

St. Mary's Cathedral, Coulby Newham.

OPENING OF THE PARISH CHURCH FOR HOLY MASS AND THE SACRAMENT OF CONFESSION/PENANCE - JULY 2020

RISK ASSESSMENT

This risk assessment is prepared to enable appropriate measures to be taken prior to and during the opening of the church for Holy Mass & Sacramental Confession/Penance, following the COVID-19 Virus outbreak.

The opening of the parish church, in accordance with national guidelines, presents initial foreseeable risk (consequence x likelihood) so without all of these measures applied, it is reasonable to conclude that contamination could occur and be passed on, leading to illness.

The risk assessment is on the basis, therefore, of reducing the risk of transmission of the virus to a level of as low as reasonably possible (ALARP), whilst enabling Holy Mass & the Sacrament of Confession/Penance to take place.

Ref	Area/Issue	Hazards	Mitigations Required	How Controlled	Check/ sign/ date
PREPARATIONS AND SET UP					
1	Items kept in church	'Touch' hazards and obstructions to hamper cleaning due to loose items in church - papers, pamphlets, hymn books, candles, including non-laminated notices.	Inspect and remove all unnecessary loose items, including but not limited to: <ul style="list-style-type: none"> • Remove Missals and hymn books. • Remove bookshelf storage systems. • Remove all pamphlets and leaflets. • Remove candles. • Remove fabric padded/backed chairs. • Tables to be cleared of all non-essential materials. 	Pre-opening checklist Cleaners Instructions	
2	Enabling social Distancing	Pews enabling worshippers to sit too close to each other at present.	<ul style="list-style-type: none"> • Control access to pews and mark out safe seating positions (green ticks). • Produce and display explanatory posters for worshippers, to show how to use seating and keep safe distance. • Mark flooring to show 2m spacing. 	Pre-opening Checklist	

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3	Provision of hand sanitiser	There are no handwashing facilities available.	<ul style="list-style-type: none"> • Provide hand sanitiser points at the entrance/exit with at least 65% alcohol gel • Put up posters reminding of need for sanitising hands on entrance and exit. • Gel to be appropriately packaged to include chemical hazard details. 	Pre-Opening Checklist.	
4	Use of water	Water systems have been left for many weeks and water could be stagnant in pipes (toilets/hall). Risk of legionella bacteria.	<ul style="list-style-type: none"> • No access to ladies/gents/disabled toilets within the cathedral building for attending worshippers (unless essential). • Water available in the sacristy/associated facilities has been in daily use. 	Pre-Opening checklist.	
5	Use of Holy Water	Holy water in stoups could transmit virus.	<ul style="list-style-type: none"> • Stoups to be empty. 	Pre-opening Checklist	
6	Signage	Signage needed to remind people of hazards.	<ul style="list-style-type: none"> • Hand sanitising • Entry/Exit • Social distancing reminders • Mask wearing required by all (worshippers/stewards) to meet, where applicable, the requirement of 1m + guidance. • Seating plan/maximum capacity identified. • Seating arrangements per pew. • Opening times. 	Pre-Opening Checklist	
7	Initial cleaning	Any current contamination	<ul style="list-style-type: none"> • Thorough deep clean of church and all surfaces likely to be touched by worshippers and stewards prior to opening. 	Pre-opening Checklist Cleaners Instructions	

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8	Seating contamination	Fabric seating materials harbour contaminant.	<ul style="list-style-type: none"> Fabric padded/backing seating removed from the cathedral. 	Pre-opening Checklist	
VISITOR MANAGEMENT					
9	Visitor management	<p>Unless there is some form of advice and guidance in place, worshippers may not understand the requirements and could inadvertently spread virus.</p> <p>Lack of awareness of who is acting as a steward.</p>	<ul style="list-style-type: none"> Communication prepared and shared with worshippers in advance – use social media and other platforms to provide guidance in advance of church opening/worshippers attending. Entry information presented on monitor in the foyer and printed documents. Appoint stewards to control access and advise worshippers. Visible plan and identified control measures accessible. Stewards to wear appropriate ID. 	<p>Communications, signage, Entrance info.</p> <p>Appoint teams from suitable volunteers. Produce rota. Record who is on duty and when.</p> <p>Include DBS cleared persons where possible in each shift.</p> <p>ID badges to be worn by stewards.</p>	
10	Managing entrance	Those who have symptoms could transmit virus.	<ul style="list-style-type: none"> Instruct worshippers to follow PHE guidelines where those with obvious cold or flu like symptoms must not enter the church. On becoming aware that someone may have visited with such symptoms, end session and fully clean before reopening. 	Stewards Instructions, Signage.	

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11	Managing seating and numbers of worshippers	Overcrowding and sitting too close together leading to transmission	<ul style="list-style-type: none"> • Maximum occupancy of worshippers currently limited to 100 (including disabled access capacity). • Contact details of worshippers taken in advance to ensure traceability in case of infection. • Benches clearly marked (with green tick signage) to indicate seating plans to ensure social distancing. • Household groups (greater than two/bench) may sit together. • Stewards to control numbers by ensuring people wait outside, apply appropriate distancing when necessary. • Provide sufficient opportunities for worshippers to attend (other Masses) so avoiding peaks. 	<p>Stewards Instructions</p> <p>Guidance shared prior to Masses commencing.</p>	
12	Managing flows of worshippers (see additional requirement in sec 13).	Interaction/subsequent cross contamination between people entering/leaving and using seats/moving about church.	<ul style="list-style-type: none"> • One-way system to have a separate entrance/exit control. It may still be necessary to ask people to wait to enter until others have left. • 2m spacing has been indicated on the floor at the entrance and on the aisles. • Doors at the access and egress points secured open to minimise risk of transmission by contact. 	Stewards Instructions, signage.	

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13	Containing worshippers to the main church and chapel (for penitents seeking the Sacrament of Confession).	<p>The church has other facilities:</p> <ul style="list-style-type: none"> • confessionals, • sacristy, • hall, • storage cupboards, • male/female/disabled WC's, • piety shop. 	<ul style="list-style-type: none"> • Stewards to ensure that doors to the sacristy and other areas (as identified) are kept closed/locked where applicable, signage applied and areas not used. • Stewards to manage flow of penitents to/from the chapel, monitoring use of seating being used by those transiting. • No catering or other provisions to be afforded. 	Stewards Instructions, Signage, Floor markings	
14	Veneration of statues	Touch hazards from repeated contact.	<ul style="list-style-type: none"> • No touching or veneration of any objects. • Vigilance by stewards. • Immediate cleansing if touching observed. 	Stewards Instructions Signage applied.	
15	General housekeeping	Items being left in church may accumulate and lead to 'touch' transmission.	<ul style="list-style-type: none"> • Worshippers required not to leave any item in church such as personal Missals, prayer cards or books. • Any items left to be collected by stewards/cleaners and removed by using gloves and bags. 	Stewards Instructions Cleaners Instructions	

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16	Transmission <i>from</i> Celebrant, worshippers, penitents, altar servers, stewards	Persons may unknowingly carry virus.	<ul style="list-style-type: none"> • Follow PHE guidance and not attend if they suspect infection of themselves, a household member or a contact. • The Celebrant will not be available for social interaction before or after services. • Keep a 2m distance from worshippers, no handshakes or hugs, and not seek to aid them physically unless in an absolute emergency (respond in suitable ppe). Guidance in stewards Instructions. • Practice good hand hygiene. • Use only paper tissues, not cloth hankies, dispose of immediately and sanitise hands immediately. • Wearing of a facemask. 	Stewards Instructions	
17	Ventilation	Good ventilation will help airborne contamination to disperse.	<ul style="list-style-type: none"> • Doors to be kept open where possible/practicable. • Heating system/blowers not to be used. 	Stewards Instructions.	

18	<p>Transmission of infection <i>to:</i></p> <p>Celebrant (Holy Mass/Sacrament of Confession)</p> <p>Worshippers/Penitents</p> <p>Altar servers</p> <p>Stewards</p>	<p>Celebrant/worshippers/penitents/altar servers/stewards encountering transfer of contamination.</p>	<ul style="list-style-type: none"> • Face coverings to be worn (as required to meet requirements of 1m+ social distancing requirement). • Those worshippers/stewards attending must be in compliance with PHE guidance. • Masses are to be concluded in a timely manner. • Holy Communion will be distributed at the end of Mass, care to avoid need for face to face prayer (celebrant/worshipper) by use of a communal blessing. Celebrant to be shielded during distribution of Holy Communion and no physical contact. • Holy Communion to be distributed by those under 70 years old. • Avoidance of singing to minimise risk of aerosol borne infection. • Readers to be located at an appropriate distance from the Mass celebrant and provided with disposable gloves for turning pages, adjusting the mic. • Only 1 altar server per Mass. • Appropriate social distancing between server and celebrant. • The altar server will not be handling any books or assisting in the offertory of the Mass to minimise where shared contact is required. The only shared contact is the gong which has been previously cleaned and will be cleaned after each use. • The altar server will socially distance while the priest is distributing Holy Communion. 	<p>Stewards Instructions, Clerical guidance.</p> <p>Use of protective shielding/barriers to ensure social distancing between celebrant/worshippers.</p> <p>Guidance shared prior to Masses/Services commencing.</p>	
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			<ul style="list-style-type: none"> For the Sacrament of Confession, the celebrant/penitent is to be shielded by physical barrier and sat at right angles to the penitent/Celebrant. Seating facility cleaned between each penitent. Door to/from the chapel to be opened by a suitably protected steward. No eating; drinking of personal use water (if necessary) after hands cleaned immediately with sanitiser. Avoid touching face. Keep 2m distance from other stewards and worshippers. Keep any cuts or grazes covered with a waterproof plaster. PPE requirements. 		
19	Children in Church	Children may not understand the issues regarding touch, distance etc. Vulnerability of lone children.	<ul style="list-style-type: none"> Children under 16 yrs. old to be accompanied by an adult from their household where possible. Existing safeguarding protocols MUST be applied. 	Stewards Instructions	
20	Vulnerable Adults	Vulnerable adults may not understand the issues regarding touch, distance, control measures applied etc.	<ul style="list-style-type: none"> Existing safeguarding protocols MUST be applied. 		
21	Slip, trip and fall.	Slipping, tripping on floor coverings/hazard tape etc.	<ul style="list-style-type: none"> Proprietary equipment, including use of carpet tiled arrows rather than loose floor taping where possible. 	Stewards instructions, continual monitoring.	
22	Fire.	Fire within church and/or associated rooms.	<ul style="list-style-type: none"> No candles to be lighted. Previous fire certification being applied and controls take precedence over COVID-19 risk. 	Candles removed in advance of church opening. Firefighting systems available and operable. Fire exit routes unimpeded & available.	

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23	Stewards' (mis)interpretations of guidance.	Stewards being unaware of or misinterpreting guidance or acting in an opposing way to defined guidelines.	<ul style="list-style-type: none"> • Clear and unambiguous guidelines, individuals taken through in advance of church opening. • Compliance expectations. 	<p>People selected/utilised who will display suitably appropriate behaviours.</p> <p>Team briefings.</p>	
CLEANING					
24	Maintaining a safe environment	Touch transmission of virus – see sec 18 ref management of chapel facilities.	<ul style="list-style-type: none"> • Cleaning of church at the end of each visitor session. • Use detergent and water or detergent spray. • Use disposable cloths/wipes/paper tissues. • Pay particular attention to frequently touched surfaces such as handrails and door handles. • Cleaning of seating space after worshippers leave – zonal operation of seating areas. • All door handles to be cleaned with alcohol gel or wipes at the end of each service. • Seating facility in chapel to be cleaned between each penitent. • Door to/from the chapel to be opened by a suitably protected steward. 	<p>Cleaning Instructions</p> <p>Stewards Instructions.</p>	

Ref	Area/Issue	Hazards	Mitigations Required	How Controlled	Check/ sign/ date
25	Protection of cleaners	<p>Inadvertently encountering contamination (from virus and/or chemical cleaning materials).</p> <p>Heat fatigue due to wearing ppe.</p> <p>Trip hazard due to the face visor/spectacles steaming up and reducing visibility.</p>	<ul style="list-style-type: none"> • Cleaners to wear disposable gloves and aprons and face shields which are suitably disposed of or cleaned afterwards (face shields to be personal issue/responsibility for cleaning/storage). • Cleaners to use good hygiene with proper 20 second handwashing with soap and water particularly after removing ppe. • After cleaning, cleaners to be encouraged to return home and shower immediately; clothes worn should be kept apart and washed as soon as possible. • Cleaners to be made aware of risk from wearing ppe levels; be aware of surroundings and their location. • Reduce impact/risk by sharing workload across the team. • Appropriate use of the team members – allocate roles according to capacity. • Take appropriate care and time to complete. 	Cleaners Instructions.	



The **Diocese of Middlesbrough & St. Mary's Cathedral, Coulby Newham.**
Working together to help us all stay safe.



Stopping the spread by identifying and applying the controls required to enable ...

Our church to be opened during the Covid-19 pandemic for Holy Masses and the Sacrament of Confession.

Those coming to the Cathedral must meet latest PHE guideline requirements and remember to sneeze or cough into their elbow. They must not be showing any symptoms nor be included in any Test/Trace controls.

Church capacity has been reduced to enable latest social distancing controls to be effectively applied.

2m spacing has been clearly identified - please *display* appropriate social distancing behaviours including the wearing of face coverings when applying 1m+ social distancing controls.

Any shared items have been withdrawn – single use Mass sheets *may* be provided for Services.

Hand cleansing/sanitising upon arrival and departure.

One-way system to prevent risk of close contact.

Toilet provision reduced to minimise close contact.

Doors to remain open (except into the chapel) to reduce need for surface contact and maintain ventilation.

Seating areas to be part of a cleaning regime.

There will only be access to the main church and chapel (for Confession); no social catering, access to the piety shop etc.

Appropriate provision of PPE for those stewarding/cleaning.

Stewards and cleaning teams are to be made up of none high risk groupings.

Please ... follow the direction/guidance of the stewarding team.

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Guidance to Stewards

Key message: *Please, DON'T deviate from the plan.*

1. Do not attend if you show any signs of COVID 19 or are self-isolating – (apply latest PHE guidelines).
2. Awareness of the Risk Assessment and application of controls required (signature required).
3. Ensure familiarity with the one-way system, zonal seating and requirements for Holy Communion and penitents (to enable cleansing).
4. Existing protocols exist and override Covid-19 measures for fire safety and protecting children/vulnerable adults/safeguarding issues.
5. Use of hygiene mask while stewarding.
6. PPE (disposable gloves, hygiene mask, disposable apron and face-shield) must be worn when cleaning. Dispose of appropriately.
7. Display *your* correct social distancing behaviours:
 - Keep 2m distance from other stewards and worshippers.
 - No eating; drinking of water (if necessary) after hands cleaned immediately with sanitiser.
 - Avoid touching face.
 - Keep any cuts or grazes covered with a waterproof plaster.
8. During the Sacrament of Confession/private prayer sessions, monitor worshippers, compliance requirements, floor markings and signage etc.
9. Only engage in close contact in an emergency situation.
10. In emergency, seek professional advice: dial 999 – use the Cathedral address and postcode: **Dalby Way, Coulby Newham TS8 0TW.**