



# St Luke's Church Risk Assessment

**Context:** This risk assessment has been undertaken in preparation for opening the church to the public after closure due to Covid-19.

Area/ people at risk	Risk identified	Action to take	Notes
Vicar, Servers etc (anyone 'working')	<ol style="list-style-type: none"> <li>1. All in Sacristy before and after Mass</li> <li>2. Touching surfaces and items in Sacristy and Church</li> <li>3. Arriving with symptoms/ contamination</li> <li>4. Positive Covid-19 test shortly after attending session in hall</li> </ol>	<ol style="list-style-type: none"> <li>1. All aware of need to distance from one another</li> <li>2. Everyone is asked to use hand sanitizer before and after services</li> <li>3. Everyone asked to familiarize themselves with Covid-19 symptoms and to stay home if they develop any signs</li> <li>4. Attendee list kept online and on rota, mobile numbers/ email addresses kept in case of contact tracing needed</li> </ol>	<p>Hand sanitizer to be provided in Sacristy</p> <p>Cognito Forms used to collect data for contact tracing</p>
People entering/ leaving the Church	<ol style="list-style-type: none"> <li>1. Gathering of people at entrance</li> <li>2. Touching surfaces</li> </ol>	<ol style="list-style-type: none"> <li>1. Only one entrance is in use for congregation</li> <li>2. Vicar and servers use Sacristy entrance</li> <li>3. Congregation asked to sanitize hands before and after services</li> </ol>	<p>Wheelchair/pushchair access will be maintained at all times</p>
Congregation	<ol style="list-style-type: none"> <li>1. Social Distancing when seated</li> <li>2. Pews used twice on a Sunday</li> <li>3. Sharing the Peace</li> <li>4. Communion</li> <li>5. Collections taken during Mass</li> </ol>	<ol style="list-style-type: none"> <li>1. Seating areas are clearly marked and congregation are asked to only sit in marked bays which will be shown to them by whoever is greeting</li> <li>2. Pews are cleaned in between services</li> <li>3. There is no sharing of the Peace at the moment</li> <li>4. Communion is offered in only one form</li> </ol>	

		5. Physical collections are not taken during Mass, congregation are encouraged to use contactless or to leave cash in collection baskets at the back of church.	
Other rooms in building	<ol style="list-style-type: none"> <li>1. Meeting room</li> <li>2. Hall &amp; Stage Area</li> <li>3. Kitchen</li> <li>4. Toilets</li> </ol>	<ol style="list-style-type: none"> <li>1. If the meeting room is to be used then it must be cleaned after use</li> <li>2. Hall to be used by Young Church during 1030 Mass (see YC risk assessment). If hall is to be used by congregation after/ as part of Mass then cleaning should take place of all furniture used and touch surfaces</li> <li>3. If the kitchen is use then it must be cleaned afterwards</li> <li>4. One toilet is available for use during Mass (disabled by hall) and should be cleaned using wipes by the user.</li> </ol>	<p>Any areas touched must be disinfected at the end of each session</p> <p>Toilets must be disinfected</p> <p>All touch surfaces must be cleaned at the end of each session including door handles, windows, light switches, tables, chairs and other equipment used</p>

