# Risk assessment template

## Company name: The Parish of St Elisabeth the New Martyr, Wallasey, Diocese of Great Britain and Western Europe, ROCOR Assessment carried out by: Archpriest Paul Elliott, Rector.

## Date of next review: 05/02/2021 Date assessment was carried out: 05/01/2021

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Infection of COVID-19.**  **Touching of surfaces. (a)**  **Touching of surfaces (b)**  **Touching of surfaces (c)**  **Holy water**  **Touching of surfaces (d)**  **Commemoration sheets** | Rector, stewards, parishioners and visitors  Rector, stewards, parishioners and visitors  Rector, stewards, parishioners and visitors  Rector, stewards, parishioners and visitors | Church cleaned thoroughly, all surfaces wiped with bleach based cleaning products. Hand sanitisers supplied for all.  Paper towels and bleach based cleaning materials made available in the toilet and kitchen.  Each parishioner or visitor to assist in wiping of surfaces after use.  Holy water vat to be placed in the porch of the church to avoid congestion  Sheets made easily accessible placed on open plate. Pens only supplied on request | Encourage parishioners to support Government Track and Trace programme.  Regular cleaning of all surfaces after each visit.  As much ventilation as possible. Both doors to be opened.  Each parishioner or visitor encouraged by Rector and stewards to avoid touching shared surfaces.  No bottles provided. Parishioners **MUST** bring their own bottles. Tap wiped down with beach based cleaner after each use.  Parishioners should preferably bring lists or text/ email lists to Rector for commemorations | Rector, stewards, parishioners and visitors must cooperate with Government advice.  Rector and stewards to encourage personal hygiene.  Each parishioner to take responsibility for personal hygiene  Each parishioner and Rector / stewards to wipe down tap after each visit.  Parishioners and Rector / stewards to wipe down pen after each visit. | At all times  At all times |  |
| **Infection of COVID -19.**  **Insufficient Social Distancing** | Rector, stewards, parishioners and visitors | Rector and stewards to encourage social distancing and limit numbers.  Most chairs removed and put away. | A maximum of 25 people (not including primary aged children) can attend a service  Notices concerning Social Distancing placed in church.  Social mixing discouraged  All parishioners to wear face coverings  Both doors open to avoid congestion in the porch and increase ventilation | Rector and stewards to encourage social distancing.  Each parishioner to take responsibility for social distancing. | At all times |  |
| **Infection of COVID -19.**  **Infected person visits the church** | Rector, stewards, parishioners, visitors and their families. | Rector, stewards, parishioners and visitors to follow all Government advice concerning self- isolation and cooperate fully with Government Track and Trace programme. | Encourage parishioners to support Government Track and Trace programme. | Rector, stewards, parishioners and visitors must cooperate with Government advice.  All entering the church must believe themselves to be free of symptoms of COVID-19. | At all times. |  |
| **Proximity for the administration of the Holy Mysteries** | Rector, stewards, parishioners and their families. | Of necessity, proximity will be as brief as possible. | Parishioners must believe themselves to be free of symptoms of COVID-19 | Rector and parishioners | At all times |  |
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19