

Risk Assessment for Opening Church Buildings to the Public

Church: St Andrew's Marks Tey	Assessor's name: Robert Robinson	Date completed: 30th April 2021	Review date:
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present) Risk: contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role in the recording/livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church.	Advice on livestreaming and recording can be found here .	Clergy	1/11/2020 Ian S-T
	Identify one point of entry to the church building, and a separate exit if possible.		Clergy	17/6/2020 Ian S-T
	A suitable lone working policy has been consulted if relevant.	An example can be found here .	Clergy	17/6/2020 Ian S-T
	Consider staggered arrival times if multiple people from different households are coming into the building.		Clergy	On-going. To suit event
	Holy water stoups and the font are empty.		Clergy	7/11/2020 Ian S-T

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	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Streaming equipment reviewed by Andrew Dance	PCC	1/11/2020 Andrew Dance
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.		Church Wardens	1/11/2020 Andrew Waters
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found here .	PCC	Noted
	Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	Advice on face coverings can be found here .	Clergy	1/11/2020 Ian S-T
	Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.		PCC	1/11/2020 Andrew Waters
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult advice on complying with Track and Trace .	PCC	26/9/2020 Ian S-T
Deciding whether to open to the public for private prayer, public worship and other permitted activities	Consider how the national lockdown applies to the particular circumstances of the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider the implications of where people travel from and the distance involved.	Services to be held in Church and online via Zoom. A Zoom link to be sent out to Church members and on request.	Clergy	26/4/2021 Ian S-T
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.		N/A	N/A

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	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.		Church Wardens	7/11/2020 Andrew Waters
	Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a time for them to attend for individual devotions.		Clergy	26/4/2021 Ian S-T
	Consider if a booking system is needed, whether for general access or for specific events/services	Events booking system in place, via Yvonne Norman.	PCC	Ongoing Yvonne Norman
	Communicate with nearby churches to ensure offered provisions are complementary.	Noted	Clergy	Noted
Deciding whether to have a choir or music group singing/performing	Check current guidance on singing to establish what is permitted. This can be found in the Church of England guidance on conducting public worship and on in the Government guidance for places of worship		Clergy	26/4/2021 Ian S-T
Risk: Aerosol spread of coronavirus may be increased by singing and playing of wind instruments	Ensure that singers from different households can be socially distanced from one another, and from anyone else present (including a conductor, camera or microphone operator or, if present, a congregation).		Clergy	26/4/2021 Ian S-T
	Put in place measures to create a physical barrier between singers and any congregation.		N/A	N/A
	Remind any members of congregation present that at present they are not allowed to sing indoors.		Clergy / Service Leader	26/4/2021 Ian S-T / Service Leader

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<p>Preparation of the Church for access by members of the public for any permitted purposes</p> <p>Risk: Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.</p>	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.		Clergy	1/11/2020 Ian S-T
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for weddings, funerals, commemorative events and any other permitted activities where upper limits apply (or provide a link to this document).	Website updated via Andrew Dance	PCC	Ongoing Andrew Dance
	Update your website to remind people who are clinically extremely vulnerable to COVID-19 to stay at home as much as possible and observe social distancing guidance, and either strongly discourage them from attending church in person during this time or indicate a time for them to attend for individual devotions.	Website updated via Andrew Dance	PCC	Ongoing Andrew Dance
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Noted. 72 hour periods to be achieved between uses.	PCC	Noted
	Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.		PCC	15/8/2020 Ian S-T
	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.	Entry and exit to be via Main South door.	Clergy	15/8/2020 Ian S-T

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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).	Porch area to be utilised and managed.	Church Wardens	16/8/2020 Andrew Waters
	Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).		Church Wardens	26/4/2021 Andrew Waters
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Noted	Church Wardens	Ongoing to suit each service.
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on church heating can be found here .	PCC	
	Remove Bibles/literature/hymn books/leaflets unless they are absolutely essential and participants cannot bring their own. Hardcopy literature should be quarantined for at least 48 hours between use.		PCC	15/8/2020 Ian S-T
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Items to be removed	PCC	17/6/2020 Ian S-T
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.		PCC	17/6/2020 Ian S-T
	Remove or isolate children’s resources and play areas.		PCC	17/6/2020 Ian S-T
	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 (or 1m with risk mitigation if absolutely necessary).	Seating to be spaced 2m apart min.	Church Wardens	1/11/2020 Andrew Waters

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	Clearly mark out seating areas including exclusion zones to maintain distancing.	Seating to be set out at 2m spacing.	Church Wardens	1/11/2020 Andrew Waters
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Not applicable. Seating to be set out at 2m spacing.	N/A	N/A
	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.	Doors to be locked. Cordons to be in place.	PCC	17/6/2020 Ian S-T
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	Church Wardens	13/8/2020 Andrew Waters
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	PCC	17/6/2020 Ian S-T
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		PCC	17/6/2020 Ian S-T
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on cleaning church buildings can be found here .	Church Wardens	1/11/2020 Andrew Waters
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	Church Wardens	1/11/2020 Andrew Waters
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	Church Wardens	1/11/2020 Andrew Waters
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Church Wardens	1/11/2020 Andrew Waters
Use of the church for baptisms, weddings,	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	Advice on baptisms can be found here .	Clergy	26/4/2021 Ian S-T

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funerals and commemorative services		Advice on weddings can be found here (scroll down to Can weddings go ahead?). Advice on funerals can be found here . The government’s advice on commemorative events can be found here .		
Use of the church for permitted activities other than private prayer or worship	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.	The government’s guidance on the safe use of multi-purpose community facilities for permitted activities (including formal childcare and support groups) can be found here . Advice on use of churches as vaccination centres can be found here . The government’s guidance on the use of hospitality spaces can be found here .	PCC	Ongoing Yvonne Norman
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.		Noted	1/11/2020 Ian S-T
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		Noted	Noted
	Identify surfaces that are frequently touched and by many people (often common areas), e.g.		Church Wardens	1/11/2020 Andrew Waters

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Advice on cleaning church buildings can be found here . Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.			
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		Church Wardens	1/11/2020 Andrew Waters
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.		Church Wardens	26/4/2021 Andrew Waters
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	PCC	Noted
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	PCC	Noted
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		PCC	1/11/2020 Andrew Waters
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Waste removal to suit opening periods	PCC	Noted
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Noted	PCC	Noted
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here .	PCC	Noted
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here .	PCC	Noted



Version Control

Issue Date	Version Number	Issued by
16/08/2020	1	St Andrew's Parochial Church Council
29/09/2020	2	St Andrew's Parochial Church Council
13/11/2020	3	St Andrew's Parochial Church Council
30/04/2021	4a	St Andrew's Parochial Church Council