

Risk Assessment for Opening Church Buildings to the Public: individual prayer

Version Control

Issue Date	Version Number	Issued by
22 nd May 2020	1	The House of Bishops Covid-19 Recovery Group
8 th June 2020	2	The House of Bishops Covid-19 Recovery Group
12 th June 2020	1a	All Saints Church South Cave
1 st July	4	The House of Bishops Covid-19 Recovery Group
13 th October 2020	5	All Saints Church South Cave

Risk assessment template

Church: All Saints Church South Cave	Date completed: 10th June 2020	Review date:10th September 2020
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or livestreaming General advice on accessing church buildings can be found here.	One point of entry to the church building clearly identified.	Sign in porch indicating open door and times of opening. Keep top door closed and locked from the outside.	Mike Liz	17.06.20
	A suitable lone working policy has been consulted if relevant.	Lone working policy read Keep open times to a max of 1.5 hours per prayer session. Mobile phone to hand.	Liz Mike	12.06.20
	Buildings have been aired before use.	Open both external doors half an hour before opening time.	Mike Liz	17.06.20
	Check for animal waste and general cleanliness.	Check pews before opening time	Mike Liz	17.06.20
	Ensure water systems are flushed through before use.	Run Taps in the vestry once a week	Alan	10.06.20
	Switch on and check electrical and heating systems if needed.	Check lights once a week. Heating not required until next review	Alan	10.06.20
	Holy water stoups and the font are empty.	Check font and empty if it contains water.	Liz, Mike	10.06.20

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	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	No live streaming to take place during the morning service		
Deciding whether to open to the public	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not necessary		
	Update your website, A Church Near You, and any relevant social media.	Update web site, facebook, email dates and times of services	Liz	13.10.20
	Consider if a booking system is needed, whether for general access or for specific events/services	Consider max numbers and what if too many arrive for a service – booking system or turn people away	Wardens, Mike, JCC	13.10.20
	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark	Not applicable		
Preparation of the Church for individual prayer	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		Mike, Alan, Liz	13.10.20
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	C Of E cleaning policy read.	Liz	12.06.20
	Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	Main church door to be propped open. Top door to be used as emergency exit only. Supervise people coming in & out.	Mike, Liz	17.06.20 17.06.20

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	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Put 2m markers in the porch and on the paths leading up to the church door	Mike/Alan	
	Where possible, doors and windows should be opened to improve ventilation.	Main church door to be left propped open	Mike, Alan/Mary	Every service
	Remove Bibles/literature/hymn books/leaflets.	Bibles and paperwork removed from back of pews. Hymn books covered up	Mike, Liz, Alan	10.06.20
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Check round church and remove anything.	Mike	
	Consider if pew cushions/kneelers need to be removed.	Pew kneelers removed from pews and put out of the way	Liz	10.06.20
	Remove or isolate children’s resources and play areas		Liz/Mike	10.06.20
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person.	There is a need for People to be advised not to sit on the end of the pew nearest the aisle, so that people can walk down the aisle safely. No-one to kneel at the altar rail. Pews spaced 2m apart.	Mike, Liz	10.06.20
	Determine placement of hand sanitiser available for visitors to use.	Hand sanitiser to be on a table immediately on entering the church, with a	Mike, Liz	17.06.20

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		sign to use it on the way in and out.		
	Determine if temporary changes are needed to the building to facilitate social distancing	Every other pew to be removed to allow for 2m front and back	Mike, Liz, Alan	10.06.20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Signs required to prevent anyone kneeling at the communion rail.	Liz	17.06.20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	‘Wait’ sign next to the sound desk in case someone is entering the church	Liz, Mike	17.06.20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notice on board outside door, reminding people of safe practices.	Liz	17.06.20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Cleaner to do a thorough clean once a week, ensuring all touch points are sanitised.	Lesley	Every week
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Hand sanitiser only to be provided.	Alan, Mike, Lesley	Every service.
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Toilets are to be kept locked and not used		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.	Provide plastic bin bags for bin.	Alan	17.06.10
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days	Worshippers/visitors names to be recorded in a book by the warden on duty.	Carol Duckworth/Mary Binns	Every Service

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	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Update web site, notice outside church door, email congregation, posters	Liz	
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here .	If the church building has been closed for 72 hours between periods of being open then there is no need for cleaning.	Building only to be open Sunday Morning only, unless a funeral takes place during the week. Cleaner to come in during the week.	Lesley	Every week.
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	N/A		
	Set up a cleaning rota to cover your opening arrangements.	The cleaner to come in to clean once a week.	Lesley	Every week
	All cleaners provided with gloves (ideally disposable).	Gloves to be provided	Mike/Alan	12.06.20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Materials ordered and received by Alan Selby	Alan S	10.06.20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	The cleaner	Lesley	Every week
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Once a week when the cleaner comes in.		
Cleaning the church after known exposure to someone	If possible close the church building for 72 hours with no access permitted.	Close the building for 72 hours.	Mike	

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with Coronavirus symptoms	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	N/A		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Open as Usual	Lesley	