# 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: 01/08/2020 Date assessment was carried out: 30/06/2020

| 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 visitorsRector, stewards, parishioners and visitorsRector, stewards, parishioners and visitorsRector, 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 centre of the church to avoid congestion in the porchSheets made easily accessible placed on open plate. Pens supplied and wiped after each visit. | 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 hygieneEach parishioner and Rector / stewards to wipe down tap after each visit.Each parishioner and Rector / stewards to wipe down pen after each visit. | 4th July 2020 and all subsequent openings 4th July 2020 and all subsequent openings 4th July 2020 and all subsequent openings 4th July 2020 and all subsequent openings  |       |
| **Infection of COVID -19.** **Insufficient Social Distancing** | Rector, stewards, parishioners and visitors | Rector and stewards to encourage social distancing and limit numbers. Chairs removed and put away. | Notices concerning Social Distancing placed in church.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. | 4th July 2020 and all subsequent openings. |       |
| **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. | 4th July 2020 and all subsequent openings. |       |
| **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 | 4th July 2020 and all subsequent openings  |       |
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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/)

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