St Tybie Church Llandybie

COVID-19 Risk Assessment.

Completed by Rev. Lynn Rees

22.06.2020

| **Risk Assessment**  **RE-OPENING PRIVATE (PERSONAL) PRAYER**  **Edition 1: Red Phase** | | | | |
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| **Name of Church:**  **St Tybie’s Church** | **Address: Church Street, Llandybie.** | | **Date: 22.06.2020** | |
| **Area of Focus** | **Control Measure**  *These are the main themes from the checklist and guidance. They may not apply in each case.* | **Detailed arrangements**  *Set out below the detailed arrangements you will implement under each control measure.*  ***The boxes will expand as you complete them.*** | **Action by?** | **Completed** |
| **PREPARATIONS** | Defined Opening Time | Thursday mornings from 10am to 12pm. |  |  |
|  | Staffing arrangements | Vicars Warden Mrs Donna Williams plus 1 TBA. (Aged under 70 & no medical conditions / not vulnerable.)  Volunteers to certify in writing that they are not categorised as vulnerable, are not experiencing symptoms and are not currently required to self-isolate.  Volunteer to be briefed by Vicars warden prior to deployment.  Each volunteer to receive a hard copy briefing pack to include:   * Copy of this risk assessment * Copy of Church in Wales guidance for the care and use of church buildings. (Third edition June 2020) * Copy of WAG guidance for cleaning in non-health care settings. (Appendix A) * Copy of church plan (Appendix B) |  |  |
|  | Airing and Cleaning | Church will be cleaned by wardens prior to public entry. South and West doors to remain open during relevant time. Cleaning in accordance with WAG guidance ‘Covid-19 Cleaning in non-healthcare settings.” (Copy attached Appendix A) |  |  |
|  | Check services e.g. water, electrical, heating systems | Required inspections and certification have been completed. Visual check of lighting and water to be completed prior to opening church to the public. Water system to be run.  To include Any external hazards including fallen branches, blocked guttering. |  |  |
|  | Fire Risk Assessment | Fire extinguisher certification completed and up to date. |  |  |
| **PHYSICAL DISTANCING** | Staffing arrangements including PPE | Two volunteers to be present in church at all times. PPE for cleaning duties comprising gloves and apron in accordance with WAG guidance. Face mask to be worn when public have access to the church. |  |  |
|  | Visitor Capacity | A maximum of 6 visitors allowed in the church at any one time. |  |  |
|  | Visitor Management | Volunteers steward to be located at South Entrance, to advise all visitors of social distancing requirement, including one-way system, designated seating area and hand sanitisers. (Plan at appendix B)  Visitors to verbally confirm that they are not symptomatic and not required to isolate prior to entry. |  |  |
|  | Signage | Signage advising of 2-meter social distancing, one-way system, and hand sanitiser points to be displayed on entry. |  |  |
|  | Entry and Exits | Volunteer will enter directly to vestry. No public access.  Public entry only via the main South door. Exit via one-way system to West door. (Plan attached appendix B.) |  |  |
|  | One-way system | Entry via south door and along south aisle towards Chancel. No entry to chancel. Exit via north aisle to west door. (alongside tower room) (Plan attached Appendix B) |  |  |
|  | Taped/barriered routes | Route along southern aisle towards chancel and down northern aisle to be clearly marked with tape.  Area alongside tower room and chancel to be taped off. |  |  |
|  | Seating arrangements | Seating only on 1 in 3 pews along central aisle. (2 rows of pews to remain empty) Two-meter social distancing to be maintained. |  |  |
|  | Restricted areas | No public access to chancels, tower room, children’s play area or vestry. |  |  |
| **HYGIENE** | Hand washing sanitising | Automatic hand sanitiser on entry to the south door. Hand pumped sanitiser and wipes at exit point of West door.  Hand washing facility and sanitiser in vestry for volunteers. |  |  |
|  | Prayer sheets | All prayer and hymn books to be removed prior to public entry. No prayer sheets will be available for private prayer. |  |  |
|  | Shared objects | All soft furnishings including cushions, kneelers to be removed prior to public access. |  |  |
| **CLEANING** | Cleaning team | Cleaning will be undertaken by vicars Warden & 1 other TBA in accordance with WAG guidance attached at appendix A. |  |  |
|  | PPE | Volunteers undertaking cleaning to wear disposable gloves and apron. Following use PPE to be doubled bag and securely stored for 72 hours before disposal.  Regular hand washing routine to be maintained. |  |  |
|  | Cleaning regime | Church will be cleaned prior to public entry and following closure. Cleaning to follow WAG guidance (Appendix A).   * Hard services to be cleaned with warm soapy water * Surface to then be disinfected * Particular attention to grab rails and door handles |  |  |

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| **Compiled By:** | **Approved by:**  **Incumbent/Area Dean:**  **Archdeacon:** | **Date:** |