

Covid-19 Risk Assessment and Guidance for Public Services Parish of the Kazan Icon of the Mother of God, Cardiff

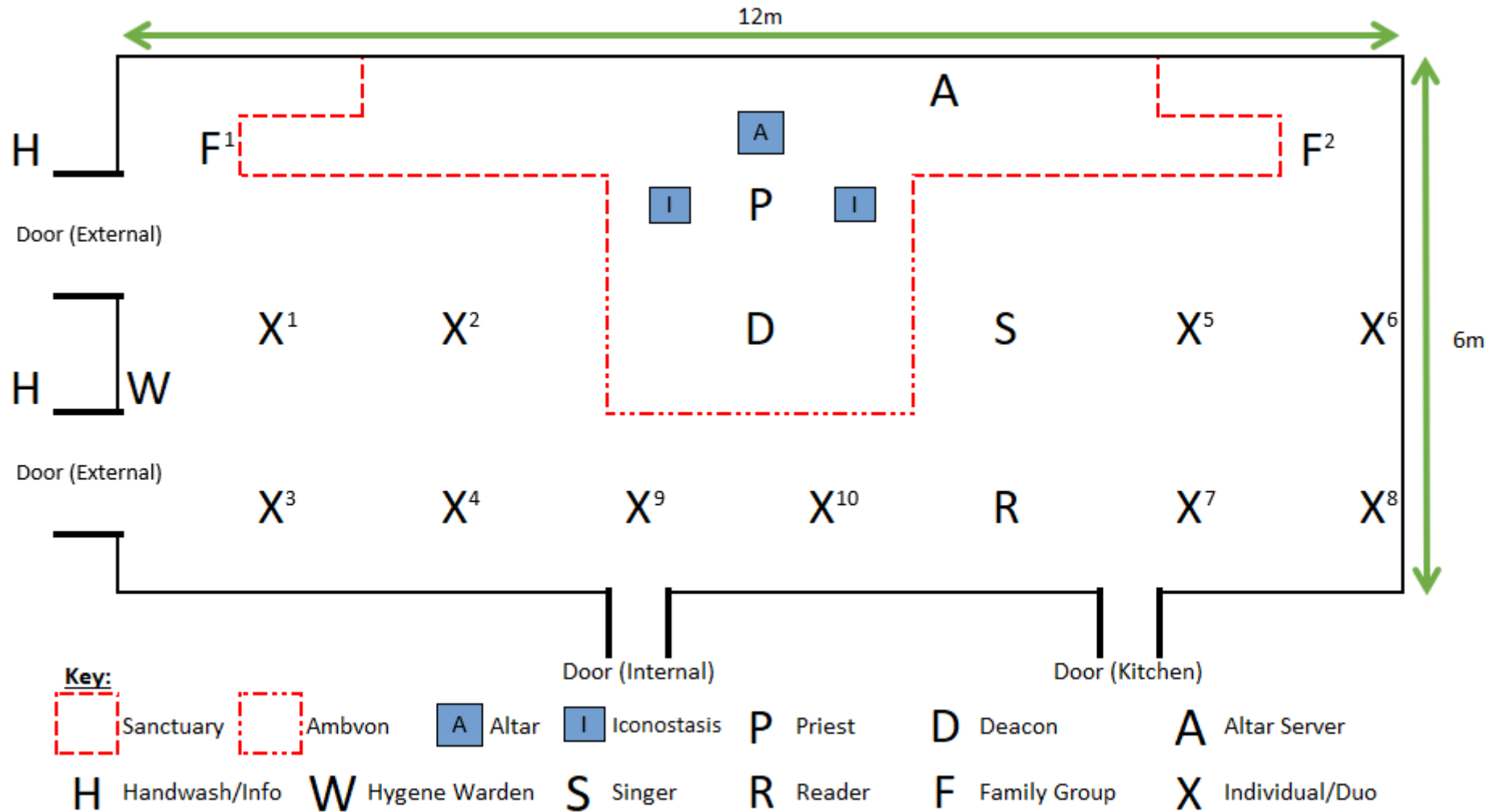
Document No	002	Review Date	13/09/2020	Reason	Revision of laws/legislation on face coverings and social gathering in force from 14/09/2020
Risk Assessors	Hieromonk Mark, Deacon Mark Fisher, Mikhail Bulashov	Next Review	This COVID-19 Risk Assessment will be reviewed each time new Government guidelines based on proven scientific research is issued.		
Contact Names	Deacon Mark Fisher Hieromonk Mark	Contact Numbers	07790 031375 07593 239947	Contact Emails	rmfisher@ntlworld.com otetzmark@hotmail.com
Risk Statement	<p>The Russian Orthodox Church Outside of Russia (ROCOR), Parish: Kazan Icon of the Mother of God, Cardiff is a voluntary organization. All people who come to the services do this voluntarily and at their own choice and risk. As grown up and capable members of society, they make their own risk assessments every day, such as e.g. driving a car, which is by far a much more hazardous activity. Also, being members of the society, they are already informed by the Mass Media about COVID-19 and associated risks and come to the Church because this is what they choose to do. However, we are not leaving this to chance and there is a process in place when those who wish to attend the service, participate in confession or receive Holy Communion, do this strictly through the Clergy – all visits are allowed on a pre-booking basis only, this also allows the clergy team to give the parishioners personalized instructions, such as – take additional precautions if you belong to a vulnerable group, such as old age, chronic diseases (heart condition, kidney problems, lung problems etc.) and to remind of COVID -19 social distancing requirements. Parents/guardians of children under 16 years of age need to review, understand and accept the risks on behalf of their children if they are to attend public services.</p>				
Principal Hazard	Principal Hazard: In this Risk Assessment is the potential likelihood of contracting COVID-19 by attending and participating in a Church service.				
Persons at Risk	Parish clergy, members of congregation, other members of public, Newman Hall residents				
Main Legal Requirements	Common Law Duty of Care				
Additional Sources of Information	<p>1. UK and Welsh Government guidelines: https://gov.wales/taking-all-reasonable-measures-minimise-risk-exposure-coronavirus-workplaces-and-premises-open https://gov.wales/workplace-guidance-employers-and-employees-covid19 https://gov.wales/test-trace-protect-guidance-employers https://gov.wales/providing-safer-toilets-public-use-coronavirus https://gov.wales/coronavirus-legislation-and-guidance-law https://gov.wales/face-coverings-guidance-public</p> <p>2. HSE Guidelines on COVID-19: https://www.hse.gov.uk/coronavirus/working-safely/index.htm</p> <p>It is recognized that in this fluid environment other sources of information can appear promptly and those will be taken into consideration immediately.</p>				

Significant Risks	Contracting Covid-19
Consequences	Sickness of varying severity with potential of a fatal outcome, similar to that of the flu virus
Existing Control Measures	Staggered visiting of the church, one family at a time, social distancing (detailed below).
Residual Risks (ie after control measures in place)	As with any other biological material, there is always a residual risk of getting ill as there can be asymptomatic cases, however the measures taken reduce this possibility to a minimum, LOWER than that of the common flu as in that case no measures are taken and society continues functioning as normal.
Senior and Vulnerable Persons	As based on this Risk Assessment and information provided by the referenced sources, though the likelihood for the Senior and Vulnerable People is low, the outcome can still be fatal, no matter what measures are in place. They will be recommended to refrain from visiting unless the HSE and Government advice change/new scientific evidence reveals it is safe to do so. However, as this is a voluntary organization, it is the responsibility of the individual to identify if he/she considers themselves vulnerable or not. It should also be taken into consideration, that people may have a different scale of values and priorities, and may consider a visit to Church as a crucial and indispensable part of their life, for example more important than a visit to a supermarket.

What are the hazards	Who might be harmed	What are you already doing to control the risks	What further action do you need to take to control the risks	Who needs to carry out the action	When is the action needed by	Complete
Infection by touching Surfaces (Refectory and kitchen)	Clergy, stewards, worshipers, residents	Refectory and doors cleaned thoroughly. All surfaces wiped with bleach based cleaning products. Hand sanitisers supplied for all to use on entry/exit.	Register of all those who attend the service with full name, address, contact details to support the Government Track and trace programme. Regular cleaning of all surfaces after each service.	Clergy stewards, worshipers must cooperate with Government advice. Clergy and stewards to encourage personal hygiene. Cleaning volunteers to ensure thorough cleaning of surfaces.	02/08/2020	Y
Infection by touching surfaces (Shared Toilet)	Clergy, stewards, worshipers, residents	Toilet surfaces and doors cleaned thoroughly. All surfaces wiped with bleach based cleaning products.	Regular cleaning of all surfaces after each service.	Each person using the toilet is required to wipe all surfaces and door handles used with bleach based cleaning products.	02/08/2020	Y

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Infection by touching surfaces (Commemoration slips)	Clergy, stewards, worshipers	Sheets made easily accessible placed on open plate. Pens supplied and wiped after each use.	Parishioners should preferably bring lists or text/email lists to clergy for commemorations.	Each worshiper or hygiene warden and to wipe down pen before/after each use.	02/08/2020	Y
Infection by insufficient distancing	Clergy, stewards, worshipers	Clergy and stewards to encourage social distancing and limit numbers using a pre-booking system. Additional space available outside if weather is favourable.	Notices concerning Social Distancing placed in entry to refectory. Doors kept open to increase ventilation.	Clergy and stewards to encourage social distancing. Each parishioner to take responsibility for social distancing.	Every Service	Y
Infection by Infected person attending a service	Clergy, stewards, worshipers	Clergy, stewards, worshipers to follow all Government advice concerning self-isolation and cooperate fully with Government Track and Trace programme.	Register of all those who visit each service with full name, address, contact details to support Government Track and Trace programme.	Clergy, stewards, worshipers must cooperate with Government advice. All entering the church must believe themselves to be free of symptoms of COVID-19.	02/08/2020 and Every Service	Y
Risk of Ignition/Burns excess alcohol gel and exposed flames from candles or lighters	Clergy, stewards, worshipers	Advise all users via word of mouth and signage of the sanitising hand gel and the need to fully rub it into the hands so no excess remains	Reinforce knowledge with continued notification Fire extinguishers are in place	Clergy, stewards, worshipers	02/08/2020	Y
Worshiper aged 11+ attends without a suitable face covering	Clergy, stewards, worshipers	Advise all worshipers via word of mouth, email and signage	Single use face masks will be provided for all worshipers who do not have a reasonable excuse for not wearing one	Clergy, stewards, worshipers	14/09/2020	Y

Newman Hall Refectory – Floorplan



F1, X1, X3 - Prioritise those with small children so that the external doors can be used for toilet and outside timeouts

Guidance for Public Services

The Liturgical Space	Although public worship is now possible with social distancing measures in place, we have yet to return to the celebration of public liturgies in the University Church as it remains closed until further notice due to it being part of a residential care home. Liturgies have been celebrated in the Little Oratory, but it is not possible to celebrate public services there, due to its diminutive size. We have permission to use the Newman Hall refectory to perform services where the number of people exceeds safe capacity of the Oratory chapel. Therefore, the Vespers service on a Saturday evening and Divine Liturgy will be celebrated in the Newman Hall refectory. The above risk assessment has been based on this and will be reviewed if another space becomes available. Please refer to the floorplan above for information.
Iconostasis/Icons for Veneration	The 2 icons at the front of the altar (marked as I on the floorplan above) represent the iconostasis and should not be venerated by the faithful. Icons on an iconostasis are only to be venerated by the clergy. Icons will be placed at the entrance to the refectory and a dedicated hygiene warden will ensure that after each individual/family group has venerated the icon it will be cleaned with an Anti-bacterial wipe before it is venerated by the next individual/family group.
Altar/Ambvon	Please refer to the floorplan above to identify the Liturgical areas (marked in red) which should be kept clear so as to allow the clergy to celebrate the services. We are not in a dedicated liturgical space so it is easy to forget where we are in the 'church'. Nobody apart from the clergy and those blessed to serve should be in the altar, additionally the only time the faithful should be in the area reserved for the ambvon is to receive Holy Communion.
Capacity	We have created a capacity for 12 socially distanced areas, these can be made up of individuals or couples and 2 areas for larger family groups. The exact number of people at each service will depend on the makeup of each 'group'. All worshipers must 'pre book' a space in advance of the service so that the clergy team can ensure that the areas do not become overloaded and safe distancing is maintained. Priority will be given to those who wish to confess and if blessed receive Holy Communion that week. If the weather allows additional worshipers may be present outside at 2m intervals made up of the individuals which are on the 'overflow list' due to capacity being reached in the refectory. If there is no space available on a specific week please do not get upset as the clergy team will ensure you get scheduled as a priority onto a future date.
Pre-booking	Please do not just turn up - all public services until further notice will need to be booked in advance, this allows the clergy team to ensure we do not exceed the safe distancing regulations. Additionally by doing this you agree that your information will be securely held on a register for 21 days to ensure the government track and trace system can be supported should we be informed of anyone experiencing symptoms, after this time the paper register will be destroyed.
Face coverings (Masks)	The legal position on wearing face coverings in a public indoor space in Wales has changed (14/09/2020) - <i>Worshipers aged 11 and over must wear a face covering unless they have a reasonable excuse not to wear one as described in the government documentation.</i> Face coverings must cover both the nose and mouth, therefore the plastic 'face shields' are not considered a face covering/mask. Please refer to this link for additional information (https://gov.wales/face-coverings-guidance-public) which will detail the specific rules and exemptions which could apply to you. Single use masks will be provided for any worshipers who do not have one and should be wearing one, however please try to bring your own so that the parish does not incur significant additional costs in supplying them each visit.

Divine Liturgy	The Divine Liturgy will be served in its normal format without change – although there will be a limited choir given space considerations. <i>Worshippers aged 11+ must wear a suitable face covering unless they have a reasonable excuse not to wear one as per the government documentation (https://gov.wales/face-coverings-guidance-public)</i> . Worshippers will be asked to arrive in time for the beginning of Liturgy as this will minimise disruption in ensuring people are positioned in their allocated space. Socialising should not take place in the worship area (refectory) the space is very small and noise is distracting from prayer, we have all missed each other’s company but please ensure this is done outside at a safe distance. If you are unable to attend, please contact Deacon Mark as soon as you become aware so that your space can be reassigned to someone else.
Receiving Holy Communion	Holy Communion will be administered in the usual canonical way using one spoon. Masks must be fully removed prior to approaching to receive Holy Communion. Clean cups will be provided to each individual/couple/family to consume zapifka. You should prepare to receive Communion in the normal way; fasting on the appointed days, reading the preparation prayers and 3 canons, if aged 7 or over taking confession, receiving absolution and a blessing to receive Communion. Please do not approach the chalice if you have not prepared. Please follow the instructions of the clergy when approaching to receive Communion.
Vespers	The evening vespers service will be served in its normal format without change – although there will be a limited choir given space considerations. <i>Worshippers aged 11+ must wear a suitable face covering unless they have a reasonable excuse not to wear one as per the government documentation (https://gov.wales/face-coverings-guidance-public)</i> . Worshippers will be asked to arrive in time for the beginning of vespers as this will minimise disruption in ensuring people are positioned in their allocated space. Socialising should not take place in the worship area (refectory) the space is very small and noise is distracting from prayer, we have all missed each other’s company but please ensure this is done outside at a safe distance. If you are unable to attend, please contact Deacon Mark as soon as you become aware so that your space can be reassigned to someone else.
Hand Gel/Candles	As noted in the risk assessment above please be aware that if you have applied hand sanitiser gel and it has not been sufficiently rubbed into your hands so that there is no excess remaining you should not light a candle. Excess alcohol gel on your hands could act as an accelerant and ignite if close to a flame. Parents should ensure that they supervise the use of hand gel with their children and before candles are lit perform a check to ensure the hands are free from any excess gel.
Cleaning volunteers	The refectory is part of the Newman Hall private accommodation, it is essential that we minimise our impact and potential infection to the residents. Volunteers are required to help clean the refectory hall and shared toilet after each service. Please indicate when pre booking your space for a service if you are able to volunteer for the cleaning party. If we are unable to ensure we have sufficient cleaning volunteers this will impact on our ability to provide public services and we will need to reduce the number of spaces available for public attendance whilst increasing the number of spaces for dedicated hygiene wardens. Cleaning products will be provided all we need is your time and goodwill.
Trapeza (Shared Meal)	Unfortunately, at this time we are unable to share a meal together following services. We will keep this under review and advise of any changes as they occur.
Baptisms/Weddings	Baptisms and weddings will be reviewed on an individual basis and instructions issued after receiving a blessing to proceed from Bishop Irenei.

Toilet Facilities	There is a single shared toilet in the lobby next to the library, this should be cleaned with the provided cleaning products after each use so as to ensure that the surfaces are clean for the next user. Access should be from the external door only and <u>not</u> from the internal hallway as this is a private area for the residents leading to their rooms.
Symptoms/Positive test result	<p>If you have any symptoms, please do not come to a public service and follow government/NHS advice to self isolate until you receive confirmation through a recognised test that you do not have Covid-19.</p> <p>If you have recently been to a service at church and have tested positive for Covid-19 please ensure that the NHS test and trace service contact Deacon Mark (07790 031375) who has the copy of the attendance register.</p> <p>If you need to self isolate and need assistance or help please contact Deacon Mark so that as a parish we are able to help you and your family.</p>
Common sense/Working together	<p>This is a difficult time for us all and to maintain public services for everyone we need to ensure that we work together to minimise any health risks.</p> <p>Please ensure that you keep a safe distance during service and use the hand gel before entering and upon leaving the building.</p> <p>If you have questions or are unsure of anything, please contact Deacon Mark who will respond to your concerns or queries.</p>