



# Trinity Church Buxton Risk Assessment Form

<b>Activity:</b> Covid 19: Communion	
<b>Assessment undertaken by:</b> Kate Smith	<b>Assessment seconded by:</b> Peter Farrant
<b>Date:</b> 18/09/2020 (v1)	<b>Review date:</b> As and when Government advice/restrictions change (to be checked weekly by Venue Manager)
<b>Person responsible for implementing:</b> Kate Smith	<b>Person responsible for review:</b> Kate Smith

Section 1 of this Risk Assessment outlines the hazards and risks associated with the coronavirus pandemic.

Section 2 outlines our control measures to minimise the risks associated with the hazards and risks outlined in Section 1.

## Section 1: Hazards and Risks

Hazards associated with the coronavirus pandemic	Potential risks factors caused by hazards
1.1 Risk of infection/transmission of virus	<p>People can catch the virus from others who are infected in various ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets or aerosols from the nose or mouth when a person with the virus exhales, coughs etc</li> <li>• the virus can survive on surfaces for up to 72 hours</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth</li> </ul>
1.2 Social distancing	<p>A lack of 2m Social Distancing (without other mitigating factors) puts people within range of droplets or aerosols from the nose or mouth when a person with the virus exhales, coughs etc which can then be inhaled and risks virus transmission.</p>
1.3 Items handled by multiple people	<p>There could be increased risk of virus infection and transmission when multiple people are handling the same items.</p>
1.4 Extremely clinically vulnerable and clinically vulnerable people	<p>Some people may be greater risk from Covid-19 due to being either extremely clinically vulnerable and clinically vulnerable.</p> <p>Those who are extremely clinically vulnerable are those who were told to shield.</p> <p>Those who are clinically vulnerable include</p> <ul style="list-style-type: none"> <li>• people aged 70 or over</li> <li>• pregnant women</li> <li>• those with certain underlying health conditions</li> <li>• those taking medication that can affect the immune system.</li> <li>• those who are very obese (a BMI of 40 or above)</li> </ul> <p>For a full list of conditions, please click <a href="#">here</a>.</p>
1.5 Cases of possible on-site infection	<p>Where someone on site is showing symptoms of corona virus, there is a high risk of transmission.</p>
1.6 Poor communication	<p>Transmission of the virus is more likely if people are unaware of what precautions they must follow.</p>

## Section 2: Control Measures

	Control measures	Further actions required
1.1 Practical arrangements of communion	<ul style="list-style-type: none"> <li>a) Normal food hygiene regulations should be followed when preparing bread and wine for communion services.</li> <li>b) Preparing of bread and wine should be done in a church kitchen.</li> <li>c) Surfaces should be cleaned prior to preparation of bread and wine. Chopping board and knife should be washed in hot soapy water and dried with a fresh, clean tea towel.</li> <li>d) Person preparing should wash and sanitise their hands prior to beginning preparations. They should also wear a face covering.</li> <li>e) Individual, sealed wine cups should be used (e.g. similar to <a href="#">these</a>).</li> <li>f) Bread and wine cups should be placed on small clean plates and covered in a napkin.</li> <li>g) Plates should then be placed on the table on the stage area of the main meeting room.</li> <li>h) Communion sheets should be placed on the rows of chairs with the service sheets.</li> </ul>	<ul style="list-style-type: none"> <li>• If napkins prove too difficult or do not stay in place, consider using clingfilm or sandwich bags to keep plates covered.</li> </ul>
1.2 Leading of communion part of service	<ul style="list-style-type: none"> <li>a) Person leading this part of the service should stand to the side of the table or in front of it, not behind it i.e. they should not be speaking over the table with bread and wine plates on it.</li> <li>b) If symbolically breaking bread, this should only be consumed by the person breaking it. The bread should be covered prior to this part of the service.</li> <li>c) If symbolically using the shared cup, this should only be drunk from by the person leading this part of the service. The cup should be covered prior to this part of the service.</li> <li>d) Person leading communion part of service should give congregation clear instructions about what to do and when and how to do it.</li> </ul>	
1.3 Distribution of communion	<ul style="list-style-type: none"> <li>a) Those giving out communion (the plates with ready cut bread and individual sealed wine cups) should wear a face covering when doing so.</li> <li>b) They should sanitise their hands before and after giving out the plates of bread and wine.</li> <li>c) They should maintain social distancing as far as possible.</li> <li>d) Plates should be placed on the end of rows of chairs.</li> <li>e) If needing to hand plate to someone directly, if accidental contact occurs, both parties should sanitise their hands immediately.</li> </ul>	
1.4 Taking communion	<ul style="list-style-type: none"> <li>a) People should remain in their seats to take communion i.e. they should not come up to the table at the front. The plates placed on the end of each row will have enough bread and sealed wine cups for each member of the household/social bubble.</li> <li>b) Any spoken liturgy by the congregation should be done at normal speaking volume with face coverings on (unless exempt).</li> <li>c) People may remove their face coverings in order to eat the bread and drink the wine, but this should be kept to a minimal amount of time as possible.</li> </ul>	

	Control measures	Further actions required
1.5 After service	<ul style="list-style-type: none"> <li>a) Congregation should leave plates and communion cards on the end of their rows.</li> <li>b) Communion cards should be quarantined for 72 hours after use.</li> <li>c) Any leftover bread and empty wine cups should be sealed in a plastic bag and placed directly in the black wheelie bins. The person responsible for this should wash and sanitise their hands after doing this.</li> <li>d) Any leftover wine cups should be quarantined. After 72 hours, they can be returned to the main box of wine cups for use in further weeks.</li> <li>e) Plates, chopping board, knife and other items used should be washed in hot soapy water. They can then either be dried with a fresh, clean tea towel and put away, or left to air dry in the drainer.</li> <li>f) Surfaces in kitchen should be cleaned. The person responsible for this should wash and sanitise their hands after doing this.</li> <li>g) The communion table should also be cleaned. The person responsible for this should wash and sanitise their hands after doing this.</li> </ul>	
1.6 Taking communion to people's homes	<ul style="list-style-type: none"> <li>a) All precautions listed above should be followed when taking communion to people's homes (with the exception of people needing to wear face covering, although people should not speak over the bread and the wine that is to be consumed by others).</li> <li>b) Bread and wine for delivery to people's homes should be placed in a sealable sandwich bag.</li> <li>c) When being transported, it should be either on the clean surface in the vehicle or in a clean bag or box.</li> <li>d) Before removing a bag to take in to someone's home, hands should be sanitised. A separate bag of bread and wine should be used for the person delivering communion.</li> <li>e) Those taking communion to people's houses need to keep a record of who they visited, date and time. These details should then be passed on to the Church Office.</li> <li>f) If taking to communion to those classed as vulnerable, only those with up to date DBS clearance for working with vulnerable adults and up to date Safeguarding Training should do these visits.</li> <li>g) Visits to people's home can only take place where household plus person delivering communion is less than 6 people. For more information, click <a href="#">here</a> and see point 2, under "Place of Worship" in table.</li> </ul>	

Full Government guidance for Places of Worship can be found [here](#).

Church of England guidance regarding communion during Covid-19 can be found [here](#).

## Updates