

Supplementary Risk Assessment for Rivington Chapel, Rivington, Lancashire

This supplement is to cover the additional requirements due to the COVID-19 pandemic whilst the chapel is open for Sunday services and other religious purposes excluding rites of passage. This risk assessment also replaces the one previously produced for private prayer and contemplation sessions.

Produced by: Peter Bearon (secretary and acting treasurer to the chapel trustees)

Approved by: on behalf of the Rivington Chapel Trustees

Date of approval: 29/08/2020

[Peter Bearon]

Approved by: on behalf of the Rivington Chapel Congregational Committee

Date of approval: 29/08/2020

[Alison Whitaker]

This is based on Government Guidance to 14 August 2020, the latest available at the time of creating this risk assessment

Separate risk assessments have been (or will be) produced for the use of the chapel for small meetings and rites of passage

Date of next assessment: when COVID-19 guidance changes

List of significant hazards in the Chapel and Grounds	List the people who are at risk from the hazard (including the disabled, the elderly or young children)	Evaluate the risk (High/Medium/Low) Decide what is being done / can be done to reduce or remove the risk.
Inside the Chapel whilst open for Services [see note 1]		
Risk of transmission of COVID-19 by it being present on surfaces within the chapel	All	<p>Medium Risk:</p> <p>Hand sanitiser will be available on entry and exit from the chapel.</p> <p>All surfaces in public areas to be wiped down at least 72 hours before use of the chapel.</p> <p>Hymnbooks and soft furnishings etc. may be used provided that they are left in place and not touched by another person for at least 72 hours. Where this is not possible, they should be removed. In this instance, any service materials provided must be removed by the person using them and disposed of appropriately. [See note 2]</p> <p>No food or drink is to be allowed inside the chapel at any time.</p> <p>The risk of COVID-19 transmission is extremely low after 72 hours. It would be best therefore, to leave the chapel untouched for a period of 72 hours both before and after use. If this is not possible, then all surfaces in public areas should be wiped down again.</p> <p>If the organ is used, then the keyboard should be wiped down before and after the service.</p>

List of significant hazards in the Chapel and Grounds	List the people who are at risk from the hazard (including the disabled, the elderly or young children)	Evaluate the risk (High/Medium/Low) Decide what is being done / can be done to reduce or remove the risk.
Risk of transmission of COVID-19 from individuals who are suffering from, or carrying the virus	All	<p>Medium:</p> <p>Anyone accessing the chapel will be encouraged to maintain social distancing as required by the government guidelines.</p> <p>Before the start of each service the congregation should be reminded of the COVID-19 measures in place.</p> <p>Any one pew must only contain an individual or a single household group.</p> <p>To maintain social distancing of 2 metres, individuals or household groups should leave at least one empty pew between them and the next pew containing an individual or household group. [see note 3]</p> <p>The maximum number of people attending a service must be limited to 30. However, whether this number can be reached will depend on the makeup of individual household groups attending.</p> <p>As required by law all attending services within the chapel must wear a face covering unless they are medically exempt. An exception to this is for those leading services. Those who assist in the service (for instance by reading, preaching, or leading prayers) do not need to wear a face covering when they are speaking.</p> <p>It is permissible to use instrumental music during services. Both professional and amateur groups may sing during the service but must keep to the usual social distancing rules.</p>

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		<p>There must be no congregational singing at any time. Spoken responses or communal prayers may be recited, but these must not be in a raised voice and masks should not be removed.</p> <p>A record should be taken of all visitors to the Chapel which should be kept for 21 days for COVID-19 Track & Trace purposes [see note 4]</p> <p>It is permitted to socialise before or after the service, but only if maintaining the usual social distancing rules. i.e. in groups of no more than two households inside the chapel, or two households or six individuals outside.</p> <p>Given the small and intimate nature of the Chapel, it is not considered that signage to help maintain social distance is necessary. However, it is incumbent on Committee members to ensure that all such measures are explained and adhered to. [see note 5]</p> <p>If an open collection is to be taken, then the collecting receptacle should not be passed around, but left in one place. At the end of the service, the treasurer should remove the receptacle, and wait 72 hours before handling the money. [see note 6]</p> <p>At the end of the service, people should leave by the door near the organ, staggering their departure so as to avoid potential bottlenecks.</p>

List of significant hazards in the Chapel and Grounds	List the people who are at risk from the hazard (including the disabled, the elderly or young children)	Evaluate the risk (High/Medium/Low) Decide what is being done / can be done to reduce or remove the risk.
Outside the Chapel whilst open for Services		
Risk of transmission of COVID-19 by it being present on surfaces	All	Low: The gates will be left open so that members of the public do not need to touch them.
Risk of transmission of COVID-19 from individuals who are suffering from, or carrying the virus	All	Low: Anyone using the chapel grounds, whether for accessing the chapel or for other purposes, should be encouraged to maintain social distancing as required by the current government guidelines. A one-way system should be used, with people entering the chapel via the left-hand path and door and leaving via the right-hand door and path. Suitable signage needs to be in place to indicate this. The use of the one-way system should also extend to people using the grounds to access the tearoom if possible.

Notes to the Supplementary Risk Assessment:

1. It is currently intended that services should restart from Sunday 20 September 2020
2. Between normal services this timeframe should not cause a problem. Extra care will need to be taken when the chapel is used for rites of passage, meetings or other purposes.
3. Members of the Chapel Committee will be expected to ensure that this is adhered to.
4. As most people at the services will be regular attenders, it will only be necessary to make a note of who is present. This can be done by the treasurer or other member of the committee. For any visitors, the contact details of at least one member of each group should be written on a piece of paper which should be destroyed after 21 days so that we do not infringe GDPR. This piece of paper should be handled by only one person/household within a 72-hour period.
5. Consideration should be given to placing a notice in the notice board in the church yard to inform visitors what to expect when they come into Chapel.
6. The easiest way to do this might be for the treasurer to place one or more of the usual collection boxes in the chapel having first sanitised the handle(s). At the end of the service, the treasurer can then sanitise the handle(s) again and tip the collection into a money bag for removal and counting at least 72 hours later.