Name of organisation: Clifton Diocese

Assessment date: 05/06/2020

Authorised by:

Anthony Hughes, Diocesan Health and Safety Coordinator.

Lyn Murray, Chief Operating Officer.

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Record of amendments

Revision	Date	Amendment
1	07/05/2020	Amendments to state Churches can open for 'Private Prayer' only, from the 15/06/2020 (Gov.uk)

1. Introduction

COVID-19 spreads in a similar way to flu when someone with the virus coughs or exhales, releasing droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects e.g. desks, tables, chairs, telephones. When people touch contaminated surfaces and then touch their eyes, nose or mouth, they can catch

the virus and so the cycle goes on. Where people are in close proximity to someone infected with COVID-19 (less than one metre between individuals) they can breathe in droplets which have been coughed out or exhaled by them.

The simple, low cost ways to prevent the spread of COVID-19 involve:

- Clean and hygienic workplaces and church premises
- Promoting regular and thorough handwashing/ cleansing by clergy, paid and volunteer workers, contractors and other people visiting Diocesan premises
- Promoting good respiratory hygiene
- Promoting the stay at home message if people have symptoms
- Avoiding unnecessary travel and checking national and international advice before embarking on work related trips
- Observing social distancing guidelines and minimising person to person contacts

This risk assessment aims to assess the risk from COVID-19 to clergy, paid and volunteer workers and others who physically interact with the activities of the Diocese. **The assessment will be amended to reflect the measures currently in place to protect people from infection and regularly reviewed to reflect the changes in circumstances.**

1. Relevant legislation

- **Health and Safety at Work etc. Act 1974 (Section 2 and 3) -** Duty to ensure the health, safety and welfare of all clergy paid and volunteer workers and anyone else affected by activities.
- **Management of Health and Safety at Work Regulations 1999 (Regulation 3)** - Duty to carry out suitable and sufficient risk assessments of the health and safety risks faced by clergy, paid and volunteer workers and others affected by the activities of the Diocese.
- **Control of Substances Hazardous to Health Regulations 2002** – Duty to protect people from harm as a consequence from exposure to substances e.g. hazardous waste or cleaning products.
- **Personal Protective Equipment Regulations, 1992** - Duty to provide suitable PPE which is appropriate to the risks and conditions, capable of fitting correctly and assessed as suitable and effective, so far as is reasonably practicable, to prevent or adequately control the risk of infection.
- **Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013** – COVID-19 is a reportable disease. Confirmed cases AND instances where a worker is exposed to the virus but not necessarily infected, and where the infection or exposure is believed to be as a result of a worker participating in a work activity, must be reported to the HSE.

2. Relevant guidance

- Government working safely during coronavirus guidelines https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

- Government general coronavirus guidelines https://www.gov.uk/coronavirus
- Places of worship to re-open for individual prayer https://www.gov.uk/government/news/places-of-worship-to-re-open-for-individual-prayer?utm_source=d65ab37b-b68e-43a7-8cb2-f3ed33bdae14&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily
- Construction Leadership Council Site Operating Procedures during COVID-19 https://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-during-covid-19/
- Food Standards Agency guidelines for operating a food business during COVID-19 https://www.food.gov.uk/business-guidance/adapting-restaurants-and-food-businesses-for-takeaway-and-food-delivery-during-covid-19
- SafetyToolbox Online COVID-19 Resources https://v2.app.safetytoolbox.co.uk/resources
- NHS Every Mind Matters https://www.nhs.uk/oneyou/every-mind-matters/?WT.tsrc=Search&WT.mc_id=Brand&gclid=Cj0KCQjw-_j1BRDkARIsAJcfmTF4WYGbla_0TpdQKuFEKLw9sD5iWXP46oPoKNGA5HvdNjHoHExJCWoaAlPYEALw_wcB
- Bishops Conference of England and Wales Coronavirus guidelines https://www.cbcew.org.uk/home/our-work/health-social-care/coronavirus-guidelines/

3. Enforcement

Whilst the primary focus of enforcement will be to educate employers to comply with government guidelines around COVID-19, the Health and Safety Executive have announced that action will be taken against those employers who flout the rules.

"Where [the] HSE identifies employers who are not taking action to comply with the relevant [Public Health England] guidance to control public health risks, for example employers not taking appropriate action to socially distance or ensure workers in the shielded category can follow the NHS advice to self-isolate for the period specified, we will consider taking a range of actions to improve control of workplace risks. These actions include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements with the PHE guidance."

4. Hazard

COVID-19 virus

5. Who might be harmed?

Clergy, paid or volunteer workers, contractors, members of the public

Vulnerable people – elderly, pregnant women, people identified as clinically extremely vulnerable.

6. Risk control measures

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
Self-isolation/ shielding	High	Individuals who are advised to stay at home, including individuals who have symptoms of COVID-19 and those who live in a household with some who has symptoms, are asked not to come to their place of work or to church. This applies to persons considered under Gov.uk guidance as 'Clinically Extremely Vulnerable' (eg. Shielding and/ or with serious underlying health conditions). Churches and other premises closed in line with March 2020 measures to reduce social contact. As restrictions ease (from the 15th of June 2020), clergy, paid or volunteer workers who should be shielding at home or who live with people who are shielding will be advised to continue to stay at home. Staff return to work assessments carried out for all paid workers returning to work at a Parish. 'Clinically Vulnerable' clergy discouraged from working outside their home. Those returning to Parish working aware of risks	Medium	Reporting process will be to Anthony Hughes, Diocesan Health and Safety Coordinator, for suspect or confirmed cases of COVID-19 linked to a church or other diocesan premises to satisfy requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and to support those involved to arrange all necessary follow up e.g. deep cleaning, contact tracing etc. Monitor government testing programme and incorporate into COVID-19 precautions as appropriate.	COVID- 19 Policy and Risk Assessment Internal communications COVID-19 Staff Return to Work Checklists (Safety Toolbox template) Volunteer Briefing Sheets (safety Toolbox) Premises Reopening Checklists (Safety Toolbox template) Infection reports COVID-19 Staff Return to Work Checklist (safety Toolbox)

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
		and precautions to follow as outlined in reopening assessments. Current guidelines relating to statutory sick pay implemented. Reporting process in place for suspected or confirmed cases of COVID-19 linked to a church or other diocesan premises reported.			
Social distancing	High	Social distancing requirements incorporated into reopening Parish properties/ return to work assessments. Guideline 2m distance maintained wherever possible in operating Parish properties and workplaces in line with government guidelines. Enhanced precautions must be implemented where social distancing cannot be achieved. Parishes assess their premises for implementation of social distancing and implement necessary measures to protect members of the public, clergy, paid/ volunteer workers in these areas PRIOR to reopening (when permitted). Areas considered:	Medium	Parishes must continuously review their implemented social distancing measures for effectiveness. With the situation largely untested and unknown there will be an element of trial and error. If Parish notice a problem, Parish to amend as necessary. It would be prudent for a Parish to write their social distancing rules down as a piece of guidance for key volunteers for clarity, something which cannot be issued centrally by the Diocese due to vast differences in layout/ size etc. Review social distancing capability in car parks and external pedestrian pathways on the premises, particularly where these are shared	COVID- 19 Policy and Risk Assessment Internal guides, procedures and communications Premises Reopening Checklists (Safety Toolbox template) Notices and signage in premises COVID-19 Staff Return to Work Checklists (Safety Toolbox template)

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
		• **Arriving, leaving and moving around premises** Social distancing maintained wherever possible including enabling handwashing (or cleansing) upon arrival. • **Parish workplaces and workstations** Social distancing maintained between individuals when they are at their workstations (eg. desks) in line with government guidelines. • **Meetings** Meetings should not be going ahead face-to-face. Converse by call or video etc. As lockdown measures are reduced: Parishes to implement measures to reduce the transmission from face to face contacts and maintain social distancing in meetings in place in line with government guidelines. • **Common areas** Social distancing maintained in common areas in line with government guidelines.		with other premises e.g. diocesan schools, or third-party hirers e.g. registered preschools. Parish to place information signs prominently (Gov Signage and/ or Diocesan equivalent) to remind people that they have a responsibility to keep themselves and others safe by practicing good social distancing.	Volunteer Briefing Sheets (Safety Toolbox template and/ or Parish bespoke ver) Parish own rules/ guidance to staff/ volunteers.

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
		• **Accidents, security and other incidents** Safety must be prioritised, distance measures implemented where possible during incidents (eg. where no first aid is required, intervene from a distance of at least 2m). • **Visitors and contractors** Avoid or minimise unnecessary visits to premises in line with government guidelines. • **Provision of information** Guidelines provided to enable individuals to understand what they need to do to maintain their own safety and the safety of others. Specific work tasks considered prior to reinstatement (through return to work check lists). Additional precautions discussed with those involved or, for activities involving members of the public, notices, signs and physical barriers in place to reinforce correct distancing. Mental Health provisions to support home workers, furloughed workers and			

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
		workers returning to changing workplaces in place as far as reasonably practicable and in line with government guidelines. Central procurement of hand sanitising, cleaning products and materials including personal protective equipment to assist parishes and other premises where sourcing and storing extra supplies is difficult.			

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
Cleaning	High	Cleaning regimes in place (established before opening) in line with government guidelines for premises which are open or partially open. Reopening procedure established to ensure that premises that have been closed or partially operating are clean and ready to restart eg. thorough clean before reopening (with ongoing cleaning following). The church must be cleaned fully at least once a day, using appropriate cleaning products and paying particular attention to touch points (door handles, collection boxes etc). Areas that are likely to be touched frequently (such as door handles) should be cleaned more often2. **If Parish cleaners (responsibility on Parish/ Diocese to safeguard cleaners):** Personal Protective Equipment (PPE) provided by Parish to protect cleaners with increased skin checks and additional supplies of emollient creams provided for cleaning staff where necessary.	Medium	Cleaners provided with information about cleaning requirements, precautions to take and provided with PPE suitable to the level of risk (Safety Toolbox Premises reopening checklists, Briefing sheets, Cleaning plans etc). Consider what "High Touch" items are available for use in Parish premises and remove any considered unnecessary from use eg. excess of literature, lighters for candles (public can use their own), anything that would reduce the need for additional cleaning. Parish must ensure their cleaners are fit for work as per Gov requirements and 'Self-isolating/ Shielding' section above. Cease work and follow guidance if any COVID-related sickness befalls cleaners. Report to Diocesan HS Coordinator ASAP.	COVID- 19 Policy and Risk Assessment Premises reopening checklists (Safety Toolbox template) COVID-19 Staff Return to Work Checklists (Safety Toolbox template) Volunteer Briefing Sheets (Safety Toolbox template and/ or Parish bespoke ver) COVID-19 Cleaning Plans (Safety Toolbox template) Internal communications Notices and signage in premises

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
		If Cleaning Contractor used (responsibility shift to contractor): PPE etc provided by contractor to their own staff and their work must be risk assessed by their company and provided to the Parish to view and retain as evidence of compliance. Hygiene facilities provided to help everyone maintain good hygiene when working at or visiting premises. Measures in place to reduce the risk of virus transmission through contact with shared equipment in line with government guidelines. **If COVID-19 confirmed or strongly suspected in Parish premises:** Deep cleaning by COVID-19 COMPETENT CONTRACTOR of premises affected by confirmed or suspect cases of COVID-19 coordinated with affected premises. Parish to notify Diocese and arrange this type of clean via Property Services.			

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
Building & maintenance work	High	Priority given to urgent and essential work eg. repairs and safety-related work. Premises compulsory compliance inspections and servicing must continue as required eg. Electrical Inspections, Gas-Safe inspections, Fire Alarm servicing etc where safe to do so and where social distancing and good hygiene can be achieved (unless where 'Extremely Clinically Vulnerable' or confirmed COVID case restrict). Contractor due diligence carried out to filter out unprofessional (obtaining contractor risk assessments, method statements and insurance details. Contractor due diligence forms available from Safety Toolbox 'Resources' section). Social distancing, cleaning and hygiene practices incorporated into arrangements for such work in line with government guidelines. Reopening procedure must include visual hazard spotting carried out and to seek to ensure that premises safety critical maintenance is up to date.	Medium	If unsure of how to proceed with building and maintenance works and repair during the COVID-19 crisis seek guidance from the Property Services Department. Safety Toolbox helpful information available to all Parishes via their online Safety Toolbox account 'Resources' section. If sudden unexpected shielding arises, a COVID case is suddenly confirmed or where a situation becomes unsafe with regards COVID prevention measures cease or prevent the work/ inspection and seek guidance from the Property Services Department, do not continue with the activity and hope for the best.	Health and safety policy and guidelines COVID- 19 Policy and Risk Assessment Preconstruction Information Construction phase plans and contractor risk assessments Local parish risk assessments Premises reopening checklist (Safety Toolbox template) Premises Inspection Checklists (Safety Toolbox template) Parish maintenance records Internal communications

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
Food Operations (where applicable)	High	All food operations on parish premises ceased other than use of kitchen for employees under restricted where social distancing can be achieved, and cleanliness maintained. **If a Parish operates a registered food operation they must seek Diocesan approval to restart and…** Food operations undertaken in line with government and Food Standards Agency guidelines.	Low	Registered food operations to advise local authority of reopening and act upon any advice they give. Registered food operations complete Food Standards Agency Reopening Checklist. Revise cleaning and disinfecting regimes to incorporate COVID-19 arrangements to local authority/ Food Standards Agency requirements. Observe social distancing in food preparation and service areas. Signs, notices and physical barriers to be installed as necessary. Staff working in food operations complete Staff Return to Work Checklist before reopening.	COVID- 19 Policy and Risk Assessment Premises reopening checklist (Safety Toolbox template) FSA Reopening Food Businesses during COVID-19 Checklist Cleaning Plans COVID-19 Staff Return to Work Checklists (Safety Toolbox template) Food safety management records e.g. HACCP, Safer Food Better Business for Caterers Maintenance records Internal guides, procedures and communications Notices and signage in premises

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
Parish Office work	Medium	Working from home encouraged wherever possible. The Diocesan stance is "If you can work from home then continue to do so". Close contact between homeworkers and colleagues to avoid isolation, stress and anxiety. 'Open door' policy to encourage communication between workers and line managers. **Where working from home is not possible and return to Parish office necessary:** Additional precautions to minimise transmission of virus during on site office work identified via premises reopening checklists and all reasonable and necessary measures implemented prior to reopening and return to work. Individual staff assessments carried out to identify any additional measures required to protect individual workers. Face to face meetings and long-distance travel/ public transport discouraged.	Low	**If face-to-face meetings cannot be avoided:** Keep records of all attendees for face to face meetings to facilitate contact tracing in the event of a subsequent suspect or confirmed case of COVID-19. Measures in place to reduce the risk of virus transmission through contact with post, deliveries, cash and shared plant and vehicles in line with government guidelines.	Staff Return to Work Checklists (Safety Toolbox template) Premises Reopening Checklists (Safety Toolbox template) Meeting attendance records Notices and signage in premises Internal communications

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
Prayer and worship	High	Activities involving person to person contact suspended in line with government guidelines. Churches and church halls closed in line with government guidelines (March to June). Some churches permitted to open for 'Private Prayer' 15th June 2020 onwards providing safety measures implemented. Preparations for phased reopening of churches developed and amended as per phase requirements. All applicable control measures within this report eg. social distancing, cleaning etc implemented as necessary as phased usage progresses. **In preparation for opening for private prayer and phased opening:** Alcohol hand gel should be provided at the doors, with notices asking people to sanitise their hands as they enter and leave the church.	Low	Prayer and worship practices reviewed in advance of reopening, initially for private prayer, with Parishes implementing premises specific adjustments make to ensure practices/ services are 'COVID secure'. Practices/ services which cannot be made 'COVID secure' suspended. Revised church practices/ services discussed with those involved in delivering to ensure understanding, and to ensure adaptations are workable. Clear information on COVID precautions provided for members of the public in a format which will be readily understandable to the majority of people e.g. signs, notices, barriers with translation into other languages if necessary. Parish to monitor Government, Bishop's Conference, and Diocesan stance on the phases and use of buildings and adjust/ act accordingly, for example this currently removes the use of Parish toilets from public use, amongst other requirements.	COVID- 19 Policy and Risk Assessment Premises Reopening Checklists (Safety Toolbox template) Staff Return to Work Checklists (Safety Toolbox template) Volunteer Briefing Sheets Internal communications (inc. Bishop's Conference Guidance) Signs, notices etc.

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
Third party hirers	High	Hiring of Parish premises to third-party hirers suspended at present. Venues available for hire and which have been closed for a period of time follow reopening process in line with government guidelines. COVID 19 precautions discussed with hirers to ensure activities proceed as safely as possible and all shared facilities kept safe for everyone.		Parishes must check public liability insurance status of commercial hirers. Parishes must carry out staff return to work assessments for all parish personnel involved in cleaning and other services at venues hired to third parties. Clear information on COVID precautions provided for members of the public in a format which will be readily understandable to the majority of people e.g. signs, notices, barriers with translation into other languages if necessary.	COVID- 19 Policy and Risk Assessment Premises Reopening Checklists (Safety Toolbox) Staff Return to Work Checklists (Safety Toolbox) Volunteer Briefing Sheets (Safety Toolbox) Internal communications Signs, notices etc.
Personal Protective Equipment (PPE) (general advice).	High	Continued provision (by Parish) and use of PPE where already worn as a risk control measure when undertaking work activities eg. cleaning. PPE as a risk control measure against COVID-19 specified in line with government guidelines and provided, free of charge.	Low	Review tasks where PPE already used to protect individuals to ensure that additional PPE required as a COVID-19 control (if required) is compatible. Adjust the task and/ or controls as necessary. Provide clear guidelines to Parish workers on the use of PPE and emphasise the importance of wearing where required to eg. do not tolerate staff/ volunteers breaking rules.	COVID-19 Staff Return to Work Checklists (Safety Toolbox) Volunteer Briefing Sheets Internal guides, procedures and communications Gov.uk guidance.

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
Managing workers	High	Staff that can work from home must work from home. Premises closures and home working in place, or furlough. All contacts with colleagues remote or carefully controlled in line with government guidelines. Unnecessary work-related travel avoided and where necessary, precautions taken to keep workers safe in line with government guidelines. Existing sickness and absence policies support clergy, paid and volunteer personnel to behave responsibly if they should be self-isolating, and to help people who need to stay at home to care for sick or dependent family members during the crisis. Discretion applied around the need for employees who are sick with COVID-19 symptoms to provide a medical note recognising this can also relieve pressure on NHS staff who may take longer to provide such documentation in the current circumstances.	Low	Consider how work patterns can be adapted to reduce the number of contacts each worker has with another e.g. stagger work patters or days worked so multiple workers/ volunteers avoid being present at the same time. As churches and other previously closed buildings reopen and travel in connection with work increases, raise awareness of precautions around work-related travel in line with government guidelines. Parishes must consider precautions around home visits and volunteers helping with transport for parishioners when such activities begin again. Update induction procedures to ensure personnel who are working temporarily in premises are familiar with COVID-19 precautions as well as the usual safety critical information. Parish Priest to contact Curial Office If they fall into category that should not be returning to 'work' before such work commences.	COVID- 19 Policy and Risk Assessment COVID-19 Staff Return to Work Checklists Volunteer Briefing Sheets Internal guides, procedures and communications

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
		'Open door' policy to encourage workers to raise concerns and queries. At this time Volunteers considered 'Clinically Vulnerable' eg. over 70 strongly discouraged from returning to volunteer duties.			
Handling money, post and taking deliveries.	Medium	Social distancing, surface cleaning and disinfecting observed for deliveries of post and other goods entering or leaving premises in line with government guidelines. Wash hands before undertaking such activity (or cleanse with hand sanitizer), cleanse again after and also during if activity is lengthy. PPE (gloves) provided for use if preferred by person undertaking the task, however, hand cleansing and hygiene should still take place before and after task/ activity. Avoid touching face, clothing and unnecessary items/ surfaces during activity.	Low	Raise awareness to this aspect of risk particularly in parish environments e.g. volunteers bringing materials or equipment onto premises. If a delivery or money can be stored safely for 72 hours before handling (if non-urgent) then this will further reduce the likelihood of contamination. This may not always be possible, and keeping large amounts of money on the premises could increase risk of theft, so evaluate each situation as necessary.	COVID- 19 Policy and Risk Assessment Internal guides, procedures and communications Notices and signage in premises

Risk factor	Risk Level	Control measures	Revised Risk Level	Additional controls	Evidence/ Action
General Health and Safety issues.	Medium	Where a property has been closed for a long period of time other general safety issues other than COVID-19 could arise, such as turning on water systems for the first time in weeks which could release a build-up of bacteria such and increase the risks from Legionalla (Point 6 of the 'Premises Reopening Checklist'), or using footpaths again which may have become overgrown or developed defects. The Diocesan/ Safety Toolbox 'Premises Reopening Checklist' and 'Premises Inspection Checklist' have been developed to cover common HS issues as well as COVID-related and must be used.	Low	Act upon findings of the 'Premises Reopening Checklist' and 'Premises Inspection Checklist' and act accordingly. Contact Property Services/ the Diocesan Health and Safety Coordinator if advice is needed.	Premises Reopening Checklists & Premises Inspection Checklist (Safety Toolbox)

7. Management of COVID-19 control measures

To be effective, COVID-19 measures must be:

- appropriate to the organisation and prioritised to ensure resources are channelled where they are most needed
- communicated to all relevant people at a level of detail appropriate to their role, in a format they will be able to easily understand
- monitored
- kept under regular review in line with changing circumstances

A policy for COVID-19 has been prepared (see below) and a process for reporting concerns, raising queries and reporting cases of COVID-19, suspected cases or exposures in the course of work-related interactions has been established with communications followed up in a timely manner.

8. COVID-19 Policy

This policy outlines the commitment to securing everyone's health, safety and wellbeing during the current pandemic. The policy is subject to frequent review to remain in step with changes in government guidelines.

COVID-19 is a new virus, which affects our approach to preventing the spread of COVID-19 and the protection of our clergy, paid and volunteer workers and other people e.g. contractors and members of the public, through:

- Clean and hygienic workplaces and church premises
- Regular and thorough handwashing
- Good respiratory hygiene
- Staying at home is you have symptoms of the virus
- Avoiding unnecessary travel
- Social distancing and minimising person to person contacts

The Diocese has carried out a COVID-19 risk assessment, the results of which can be observed in the procedures and other precautions we are putting in place in our administrative offices and asking our clergy to implement in our parishes. We monitor the threat level from COVID-19 and government guidelines and use this to review our risk assessment and precautionary measures to keep everyone as safe as we reasonably can. These measures are communicated throughout the Diocese in a level of detail appropriate to individual roles, in a format that will be easily understood.

We encourage an open-door policy for individuals to raise concerns and discuss ways we can address these appropriately.

Any member of the clergy or employee who is concerned that they may have been exposed to COVID-19 or experience symptoms in the course of their work should report this to the Bishop or their Line Manager (Parish Priest where this is the Line Manager). Parish Priests who become aware of a confirmed or suspect case of COVID-19 which is closely linked to their parish, should report this to **the Diocesan Health and Safety Coordinator or the Property Services Department**. This will enable the correct support to be put in place and where necessary, statutory reporting to be completed.

If you have any queries or concerns about COVID-19 in the Diocese, please contact the **Diocesan Health and Safety Coordinator.**

9. COVID-19 reopening/ return to work process

The reopening of churches is anticipated to be very gradual, limited to a few 'hubs' offering a space for private prayer. Large numbers of visitors are not anticipated. The reopening and return to work at premises other than churches will also be gradual, in line with national and local guidelines. In all cases the following process will be encouraged:

- Wherever possible people should continue to work from home. Where this is not possible, Line Managers should carry out a remote staff return to work interview with individual employees using the staff return to work checklist. Measures considered reasonable and necessary to secure the health and safety of the employee should be agreed with the individuals concerned BEFORE returning to work. These measures should be kept under review to keep in step with national or local guidelines.
- Line managers/ Parish Priests should ensure that a similar process is followed for volunteer workers wishing to return to on site working to ensure they are aware of the risks and the precautions they need to follow to keep themselves and others safe. Briefing sheets covering key volunteer activities will be available to avoid the need to complete staff return to work checklists for all volunteers.
- Premises which have been closed for a period of time should not reopen until they have been assessed by the person responsible for that premises (the Responsible Person) e.g. the Parish Priest. A Premises Reopening Checklist must be completed by the Responsible Person. This will be reviewed centrally and premises should only reopen once approval has been confirmed by **the Chief Operating Officer (COO) and the Diocesan Health and Safety Coordinator**.

The checklists and other resources for COVID-19 will be available via an online platform (SafetyToolbox Online and Diocesan online sharing). Completed checklists and follow up tasks must be recorded and monitored through online platforms and other Diocesan systems. User accounts to access the resources will be issued by the **Diocesan Health and Safety Coordinator** as necessary.