Assessment which has been completed to my satisfaction. <input type="checkbox"/></p> <p>I understand it is my responsibility to monitor the effectiveness of this Risk Assessment and review as required. <input type="checkbox"/></p> <p><b>Signed:</b> <span style="float: right;"><b>Date:</b></span></p>		

On completion of this Risk Assessment please forward to [louisemahon@rcdow.org.uk](mailto:louisemahon@rcdow.org.uk)