



Notice to all

General instructions to users of all church buildings

- If at any time during the last 14 days you have had, or have suspected, Covid 19 symptoms please do not attend St Peter's Church premises
- Please use hand sanitiser immediately on entering or re-entering any building before touching anything else
- Please record your name and time of arrival on the form provided for this purpose before proceeding further into the building
- If within 7 days of using the premises you suspect you have, or test positive for, Covid 19 you must immediately inform the church Administrator so that contact tracing, can be initiated
- Respect all current government guidance on maximum group size, group composition, behaviour, and social distancing
- Please do not sing, raise your voice or shout
- Please use hand sanitiser on both entering and leaving any toilet enclosure
- Please use hand sanitiser on both entering and leaving a kitchen
- Satisfy yourself concerning the adequate cleanliness of any container or surface contacting anything you eat or drink. **The church does not warrant the cleanliness of any item.**
- If you are the last of a group to leave a building, ensure that all waste bins have been emptied and fitted with clean liners, and that all hard surfaces in the vicinity (excluding walls and ceilings but including all door handles and window sills) have been wiped with sanitising wipes whether or not you know those surfaces to have been touched
- On departure take all personal items and waste with you.
- In event of any body fluid spillage, all individuals are to leave the site immediately and incident to be reported to info@loudwater.org for cleaning to be arranged



St Peter's Church Loudwater – Safety Assessments

St Peter's Church undertakes risk assessments by assessing whether planned activities involve any potential risk of personal injury.

If potential hazards are identified, a subjective assessment, using a 1 (low) to 5 (high) scale, is made of how likely the hazardous is to arise, and how potentially serious the consequences might be if it did. These are multiplied together to give a Risk Rating.

Risk Rating (Note: RIDDOR – The 'Reporting of Injuries, Diseases and Dangerous Occurrences' is an accident serious enough to require a report to be made to the HSE)						
Where the Risk Rating is between 1–4 (Green), the risk level is deemed acceptable to continue with the activity.	Likelihood					
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)	
Where the score is between 5-12 (Amber), the risk should be reduced further so far as is reasonably practicable. Where the activity at this Residual Risk Rating is to be carried out, it must be discussed with St Peter's senior staff beforehand. Activities MUST NOT be carried out where the Residual Risk Rating is more than 12 (Red).	Fatality (5)	5	10	15	20	25
	RIDDOR (4)	4	8	12	16	20
	Lost Time (3)	3	6	9	12	15
	First Aid Treatment (2)	2	4	6	8	10
	Minor (1)	1	2	3	4	5

If the Risk Rating is low enough, the activity in question can proceed as planned. If the Risk Rating is higher, 'risk-mitigation' measures must be identified to reduce the Residual Risk as much as possible.

It is possible that mildly risky activities may go ahead as long as all parties appreciate the position and voluntarily decide to take part.

Above a certain level the risk is considered unacceptably high and other arrangements must be made.

St Peter's Church – Covid 19 contraction and transmission - Risk Assessment



Risk Assessment Details - note if conditions change at the time of the activity, please review for continued suitability

Location (attach full address and site plan if off church premises):	St Peter's Church, All buildings	Person Supervising Activity:	Various
Area / Activity Assessed:	All activities	Assessment completed & reviewed by:	A Saunders
		Date: 25 June 2020	Review date: 1 January 2021
Planned activity date or ongoing:	Ongoing	Approved by Operations Manager (sign as required):	

Hazard (Activity / Equipment / Substance)	Who might be harmed and how?	Initial Risk L x S = R			Control Measures	Residual Risk L x S = R		
		L	S	R		L	S	R
Person to person transmission of Covid 19	All individuals, with severity increasing with age and medical vulnerability	3	4	12	<ul style="list-style-type: none"> Advise older individuals who have been advised to 'shield' to refrain from using SPL premises for the time being Require any individual displaying or suspecting Covid 19 symptoms to refrain from entering SPL premises All users to use hand sanitiser immediately on entry/re-entry into any building Maintain <i>at least</i> government-recommended interpersonal distance – plus remembering always, 'the greater the distance the lower the infection transmission risk' Apply hand sanitiser on entering and leaving toilets and kitchen All individuals to satisfy themselves of the cleanliness of any mugs, plates, food items etc. which they use, before using them. Limit group size and composition and behaviour in accordance with prevailing government guidance On departure, all users to take with them all personal items and waste On departure, last user to wipe relevant door handles with sanitising wipes Unless unused for >72 hours, all hard surfaces, sinks, and sanitary ware to be sanitised daily In event of any body fluid spillage, all individuals immediately to leave the site and incident to be reported to info@loudwater.org for exclusion and cleaning to be arranged <p>These precautions minimize but do not eliminate infection risk</p>	2	3	6

L – Likelihood of mishap : S = Severity of consequences of mishap : R = LxS = resultant risk rating **Any activity with Residual Risk >12 must not be undertaken**

St Peter's Church - Risk Assessment



Briefing (Risk Assessment Read and Understood by)

Name	Position	Signature	Date
<i>Add additional rows as required</i>			

Risk Rating (Note: RIDDOR – The 'Reporting of Injuries, Diseases and Dangerous Occurrences' is an accident serious enough to require a report to be made to the HSE)

<p>Where the Risk Rating is between 1–4 (Green), the risk level is deemed acceptable to continue with the activity.</p> <p>Where the score is between 5-12 (Amber), the risk should be reduced further so far as is reasonably practicable. Where the activity at this Risk Rating is to be carried out, it must be discussed with St Peter's Operations Manager beforehand..</p> <p>Activities MUST NOT be carried out for work with a Risk Rating of more than 12 (Red).</p>			Likelihood					
			Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)	
	Probable Severity	Fatality (5)		5	10	15	20	25
		RIDDOR (4)		4	8	12	16	20
		Lost Time (3)		3	6	9	12	15
		First Aid Treatment (2)		2	4	6	8	10
Minor (1)		1	2	3	4	5		



Risk Management Protocol Using St Peter's buildings during Covid 19 crisis

The administrator or nominated appointee must ensure that;

- Signage is in place to direct people movement into, around, and out of the buildings to facilitate social distancing, including avoiding contra-flows wherever possible
- A sign-in sheet is available at the entry point to each building
- Instructions to users concerning how to conduct themselves whilst in the building are clearly displayed and communicated
- Hand sanitising gel is available immediately inside every entry point
- Sanitising wipes are available in every room, including toilets and kitchens
- Disposable gloves are available for use as desired
- Paper towels are available in all toilets
- All electrical hand driers are switched off
- Any building remaining unused for >21 days must be aired for 30 minutes before use
- Any water outlet point remaining unused for 21 days must be allowed to discharge >25 litres of water before water is intercepted for use
- The building is free from obvious waste
- Electrical items are visually in good order
- Shared writing implements, and books with impermeable covers, on which infection can linger, are not generally available
- Furniture in accessible areas is positioned to respect the prevailing guidance on 'social distancing'
- Areas where social distancing is not possible are closed off
- Notices and other signage are in place to remind users of 'social distancing' requirements, movement direction/limitations etc.
- Unless facility has been continuously unused for >72 hours, thorough cleaning, including sanitising of hard surfaces including door handles, lavatory flush handles, taps and light switches is undertaken prior to any day on which multiple people are expected to access the building
- All waste containers are empty before multiple people use the building
- Contact tracing is initiated if any user reports having developed Covid 19 symptoms within 7 days of using the building
- Buildings are closed pending cleaning if any body fluid spillage occurs, or if the building is used by a person known to be infected with Covid 19