|  |  |
| --- | --- |
| **Example Risk Assessment – Weekly Church Services (during COVID Safe Period), Name of Church, Location** | |
| Date | From 21 June 2020 (until COVID restrictions are eased) |
| Place | Name of Church, Location |
| Times | Worship Service Times |
| Main Contact (Warden, COVID Committee) | Name, Address, Phone |
| Alternate Contact (COVID Committee) | Name, Address, Phone |
| Alternate Contact (COVID Committee) | Name, Address, Phone |
| Emergency Contact | 000 – Ambulance and/or Police or 13HEALTH (13432548) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Consequence** | **Likelihood** | **Risk Level** | **Actions** |
| 1. Cross infection – church equipment | Major | Possible | High | 1.1) Only two designated church cleaners during COVID period (NAMES) to ensure continuity of standards of cleaning regime. |
| 1.2) Clean seating, pulpit, altar, vestry and all church surfaces which are touched (before first church service, and then) following each church service with antibacterial cleaner and single use disposable wipes. |
| 1.3) Padded seat cushions to be removed during COVID period. Worshippers are welcome to bring their own cushions if they desire. |
| 1.4) Church hall to remain closed, unless required for seating during weekly church service, to limit contamination of a cleaned area. Access to toilets only from external entry doors. |
| 1.5) Clean toilets (before first church service, and then) following each church service. Soap and paper towel to be available for use. Bin to be lined with plastic bin liner, and emptied after church service. |
| 1.6) Audio Visual equipment and control panel to be operated by one person per service, and cleaned with antibacterial wipes following use. Microphones and lectern be cleaned with antibacterial wipes following each use. (Bible reader to use fixed microphone at lectern whilst hand held microphone be used for announcements to eliminate the use of cleaning mid-service).Headphones to be cleaned with antibacterial wipes following each use. Organ (once permitted to be used) to be cleaned with antibacterial wipes following each use. |
| 1.7) Provide alcohol based sanitiser for worshippers to use prior to entry of each church building |
| 1. Contamination to designated cleaners | Major | Possible | High | 2.1) Nominated cleaners are to wear disposable gloves, and use disposable single use cleaning wipes. Cleaners are to practice safe hand and respiratory hygiene practices. |
| 2.2) Used wipes, used gloves and any rubbish to be placed in plastic garbage bag which is to be tied closed and removed from church grounds for disposal. |
| 1. Cross Infection from cash used as offering | Major | Possible | High | 3.1) Encourage 'Regular Electronic Giving' (REG). |
| 3.2) Worshippers who prefer to use cash for offering, are required to place offering in envelope and then leave in offering plate which will be located at church entry. Envelopes will be available at church entry for this purpose. |
| 3.3) Persons who handle cash are to practice safe hand hygiene practices during this process. |
| 1. Cross Infection during Holy Communion Service | Major | Possible | High | 4.1) Person preparing Holy Communion elements to observe safe hand and respiratory hygiene practices and wear appropriate PPE (ie mask and gloves). Individual disposable cups to be used. |
| 4.2) During this COVID safe period, Holy Communion to be delivered to the worshippers. |
| 4.3) Persons delivering Holy Communion to wear gloves and observe safe hand hygiene practices. Used communion cups to be collected immediately and disposed of as detailed in item 2.2. |
| 1. Safety to worshippers during COVID period | Major | Possible | High | 5.1) Contact list be compiled, listing all worshippers along with their contact details. COVID Committee member (who is also designated Usher) to ensure list is accurate. |
| 5.2) Seating of worshippers to comply with physical distancing rules. COVID Committee member (who is also designated Usher) to direct worshippers to appropriate seat. (To comply with 4m² spacing: Number able to be seated in Church with an additional Number able to be seated in Hall.) |
| 5.3) Should Church COVID Committee become aware of a 'known COVID case' of a worshipper, the following procedure would be implemented: - Follow Queenland Health directives - Complete a total clean of the premises - Advise a 'Notification of Closure of Church' |
| 5.4) Practice physical distancing when entering and exiting Church building. |
| 5.5) Cease previous practice of social morning tea gathering following TIME OF service during this COVID Safe period. |
| Add additional risks here that are specific to your church |  |  |  |  |

Program approved: Date Name (SP3 Coordinator)