



Coronavirus Risk Assessment for MASS in Churches

Location/Dept: Polish Catholic Church of Our Lady of Czestochowa, 2 Sherwood Rise, Nottingham NG7 6JN			Date Assessed: 04/07/2020			Assessed by: Michal Bujak, Krzysztof Kawczynski (The Parish Priest), Janusz Sroka (The Priest)						
Task/Activity: Church services during coronavirus			Assessment review date: 17/01/2022			Reference Number: RA005						
			Risk rating before implementing control measures						Risk rating taking into the consideration implemented control measures			
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Church activities – Mass preparation	Contact with persons suffering from coronavirus (COVID19) or who may have been exposed to coronavirus (COVID19)	Priest, Clergy, Persons, Volunteers/ Stewards, any other person(s) responsible for mass preparation	5	5	25	<ul style="list-style-type: none"> All members of staff instructed to follow government guidance on self-isolating and adhere to advice given. The parish's '(COVID-19) Church services – how to keep safe' guidance released for Church and presented to the Parish Community via parish's website and with information in social media (i.e. Facebook) about its availability. Where eligible, Priests are strongly recommended to take part in the government's testing programme for COVID-19. If the test results reveal that the individual has contracted COVID-19, action will be taken as recommended and a decision will be made on when they can return to work. Priests encouraged to download NHS COVID-19 app on personal phones and follow instructions received. 			1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>



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Church activities – Mass preparation		Priest, Clergy, Persons, Volunteers/Stewards, any other person(s) responsible for mass preparation				<ul style="list-style-type: none"> • <i>'Staying COVID-19 Secure in 2020'</i> displayed at entrance. • NHS Covid 19 Test and Trace QR Code displayed • <i>'Church's COVID-19 Cleaning Policy'</i> in place. All persons responsible for cleaning briefed on cleaning policy (signature required) • Once symptomatic, all surfaces that the person has come into contact with must be cleaned in line with <i>'Church's COVID-19 Cleaning Policy'</i> • Opening Checklist in place each day the site is open. • One way system and social distancing control measures implemented in line with the Government guidance and recommendations. All included and explained in parish's <i>'(COVID-19) Church services Risk Assessment Control Measures'</i> guide • PPE (Personal Protective Equipment) provided for Volunteers/Stewards and any other person(s) responsible for mass preparation. • Social distancing signs displayed in Church in various locations • Direction arrows/one way system implemented in Church where possible • Risk Assessment <i>'Setting up for Mass'</i> in place • <i>'Opening churches for the celebration of Mass'</i> Guidelines of the Diocese of Nottingham 					
						<ul style="list-style-type: none"> ● General Church cleaning policy/process in place. ● Increased frequency of cleaning shared surfaces such as benches, handles, confessional, etc. (i.e. between masses, etc.) 					1
			5	5	25						



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	Contamination of surfaces by COVID-19					<ul style="list-style-type: none"> ● Restricted access to the areas not allowed for individual prayers/worshippers (i.e. toilets, sacristy, etc.). If the sacristy or toilets must be used by worshippers i.e. in emergency situation, the cleaning must be carried out immediately following 'Church's COVID-19 Cleaning Policy' ● Additional hand washing and/or hand sanitiser at the entrance ● Personal Protective Equipment, such as disposable gloves worn by person(s) preparing for mass ● 'Church's COVID-19 Cleaning Policy' in place. All persons responsible for cleaning briefed on cleaning policy (signature required) ● Once symptomatic, all surfaces that the person has come into contact with must be cleaned in line with 'Church's COVID-19 Cleaning Policy' ● Risk Assessment 'Setting up for Mass' (RA002) in place ● Risk Assessment 'Cleaning Church' (RA003) in place ● 'Opening churches for the celebration of Mass' Guidelines of the Diocese of Nottingham 				government guidance is released or there are a significant changes to the level of risk
	Spread of COVID-19 caused by cross contamination who may have been exposed to coronavirus (COVID19)		5	5	25	<ul style="list-style-type: none"> ● All nonessential items removed ● Bulletins/leaflets/newsletters and songbooks removed from Church ● Bulleting/newsletters only available on Parish's website and via social media (incl. Facebook) ● Notices to remind people/worshippers (incl. volunteers/stewards and persons responsible for preparation) not to touch or kiss any items in Church. 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>



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						<ul style="list-style-type: none"> ● Any forms are given individually to the prayers, with maintaining social distancing rules, to avoid cross contamination ● Hand sanitiser available in Church ● Face shields for Volunteers/Stewards ● Print out a single use sheet for readers or (if impossible) sanitise hands before and after using shared book ● Risk Assessment 'Setting up for Mass' (RA002) in place ● Risk Assessment 'Cleaning Church' (RA003) in place ● 'Church's COVID-19 Cleaning Policy' in place. All persons responsible for cleaning briefed on cleaning policy (signature required) ● Restricted access to the areas not allowed for individual prayers/worshippers (i.e. toilets, sacristy, etc.). If the sacristy or toilets must be used by worshippers i.e. in emergency situation, the cleaning must be carried out immediately following 'Church's COVID-19 Cleaning Policy' ● Increased frequency of cleaning shared surfaces such as benches, handles, confessional, etc. (i.e. between masses, etc.) 				
	Uncontrolled entry into the church by persons not exercising social distancing and good hygiene.		2	5	10	<ul style="list-style-type: none"> ● The parish's '(COVID-19) Church services – how to keep safe' guidance released for Church and presented to the Parish Community via parish's website and with information in social media (i.e. Facebook) about its availability. ● The church only open for limited times and for the church's services ● The church is not open for individual prayers (only for the church's services) 	1	5	5	The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk



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						<ul style="list-style-type: none"> Prominent signage displayed at the entrance to the church setting out the rules and restrictions imposed in order to prevent the spread of COVID19. Stewards monitoring entrance and the number of the worshippers being allowed to enter during each church service 				
Church activities – Mass in Church (incl. funeral, baptism, wedding)	Contact with persons suffering from coronavirus (COVID19) or who may have been exposed to coronavirus (COVID19)	All	5	5	25	<ul style="list-style-type: none"> Where eligible, Priests are strongly recommended to take part in the government’s testing programme for COVID-19. If the test results reveal that the individual has contracted COVID-19, action will be taken as recommended and a decision will be made on when they can return to work. Priests encouraged to download NHS COVID-19 app on personal phones and follow instructions received. NHS Covid 19 Test and Trace app QR Code displayed in Church. The parish’s <i>‘COVID-19 Church services – how to keep safe’</i> guidance released for Church and presented to the Parish Community via parish’s website and with information in social media (i.e. Facebook) about its availability. <i>‘Staying COVID-19 Secure in 2020’</i> displayed at entrance. <i>‘Church’s COVID-19 Cleaning Policy’</i> in place. All persons responsible for cleaning briefed on cleaning policy (signature required) Once symptomatic, all surfaces that the person has come into contact with must be cleaned in line with <i>‘Church’s COVID-19 Cleaning Policy’</i> Opening Checklist in place each day the site is open. 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>



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					<ul style="list-style-type: none">• One way system and social distancing control measures implemented in line with the Government guidance and recommendations. All included and explained in parish's '(COVID-19) Church services – how to keep safe' parish's guidance• PPE (Personal Protective Equipment) provided for Stewards assisting before and after (i.e. confession), and during the Mass celebration. PPE provided in line with parish's '(COVID-19) Church services – how to keep safe' parish's guidance• Social distancing signs displayed in Church in various locations• Direction arrows/one way system implemented in Church where possible in line with '(COVID-19) Church services – how to keep safe' parish's guidance• Hand sanitiser available in Church• All allowed sitting areas adequately marked in line with '(COVID-19) Church services – how to keep safe' guidance• Sign how to sanitise hands displayed at the entrance(s), next to the sanitiser station• 'Coronavirus COVID-19 Help prevent to spread' sign displayed at the entrance(s)• All Holy Water removed from Stoops• Face covering used by worshippers during presence in Church• Face covering used by priests during distribution of holy communion or where the social distancing is of 2m from prayers is not possible (excl. confessional area, where the screen is mounted and regular cleaning takes place)			
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						<ul style="list-style-type: none"> • Face covering sign at the entrance • Blessed candles lighted by the member of the family i.e. during the Baptism, Eucharist (Holy Communion) sacraments celebration, to reduce the likelihood of the cross contamination • Marriage, funeral, significant life cycle events - legal requirements followed in line with the government guidelines 				
	Contamination of surfaces by COVID-19		5	5	25	<ul style="list-style-type: none"> • General Church cleaning policy/process in place. • Increased frequency of cleaning shared surfaces such as benches, handles, confessional, etc. (i.e. between masses, etc.) • Restricted access to the areas not allowed for individual prayers/worshippers (i.e. toilets, sacristy, etc.). If the sacristy or toilets must be used by worshippers i.e. in emergency situation, the cleaning must be carried out immediately following 'Church's COVID-19 Cleaning Policy' • Additional hand washing and/or hand sanitiser at the entrance • Personal Protective Equipment, such as face shields/masks in use by Stewards. Disposable gloves advised to be worn during stewarding • Ensure adequate cleaning has taken place. • 'Church's COVID-19 Cleaning Policy' in place. All persons responsible for cleaning briefed on cleaning policy (signature required) • Once symptomatic, all surfaces that the person has come into contact with must be cleaned in line with 'Church's COVID-19 Cleaning Policy' • Risk Assessment 'Setting up for Mass' (RA002) in place 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>



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						<ul style="list-style-type: none"> Risk Assessment 'Cleaning Church' (RA003) in place 'Guidance for the Celebration of Mass' issued by the Bishops' Conference of England and Wales 				
	Spread of COVID-19 caused by cross contamination		5	5	25	<ul style="list-style-type: none"> 'Coronavirus COVID-19 Help prevent to spread' sign displayed at the entrance(s) Sign how to sanitise hands displayed at the entrance(s), next to the sanitiser station All nonessential items removed Bulletins/leaflets/newsletters and songbooks removed from Church Bulleting/newsletters only available on Parish's website and via social media (incl. Facebook) Notices to remind people/worshippers (incl. volunteers/stewards and persons responsible for preparation) not to touch or kiss any items in Church Any forms are given individually to the prayers, with maintaining social distancing rules, to avoid cross contamination Hand sanitiser available in Church Face shields for Volunteers/Stewards Risk Assessment 'Setting up for Mass' (RA002) in place Risk Assessment 'Cleaning Church' (RA003) in place 'Church's COVID-19 Cleaning Policy' in place. All persons responsible for cleaning briefed on cleaning policy (signature required) Restricted access to the areas not allowed for individual prayers/worshippers (i.e. toilets, 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>



Diocese of Nottingham

						<p>sacristy, etc.) to reduce the likelihood of cross contamination. If the sacristy or toilets must be used by worshippers i.e. in emergency situation, the cleaning must be carried out immediately following 'Church's COVID-19 Cleaning Policy'</p> <ul style="list-style-type: none"> Increased frequency of cleaning shared surfaces such as benches, handles, confessional, etc. (i.e. between masses, etc.) Check lists to be signed after cleaning and kept in parish office. Collection plates/ baskets will not be passed round during services Collection basket left at the back of the Church 				
	Contracting and spreading of infection		5	5	25	<ul style="list-style-type: none"> The parish's '(COVID-19) Church services – how to keep safe' guidance released for Church and presented to the Parish Community via parish's website and with information in social media (i.e. Facebook) about its availability. 'Coronavirus COVID-19 Help prevent to spread' sign displayed at the entrance(s) NHS Covid 19 Test and Trace app QR Code displayed in Church 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>
	Contracting and spreading of infection – enclosed area		5	5	25	<ul style="list-style-type: none"> Limit numbers admitted, advertise this to parishioners and display signs with Maximum numbers at the entrance. Diocesan Guidance followed at all times. Booking system in place to manage numbers and advertised to parish (in line with the current GDPR legislation) The parish's '(COVID-19) Church services – how to keep safe' parish's guidance released for Church and presented to the Parish Community via parish's website and social media (i.e. Facebook). 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>



Diocese of Nottingham

						<ul style="list-style-type: none"> • Sign how to sanitise hands displayed at the entrance(s), next to the sanitiser station • 'Coronavirus COVID-19 Help prevent to spread' sign displayed at the entrance(s) • List of stewards maintained, updated for changes, and managed in line with the current GDPR legislation • Name and contact details of all present to be recorded and retained in the parish office for 21 days. The data must be managed in line with the current GDPR legislation • Windows opened to improve air circulation during Church services or (especially during the cold weather) doors and/or windows open between the services • NHS Covid 19 Test and Trace app QR Code displayed in Church 				
	Uncontrolled entry into the church by persons not exercising social distancing and good hygiene.		3	5	15	<ul style="list-style-type: none"> • The parish's '(COVID-19) Church services – how to keep safe' guidance released for Church and presented to the Parish Community via parish's website and with information in social media (i.e. Facebook) about its availability. • The church only open for limited times • Prominent signage displayed at the entrance to the church setting out the rules and restrictions imposed in order to prevent the spread of COVID19. • Stewards present at the entrance 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>
Church activities -	Disposal of waste that may be contaminated by a coronavirus	All	5	5	25	<ul style="list-style-type: none"> • All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest</p>



Diocese of Nottingham

Cleaning Church	sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc.					<p>normal infection prevention control policies and procedures.</p> <ul style="list-style-type: none"> • Church's 'COVID-19 Cleaning Policy' in place. All persons responsible for cleaning briefed on cleaning policy (signature required) • PPE (Personal Protective Equipment) provided for all persons responsible for cleaning in line with the Church's 'COVID-19 Cleaning Policy' • Cleaning check list to be completed following each clean • If Volunteers or employees do not feel safe doing this, they must speak to the Parish Priest or Catherine Scholes in the Diocesan Property office and not proceed. 				government guidance is released or there are a significant changes to the level of risk
Church activities – Stewarding Mass	Volunteering during Covid-19 – unknown health of visitors leading to contamination risk		4	5	20	<ul style="list-style-type: none"> • Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn. • Risk Assessment 'Stewarding at Mass' (RA004) in place. All Stewards to familiarise themselves with the RA • The parish's '(COVID-19) Church services – how to keep safe' guidance released for Church and presented to the Parish Community via parish's website and with information in social media (i.e. Facebook) about its availability. • Risk Assessment 'Cleaning Church' (RA003) in place. All persons responsible for cleaning to familiarise themselves with the RA • Church's COVID-19 Cleaning Policy' in place. All persons responsible for cleaning briefed on cleaning policy (signature required) • Personal Protective Equipment, such as face shields/masks in use by Stewards. Disposable gloves advised to be worn during stewarding • Hand sanitiser available in Church 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>



Diocese of Nottingham

						<ul style="list-style-type: none"> Stewards roles and responsibilities PPE (Personal Protective Equipment), such as disposable gloves and aprons (as a minimum), in use by the person(s) responsible for cleaning Steward registration form managed in line with the current GDPR legislation Diocesan Guidance to be followed. Stewards should not be in the Clinically Extremely Vulnerable category. They need to be informed of all expectations and procedures and sign to say the information has been provided. 				
Church activities	Contact with visitors/ contractors to site	All	2	5	10	<ul style="list-style-type: none"> All contractors expected to comply to current regulations and not be in the church during public opening times Contractors always instructed to keep two metres away from all other persons. Contractors provided with handwashing facilities. Contractors supervised at all times. All contractors responsible to comply with COVID-19 regulations All contractors must have their own adequate PPE NHS Covid 19 Test and Trace app QR Code displayed in Church. Visitors/contractors advised to use it 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>
Church Activities	Fire – unfamiliarity of venue	All	3	5	15	<ul style="list-style-type: none"> Fire exits adequately marked 	2	5	10	<p>Stewards need to sign to say advice & information has been provided.</p> <p>Fire Risk Assessment required</p>



Diocese of Nottingham

									<p>All volunteers/stewards to familiarise themselves with Fire RA</p> <p>Record sheet to be kept in Parish office in line with the current GDPR legislation</p>	
Church Activities	Accident – unfamiliarity of venue	All	2	5	10	<p>Ensure all stewards who are volunteering are briefed about the potential accident/safety incident support which could be required when any person suffer an accident or other type of safety incident. Theirs role is however limited to support in i.e. making sure the entrance to the church is not blocked and there is no crowd around. It is not expected the volunteers to give a first aid if no relevant training/qualifications are possessed. The ambulance service will be called to the scene of accident if required</p>	1	5	5	<p>First aid training should be considered for volunteers/stewards supporting during church services</p>
Church activities	Venue safety – not used for over 2 months	All	2	5	10	<p>Building check list completed, checks done, and a copy to be submitted to the Curia office.</p> <p>All regular checks to resume and records kept in parish.</p>	1	5	5	<p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>
Church Activities	Congestion in the car park/ site entrance leading to people coming within 2 metres of each other	All	4	5	15	<ul style="list-style-type: none"> The parish's '(COVID-19) Church services – how to keep safe' guidance released for Church and presented to the Parish Community via parish's website and with information in social media (i.e. Facebook) about its availability. Booking system in place for attending Church services Limit of people allowed to visit church at the same time during church services The church only open for limited times 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk</p>
Church Activities	People with physical impairments attending the	People with physical impairments	3	5	15	<ul style="list-style-type: none"> The parish's '(COVID-19) Church services – how to keep safe' guidance released for Church and presented to the Parish Community via parish's 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p>



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	church and needing help	Carers Volunteers				<ul style="list-style-type: none"> website and with information in social media (i.e. Facebook) about its availability. Steward RA Stewards wearing PPE during Church services 				The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk
Church Services	People socialising within the church and not following guidance.	All	3	5	15	<ul style="list-style-type: none"> All seats in church are marked to indicate where to sit. The direction arrows in place Social distance marking in place All arrivals to the Church reminded/advised by Stewards how to follow the rules in Church during the Church services During communion the support will be given by Stewards (Sunday mass) Face covering during church's services Limit people allowed to visit during Church services 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk.</p>
Church Services	Votive Candles and collections, cross contamination	All	4	5	25	<ul style="list-style-type: none"> Votive candles not in use Collection plates/ baskets will not be passed round during services. The parish's '(COVID-19) Church services – how to keep safe' guidance released for Church and presented to the Parish Community via parish's website and with information in social media (i.e. Facebook) about its availability. 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk.</p>
Singing, raised voices, Music, "blown" instruments	Spread of coronavirus in projected voices	All	4	5	20	<ul style="list-style-type: none"> Singing and blown instruments are NOT allowed at this time during our services. Organs in use, where the access is limited only to the player. Organs sanitised on a daily basis Recorded music not played in Church 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk.</p>



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Queuing, reopening	Increased Security Risk	All	2	5	10	<ul style="list-style-type: none"> The parish's '(COVID-19) Church services – how to keep safe' guidance released for Church and presented to the Parish Community via parish's website and with information in social media (i.e. Facebook) about its availability. 	1	5	5	<p>The residual risk from this Hazard cannot be totally eliminated</p> <p>The risk assessment and required control measures, to mitigate the level of risk, will be revised and updated when the latest government guidance is released or there are a significant changes to the level of risk.</p>
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Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost church)
4. High (major injury / damage, lost time church interruption, disablement)
5. Very High (fatality / church closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
						SEVERITY (CONSEQUENCE)

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



Review Record

Date of Review	Confirmed by	Comments
01/07/2020	C Scholes	Initial Draft V1 compiled for parish to review, amend and complete remaining areas.
16/07/2020	M Bujak	The completed RA documented with modifications (services not provided and/or hazards not observed to be foreseeable were removed from the original template)
08/08/2020	M Bujak	RA reviewed, including requirements related to the face covering
13/10/2020	M Bujak	RA reviewed, additional control measures implemented, such as NHS Covid19 Track and Trace app QR Code made available
13/12/2020	M Bujak	RA reviewed, additional control measures implemented, such as sanitising organs after being used by player.
05/01/2021	M Bujak	RA reviewed following new government announcement about national lockdown.
17/01/2021	M. Bujak	Update name of the parish's Covid19 guidance. Assessment review date added.

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date



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