| **Coronavirus Risk Assessment for Catholic Churches (Scotland)** | | | | | | | | | | |
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| **This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Church Continuity Plan.**  **You must modify this risk assessment to ensure it reflects your activities and the specific risks and controls you have in place.** | | | | | | | | | | |
| **Location/Dept:** | | | | | | **Date Assessed:** | **Assessed by:** | | | |
| **Task/Activity:** Opening the church for individual prayer, masses, weddings and funeral services | | | | | |  | **Reference Number:** | | | |
|  | | | **Risk rating before implementing control measures** | | |  | **Risk rating after implementing control measures** | | |  |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Opening the church for individual prayer, masses, weddings and funeral services | Contact with persons suffering from coronavirus leading to illness | Parish priest(s)  Volunteers  Parishioners  Visitors | 3 | 5 | 15 | If a parish priest, parishioner, volunteer or known visitor tests positive for coronavirus, all people who have been in close contact with that person or who work in the relevant areas will be instructed to quarantine and seek a test in line with [Scottish Government testing guidance](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/).  If a person becomes ill in a shared space, these should be cleaned by following current [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).  We will collect the following information, where possible:  Volunteers   * The names of individuals who work or volunteer at the place of worship; * A contact phone number for each member of staff/volunteer; and * The dates and times that individuals are at work/volunteering.   Parishioners   * The name of each worshipper, or when worshippers are attending as a small household group, the contact details for one member of that group – a ‘lead member’; * A contact phone number for each worshipper, or for the ‘lead member’ of a small household group; and * The date of visit and arrival and, wherever possible, departure time. | 1 | 5 | 5 | Guidance and recommended risk control measures will be sourced directly from the [Scottish Government places of worship guidance](https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-for-the-safe-use-of-places-of-worship/pages/overview/).  Guidance on testing will be sought by accessing relevant [Scottish Government testing](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-advice-for-employers/) guidance. |
| Opening the church for individual prayer and masses | Not maintaining physical distancing leading to spread of coronavirus | Parish priest(s)  Volunteers  Contractors  Parishioners  Visitors | 3 | 5 | 15 | Two-metre distance paint/markings on floors where reasonable to assist people in complying with distancing regulations.  Hygiene posters and signage installed throughout the premises in strategic locations.  Attendance numbers limited to xx at any one time.  Contractor visits limited to essential services only at this time (e.g. maintenance and servicing of plant/equipment).  Pinch points identified, and signage installed to avoid close physical contact (e.g. narrow corridors, foyer entrances, etc.).  Volunteers consulted and instructed on new procedures prior to reopening premises to the public.  Churches are only open to individuals or household groups. Physical distancing must be maintained at all times by patrons. There will be signage installed to communicate this.  Church halls and other parish buildings are to remain closed to the public until further notice. | 1 | 5 | 5 | Two-metre distance paint/markings to be considered on floors in other common areas where queues may form (e.g. toilets).  Consider setting out designated areas where parishioners from different households may stand or sit.  Consider a one-way system to help minimise physical contact within corridors, doorways and stairs  Reduce overcrowding by providing additional entry points  Churches should not admit more than 50 people in total, regardless of their size and usual capacity. |
| Opening the church for individual prayer and masses | Not maintaining physical distancing leading to spread of coronavirus | Parish priest(s)  Volunteers  Parishioners  Visitors | 3 | 5 | 15 | Opening hours to be amended to reduce peak visitor numbers.  Opening hours will be restricted to xxam-xxam and/or xxpm-xxpm.  Signage/tape at two-metre intervals installed at queuing areas to guide parishioners to adhere to physical distancing measures.  Communication maintained with adjacent premises to manage shared queuing areas.  Access to other parts of the premises not in use is restricted until further notice.  Toilets are only to be used by one person at a time. Signage is installed to communicate this. | 1 | 5 | 5 | Consider the introduction of a numbering/booking system to reduce peak visitor numbers. |
| Opening the church for individual prayer and masses | Not maintaining strict hygiene standards leading to spread of coronavirus | Parish priest(s)  Volunteers  Parishioners  Visitors | 3 | 5 | 15 | Cash giving is discouraged, with online giving used instead. Where cash offerings continue, gloves should be worn when handling money.  Books/Service Sheets are removed from use until further notice.  Any personal items brought in to aid worship are to be removed by the user.  Signage installed to remind visitors of hygiene standards, i.e. handwashing and coughing etiquette.  Handwashing or sanitisation facilities with soap and water (or alcohol-based hand rub if there is no access to soap and water) is available for people to use before entering.  Where possible, we will open doors and windows to improve ventilation. Fire doors are to remain closed.  Kitchens are closed, and no food or drink is made available with the exception of water, if this is necessary for health reasons. Where water is provided, it should be in single-use cups or bottles that are disposed of immediately after use.  Parishioners and visitors to the parish must wear face coverings as per regulatory requirements (unless [exempt](https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/#Face%20covering%20exemptions)). | 1 | 5 | 5 | Briefly removing a face covering to consume food or drink is permissible. |
| Cleaning the church | Poor cleanliness leading to spread of coronavirus  Cleaning process leading to cross-contamination | Volunteers  Visitors | 3 | 5 | 15 | All common, in-use areas and equipment should be cleaned frequently.  A cleaning schedule should be designed, and volunteers instructed to implement the schedule (See EW Daily Cleaning Checklist).  Objects and surfaces touched frequently, such as chairs, door handles, light switches, sinks and toilets, are to be particular areas of focus for increased cleaning.  Adequate disposal arrangements are made available for any additional waste created.  Common areas are to be kept clear and all waste frequently removed.  Visitor toilet cleaning procedures in place. | 1 | 5 | 5 | Consider provision of additional waste facilities and more frequent rubbish collection. |
| Arranging and carrying out funeral services | Not maintaining physical distancing and poor hygiene leading to spread of coronavirus | Parish priest(s)  Volunteers  Mourners  Members of the public | 3 | 5 | 15 | All measures detailed within this risk assessment on physical distancing and hygiene must be adhered to at all times.  No more than 20 people should attend a funeral service.  Signage/tape/barriers are installed to guide and communicate the physical distancing measures in place.  Only the following are to attend funeral services:   * Household members of the person who has died; * Close family members of the person who has died; and * If no-one in the above two categories is attending, a friend of the person who has died.   Measures detailed in the physical distaining, hygiene and cleaning sections of this risk assessment are to be adopted. | 1 | 5 | 5 | Clearly communicate the physical distancing requirements to all those attending (e.g. use of signage, pre-service communication and PA announcement). This shall be done sensitively.  Consider deep cleaning of premises between each service (if they are frequent). |
| Arranging and carrying out wedding ceremonies | Not maintaining physical distancing and poor hygiene leading to spread of coronavirus | Parish priest(s)  Volunteers  Attendants  Bride and groom | 3 | 5 | 15 | No more than 20 people should attend a marriage ceremony.  Attendants from different households or extended households should maintain physical distancing between one another during the event.  Measures detailed in the physical distaining, hygiene and cleaning sections of this risk assessment are to be adopted.  Make remote facilities through electronic means available to persons unable to attend (where possible). | 1 | 5 | 5 | Clearly communicate the physical distancing requirements to all those attending (e.g. use of signage, pre-service communication and PA announcement). This shall be done sensitively.  Consider deep cleaning of premises between each service (if they are frequent). |
| Maintaining health and wellbeing | Poor health leading to illness  Exposure at work to coronavirus leading to illness | Parish priest(s)  Volunteers  Parishioners | 3 | 5 | 15 | Communication with volunteers and parishioners will be frequent (e.g. through bulletins, website etc.).  d  Those who are living in vulnerable or shielded households and extremely clinically vulnerable people are to follow the relevant [shielding guidance](https://www.gov.scot/publications/covid-shielding/).  Volunteers encouraged to access mental health and wellbeing support through [NHS Inform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/your-mental-wellbeing/coronavirus-covid-19-your-mental-wellbeing), [Breathing Space](https://www.breathingspace.scot/), the [Scottish Association for Mental Health](https://www.samh.org.uk/) and/or [Samaritans Scotland](https://www.samaritans.org/scotland/samaritans-in-scotland/).  All volunteers and parishioners are encouraged to travel to the church using methods away from public transport (where possible), e.g. cycling, walking, using their own car, family member drop-off, etc. | 1 | 5 | 5 |  |

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| **Risk/Priority Indicator Key** |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

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| **Review Record** |

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| **Date of Review** | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my role. I will keep myself informed of any changes.

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| **Name (Print)** | **Signature** | **Date** |
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