

**ST. MICHAEL & ALL ANGELS CHURCH,
Colehill Lane, Colehill, Wimborne, Dorset. BH21 7AB**

RISK ASSESSMENT FORM

BAPTISMS (COVID SAFE MEASURES)

Area Assessed: **CHURCH & GROUNDS**

Assessment undertaken by: Suzanne Pattle Date: MARCH 2021

Review date (IF RESTRICTIONS NOT EASED/REINTRODUCED) October 2021

Under Additional Controls you should note the measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Area	Hazards / Risks	Existing Controls	Likelihood L	Severity S	Risk Rating L x S	Additional Controls	Date Completed
COVID-SAFE PROTOCOLS - GENERAL							
<p>Risk of infection from Covid-19 Attendance limited to parents and child(ren), godparents, grandparents ONLY Church staff in attendance: minister, Churchwarden(s) and member of livestream team (if required)</p>	<p>Ventilation Windows and doors opened prior to BAPTISM to ensure proper ventilation throughout (Reminder to all that warm clothing may be required if weather is cool)</p> <p>Social Distancing 2m social distancing notices on display and floor markings both in the church and outside. One-way system not in place owing to accessibility/safety issues(vestry door only other access point, with steps). Baptism family to supply Vicar with a guest list identifying households/bubbles for seating to be arranged prior to the baptism service. Those attending the baptism encouraged to come and sit in their places as soon as they arrive to avoid gathering in groups outside (strict adherence to households/bubbles)</p> <p>Hand Sanitiser Hand Sanitiser to be used on entry to/exit from the building (dispensers available in porch and inside)</p> <p>Face coverings – must be worn by all attending the service apart from the minister and the bride and groom – THIS IS A LEGAL REQUIREMENT unless a valid exemption can be demonstrated. Signage at the entrance</p> <p>Hygiene Measures Notice displayed – if displaying Covid-like symptoms do not enter building. Tissues and lidded bin (Catch it, kill it, bin it poster) available at the entrance.</p> <p>Cleaning All surfaces, touchpoints, chairs to be sanitised before and after the wedding takes place in line with the Church’s General Covid risk assessment (especially if not possible to have a 72- hour window before church is in use again).</p> <p>Track and trace In operation for all entering the church building. QR code on display. Baptism family instructed that forms have to be filled in by each household attending</p>	<p>Ongoing compliance measures. Actioned and Checked on day of the Baptism by CWs and Vicar</p>					

	<p>Toilet facilities: The disabled toilet in the Church Centre is available if required. Door propped open when not in use to limit touch points. Handwashing signs on display. Hand Sanitiser must be used on entry to the church centre; also available outside toilet area.</p>	
COVID SAFE PROTOCOLS – IN RELATION TO THE SERVICE ITSELF		
1. Meeting with the family and Preparation for Baptism	Clergy to ensure that safe interaction with the family is done as safely as possible – via Zoom or similar and avoiding face to face contact unless absolutely necessary. If this is the case, adhere strictly to social distancing and government guidance on working in other people’s homes and limitation of numbers.	
2. Gathering at the font	Only clergy and parents/child to gather at the font, with godparents maintaining social distance. Portable font to be used at front of church to facilitate this. Face covering to be worn by clergy at this point owing to close proximity required by the act of baptism itself.	
3. The rite of baptism – clergy to sanitise hands at frequent intervals during the service	<ul style="list-style-type: none"> • Signing with the cross in oil – to be done without physical touch – administered using a cotton bud to be immediately disposed of in lidded bin following the service • Prayer over the water – no touching of the water • Use shell for the pouring of the water over the candidate – if an infant, parents to hold the child throughout the baptism • Giving of a lighted candle – clergy to sanitise hands before presenting the candle • No sprinkling of baptismal water or signing with the cross using the water during or after the baptism 	
4. Singing/Music	Recorded music only; no singing is permitted.	

GENERAL RISK ASSESSMENT: CHURCH BUILDING (First Aid kit and Accident log both available in church)

Entrance	Risk of tripping over step into church building.	Care exercised in entering building – aided by social distancing measures avoiding crowding. Existence of step pointed out by welcomer at the door	1	1	1		
	If disabled access ramp is required risks associated with movement/placing	Two people needed to install ramp and remove after use.	1	2	2		
Nave (= MAIN BODY OF CHURCH WHERE ACTIVITY IS LOCATED)	Risk of falling at step up from nave into chancel. No access for wheelchairs.	Reminder given to Bride and Groom and those signing registers of step	1	1	1		
	Risk of being trapped in church as only one main exit is available.	Vestry doors to church to be open and key to be placed internally in external vestry door when church is in use.	1	3	3		
CHANCEL/SANCTUARY	Risk of falling on tight steps around the altar.	NO ACCESS TO THIS AREA	1	1	1		
VESTRY	No significant risks Access to be maintained (emergency exit-)	No unauthorized access –	1	1	1		

Likelihood rating: 1 = Low (Seldom), 2 = Medium (Frequently), 3 = High (Certain or near certain)

Severity Rating: 1 = Low (Minor cuts and bruises), 2 = Medium (Serious injury – off 3 days), 3 = High (Fatality or a number of persons seriously injured).

Risk Rating = Likelihood x Severity

1 or 2 = Low Priority, 3 or 4 = Medium Priority, 6 to 9 = High Priority

form based on Ecclesiastical Insurance