

# Risk Assessment

**Company name:** St Thomas parish church, Exeter

**Reason for assessment:** Opening church for private prayer, during Covid-19 pandemic

**Assessment carried out by:** Ian Totterdell (churchwarden)

**Date assessment was carried out:** 9<sup>th</sup> January 2021

**Supersedes assessment dated:** 14<sup>th</sup> June 2020

**Date of next review:**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further actions do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Contracting Covid-19, possibly leading to serious illness and death</b>	a) People entering the church for private prayer might be harmed by contracting the virus from other people in the church	(i) When Government-issued restrictions and local conditions allow, Church has restricted hours of opening for private prayer (currently 10am-3pm, Mon-Fri, not at all at weekends and Bank Holidays). [a,b]	(i) The policy of opening the church for private prayer will be reviewed whenever restrictions and local conditions demand it.	(i) Staff team (including Rector and Churchwarden).	(i) Ongoing action.	(i) [Ongoing].
	(b) People entering the church for private prayer might be harmed by contracting the virus from surfaces.	(ii) The number of people allowed in the church (for private prayer) at any one time is restricted to 4 (for private prayer); there are prominent notices explaining this policy and instructing people to come back at a different time if there are already four people present. Only four seats, separated by at least 2m, are provided. [a]	(ii) Use of the church will be monitored to check compliance with these rules.	(ii) Churchwarden, or appointed deputy.	(ii) Ongoing action.	(ii) [Ongoing].
		(iii) Only the St Thomas chapel, adjacent to	(iii) Check regularly	(iii) Person who	(iii) Ongoing	(iii)

		the main door, is open and accessible; other areas and aisles are physically blocked off and prominent notices clearly explain the policy. [b]	that the other areas are correctly blocked off.	is opening the church that day.	action.	[Ongoing].
		(iv) Accessible areas are cleaned thoroughly between each opening period; a rota of cleaners is maintained, with the Church Hall manager and the Churchwarden being emergency backup cleaners. Antiseptic wipes are provided in case people want to wipe chairs down before/after use. [b]	(iv) List of cleaners to be maintained and updated as necessary (note that if the church is open during a lockdown the number of cleaners may be restricted).	(iv) Cleaning by volunteer cleaners, list maintained by PCC secretary.	(iv) Ongoing action.	(iv) [Ongoing].
		(v) Items of furniture, and other items such as hymn and prayer books, that might harbour the virus have been removed. [b]	(v) No further actions.	(v) n/a	(v) n/a	(v) 3 <sup>rd</sup> July 2020
		(vi) A hand sanitiser dispenser is fixed in the entrance porch in a prominent position, with a notice demanding its use before entering. [b]	(vi) Sanitiser levels must be maintained in the dispenser.	(vi) Person opening the church.	(vi) Ongoing action.	(vi) [Ongoing].
<b>Trip and other physical injuries</b>	People in the chapel might trip over the low step.	Step is marked by white paint (to improve visibility).	No further actions.	N/a	N/a	N/a