

### Risk Assessment – Saturday Service - St Thomas More

| Hazards                        | Person(s) at risk and how | Current Risk Control Measures   | Risk* |   |    | Current Control Measures Adequate? Y/N | Additional Control Measures Identified   | Residual Risk** |   |    |
|--------------------------------|---------------------------|---|-------|---|----|--|--|-----------------|---|----|
|                                |                           |   | L     | S | DR |  |  | L               | S | DR |
| Health & Safety non-compliance | Clergy, Parishioners.     | <ul style="list-style-type: none"> <li>Ensure that all health and safety checks have been undertaken before re-opening the Church. e.g. – deep clean, emergency lighting, water hygiene etc.</li> </ul>   | 2     | 3 | 6  | y                                      | Prior to opening the Church, a building inspection both external and internal is to be carried-out.  | 2               | 2 | 4  |
| Spread of Infection            | Clergy, Parishioners.     | <ul style="list-style-type: none"> <li>Access to the Church will be through the Main Door. On entering the porch, access to the Church Hall will be via the first door on the left. Exit will be through the disabled access door directly into the car park.</li> <li>The Church will be well ventilated throughout using natural ventilation (Main Door, Disabled Access Door and selected windows will remain open throughout).</li> <li>Signage will be displayed in the Porch which will state “Please Use Hand Sanitiser before Entering”; Sanitiser will be provided but parishioners will be encouraged to bring their own (minimum alcohol level 65%).</li> <li>Designated Seating for Saturday Service. <b>Maximum capacity is 90.</b></li> <li><b>This is subject to the introduction of 1 metre plus wearing face coverings. Provision of coverings/masks is the</b></li> </ul> | 2     | 3 | 6  |  | <p>Stewards will escort to appropriate seating area.</p> <p>Stewards to manage.</p> <p>Parishioners attending Mass are to occupy positioned seating which complies with social distancing (1 metre plus). There is seating for singles, couples <b>and those residing without the same</b></p> | 2               | 2 | 4  |

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|         |                           |   | L     | S | DR |  |   | L               | S | DR |
|         |                           | <p style="color: red;">responsibility of parishoners.</p> <ul style="list-style-type: none"> <li>Touching of Statues.</li> <li>Parishioners entering an uncontrolled environment.</li> </ul> <p>Those wishing to receive Holy Communion should remain seated. The Eucharistic Minister will circulate and distribute as required.</p> |       |   |    |  | <p style="color: red;">household (bubble).</p> <p>Not permitted. Appropriate signage to be displayed.</p> <p>Teams of stewards to be assembled. Team will comprise of 2 stewards and will be in attendance throughout the Service. Stewards are to ensure that hand sanitisation occurs at entry and exit points, social distance (<b>1 metre plus</b>) is maintained and capacity limitations are adhered to. People with cold or flu-like symptoms should be politely asked not to enter. All stewards will receive a briefing on their responsibilities. In the event there are no volunteers the Church will not be open for Mass..</p> <p>By hand only. Accept from the Minister with arms at full stretch and palms upwards one on top of</p> |                 |   |    |

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|   |  |  | L     | S | DR |  |  | L               | S | DR |
|   |  |  |       |   |    |  | the other. <b>Adjust face covering and receive.</b>  |                 |   |    |
| Gatherings of parishioners outside prior to attending (leaving) Mass. | Parishioners                                   | <ul style="list-style-type: none"> <li>Parishioners should not arrive at the Church more than 10 minutes prior to the beginning of the Service. All are to leave promptly appropriately socially distanced.</li> </ul>                         | 2     | 3 | 6  | y                                      | Doors will be open 10 minutes prior to the Service.  | 2               | 2 | 4  |
| Self-isolating/shielding  | Parishioners                                   | <ul style="list-style-type: none"> <li>Individuals who are advised to stay at home, including individuals who have symptoms of COVID-19 and those who live in household with someone who is symptomatic are not to come to Church..</li> </ul> | 2     | 3 | 6  | y                                      | Reporting process will be to Mike Raftree who will escalate <b>as required.</b>  | 2               | 2 | 4  |
| Sale and display of Christian books, magazines and religious items    | Parishioners                                   | <ul style="list-style-type: none"> <li>Risk of cross-infection by handling items.</li> </ul>   | 2     | 3 | 6  |  | All items for sale including hymn books, missals and devotional materials etc which may be re-used will be removed.  | 1               | 1 | 1  |
| Poor Cleaning   | Clergy, Parishioners and Church cleaning team. | <ul style="list-style-type: none"> <li>The Church will be cleaned on both Thursdays and Saturdays. All frequently touched surfaces including door handles, chairs and floors cleaned and disinfected.</li> </ul>                               | 2     | 3 | 6  |  | PPE (face mask, apron and gloves) will be supplied. Antibacterial surface wipes will be used between Masses on the surface areas. Signs and posters to increase awareness of good hygiene. | 2               | 2 | 4  |

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|                                       |                           |   | L     | S | DR |  |  | L               | S | DR |
|                                       |                           |   |       |   |    |  | Parishioners to be encouraged to personally clean the area they have occupied prior to vacating. (Alcohol level minimum 65%). Remove rubbish and dispose of it at home |                 |   |    |
| Lighting Candles                      | Parishioners              | Risk of cross-infection by handling lighters and matches.                                 | 2     | 3 | 6  |  | Existing candles to be used as a source of ignition. Stewards will ensure that a candle is ignited on opening of the Church.   | 2               | 2 | 4  |
| Control of Children whilst in Church. | Parishioners & Children.  | Touching of surfaces.   | 2     | 3 | 6  |  | Parents or guardians bringing children to Church are to manage their children appropriately, particularly ensuring they touch as few surfaces as possible.             | 2               | 2 | 4  |
| Physical Veneration.                  | Parishioners              | Risk of cross-infection. Physical veneration objects such as crucifixes is not permitted. | 2     | 3 | 6  |  | Appropriate signage to be displayed. Stewards to manage. Additionally, there will be no holy water in church stoups.   | 2               | 2 | 4  |
| Hymn Books                            | Parishioners              | Temporarily taken out of use.   | 1     | 1 | 1  |  |  |                 |   |    |
| Flowers                               | Parishioners              | Temporarily taken out of use.   | 1     | 1 | 1  |  |  |                 |   |    |
| Toilet facilities                     | Parishioners              | Temporarily taken out of use  | 1     | 1 | 1  |  |  |                 |   |    |
| Altar Servers                         | Clergy                    | Not used.   | 1     | 1 | 1  |  |  |                 |   |    |

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|         |                           |                               | L     | S | DR |  |  | L               | S | DR |
| Readers | Clergy, Parishioners      | Not used.                     | 1     | 1 | 1  |  |  |                 |   |    |

|   |                             |
|---|-----------------------------|
| <b>Details of person(s) completing document:</b>  |                             |
| <b>Name and Signature(s):</b>   | David Mills (Reverend)      |
| <b>Position(s):</b>   | Parish Priest               |
| <b>Time and date completed:</b>   | 1 <sup>st</sup> August 2020 |
| <b>Date for revision: 1<sup>st</sup> September 2020</b><br>NB: The revision date may be sooner if significant changes are made to the work area or processes.<br>Version 3. |                             |

\*Risk taking into account current risk control measures.

\*\* Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced

### Scoring Risks: Likelihood and Severity/ Consequences

For a more detailed explanation of how to evaluate risk visit your Parish/ Diocesan Safety Toolbox Online account and view 'Risk Scores' in the resources section (Resources/ Risk Assessment/ Guides/ Risk Scores).

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For each hazard and associated risk select a likelihood score. This score indicates how likely it is that the hazard will cause the anticipated harm. We suggest scores between 1 and 3 (see below):

- 1 = very unlikely
- 2 = possible/ occasional
- 3 = almost certain/ probable

For each of your hazards and associated risks select a severity/ consequences score. This score indicates how serious the anticipated harm could be. We suggest scores between 1 and 5 (see below):

- 1 = negligible
- 2 = marginal (minor first aid required/ minor damage)
- 3 = serious (hospital treatment required/ serious damage)
- 4 = critical (major fatal or life changing injuries caused to an individual or few individuals/ major damage)
- 5 = catastrophic (lots of people could suffer fatal or life changing injuries/ catastrophic damage to property.)

Multiple your likelihood (L) and severity/ consequences (S) score to produce an overall degree of risk score (DR).

Likelihood (L) X Severity/ Consequences (S) = Risk Score (DR)

When scoring risk think about the risk score in two ways:

1. Risk/ Initial Score: Based on doing little or nothing to prevent harm. This is likely to result in high scores and illustrates why it is important to do something about the risk.

Insert date of assessment

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2. Residual Risk/ Final Score: Taking into account what you are already doing to protect people and any additional measures you consider necessary to make the situation safer. The score should be much lower, demonstrating that you have taken reasonable steps to protect people from harm.

### Rating Risk

A risk rating is a way of categorising risk, usually from low to high. This helps you to prioritise your efforts to remove or reduce risk. If a risk is low, it is unlikely that there is more you can do to protect people. If a risk is high, then you need to focus your efforts on measures to keep people safer.

You should aim to reduce your risk rating to be within the low range. This is often called 'residual or tolerable risk.'

We have categorised risk as follows:

**High Risk:** A score between 10 and 15

High Risk should cease immediately until further control measures to mitigate the risk are introduced.

**Moderate Risk:** A score between 5 and 9

Moderate Risk should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

**Low Risk:** A score between 1 and 4

Low Risks are largely acceptable as it is likely that you are doing just about all you reasonably can do to prevent harm.

Clifton Diocese. 2020.

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