

St Paul's Church, Grange over Sands

Risk area:	Services in St. Paul's Church under Covid-19 Guidelines
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The Management of Health & Safety at Work Regulations require every employer to make 'a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work; and the risks to the health and safety of persons not in his employment.'

Assessment performed by:	<i>Acting Health & Safety Representative – M.B. Hill</i>
Workplace:	<i>St Paul's Church, Grange over Sands</i>
Responsible Body:	<i>PCC</i>

FOCUS OF ASSESSMENT	POTENTIAL RISKS - INDIVIDUAL AREAS	ACTION TAKEN TO ADDRESS ISSUES
Public Worship. Reduce Risk of Transmission Of Covid-19 Virus. Access to, and exit from, Church building	<p>Entry through main West door only. Side door used as emergency exit.</p> <p>Cleanliness and air quality of church.</p> <p>Sanitising, track & trace</p> <p>General public access to church</p>	<p>External door marked "No entry to church" but left unlocked for emergency exit. Internal side door marked "No entry" on corridor side and "Emergency exit" on church side, left unlocked.</p> <p>Windows, rear church doors to be open (weather permitting). Church cleaning etc. as normal except if used <72 hours previously when areas will be wiped down. Cleaning coordinator advised. Hymn books & pew stationery removed (see Set-Up doc). Children's area isolated. Toilets to remain open.</p> <p>Two automatic sanitisers at entry to church plus list for noting contact (phone or post code). Additional sanitising station at front of church. Stand-up microphone to be used by one person only.</p> <p>Exit at end of service led by rear pews first.</p> <p>Church building to remain closed to public access.</p>
Seating. Safe movement in church	<p>Social distancing to be observed at all times. Congregation to be guided as appropriate and movements marked by floor arrows. Movement to be restricted as far as public willingness permits.</p> <p>Serving of Holy Communion</p>	<p>Alternate pews taped off. Others marked "Two seats or family groups." Loose chairs in social and other areas to be spaced appropriately</p> <p>Sidespersons to guide and assist, limiting movement as far as possible.</p> <p>H.C. delivery in front of altar steps. Congregation to approach up centre aisle in single file at 2 mts. intervals, Choir via Lady Chapel. Return to pews via N. & S. aisles, Choir through chancel.</p>
	Set-up & clear-up	<p>Chairs positioned appropriately and any items used <72 hours previously to be wiped.</p> <p>After service, clean/wipe any item to be used <72 hours after end of service.</p>
Refreshments/Social area	Social area	<p>Use for general seating with chairs spaced as appropriate.</p> <p>No refreshments to be served unless regulations change; then observe regulations and public health restrictions.</p>

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People at risk	Officiant, visitors, organist, church officers.	Responsible/Named Person for activity	Churchwarden: M. Hill Deputy Warden: Margaret Ratcliffe
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ACTION TO BE TAKEN FOLLOWING ASSESSMENT

Employees informed of risk assessment via all of the following means:	<ol style="list-style-type: none"> 1. Copy of RA to sidespersons prior to activity 2. Copy to Wardens prior to activity 		
HS Representative to ensure:	<ol style="list-style-type: none"> 1. Copy of RA to PCC following insertion in HS File 2. Copy of RA on notice boards and/or wherever else appropriate 		
Employees and others to report further identified hazards via:	Verbal or written notification to Acting H&S Representative		
Date	31/8/2020	Signed	M. B. Hill