

## Risk Assessment for Opening Church Buildings to the Public

### St Andrew's risk assessment

1. Activities you are planning for:
  - Public worship
  - Rites of passage services
  
2. Considered hazards:
  - Transmission of COVID-19
  - Hazards arising from the temporary closure of the church
  - Hazards arising from now using the church in a different way

### Risk assessment template

<b>Church:</b> St Andrew Radcliffe	<b>Assessor's name:</b> Revd Jo McKee	<b>Date completed:</b> 30.7.20	<b>Review date:</b> 7.9.20
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for public worship</b>	One point of entry to the church building clearly identified and separate from public entry if possible	Front Door – Public (CW's open up) Side Door – Vicar only.	CW & Vicar	13.7.20 PCC, Jo McKee
	Buildings have been aired before use.	Open both doors 30minutes beforehand.	CW's	20.7.20 – CW's
	Check for animal waste and general cleanliness.	All clutter and items not to be	Vicar & CW's	13.7.20 – JM,

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		used have been moved into storage.		SHB.
	Ensure water systems are flushed through before use.	Run the tapes in the kitchen area and in the vestry.	CW's	13.7.20 & 20.7.20 – CW's.
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	This on a timer and comes on daily.	CW's	13.7.20 – JM.
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	August – N/A: Electrical items have been put away. September – Livestreaming from church.	Vicar & Harris Patel	Aug Prep: 10.7.20 - JM
<b>Opening to the public</b>	Update your website, A Church Near You, and any relevant social media.	Website, ACNY, FB, Instagram	Bob May/JMcKee / Abby LH	FB: 30.7.20 - JM
	Consider if a booking system is needed, whether for general access or for specific events/services	Booking system: Eventbrite & Mobile phone answerphone. T&T: Electoral Roll Tick list with spaces for non ER people	Vicar	25.7.20: JM
	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		Vicar	30.7.20
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Historic metal/wood/ glass/ceramic/modern painted surfaces can be cleaned with sensitive washing up liquid. Minimum contact time is 20 seconds.	Raynor Brown	22.7.20: RB

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	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.	Front Door – Entry Side door – Emergency Exit only (too steep for general exit)	CW's	20.7.20: PCC
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Paint spots on the paving slabs and tarmac pavement towards costcutter. (Around the church boundary)	CW's - Weekly	20.7.20: DW
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Front & Side doors propped open	CW	
	Remove Bibles/literature/hymn books/leaflets	All liturgy – Projected from the front	Vicar	3/7/20- Vicar
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Whole church has been cleared. Side chapels will be cordon off.	Vicar & CW's	3/7/20 - Items moved
	Consider if pew cushions/kneelers need to be removed as per government guidance	Pew cushions have been removed (side chapel)	Vicar	3/7/20
	Remove or isolate children's resources and play areas	Stored away in (crèche) side chapel	Vicar	3/7/20
	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 (or 1m with risk mitigation if absolutely necessary).	PCC did a walk through 'attending a church service'. Also produced a video with the information All pews have been moved to 2m apart.	Vicar / CW's/ PCC	20.7.20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Pews have been marked out at 0.5m distances and seats have been marked out of use.	Vicar / PCC	13.7.20

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	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Marking with tape have been put on the floor.	Vicar / Working group	13.7.20
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Areas have been cornered off.	PCC	20.7.20
	Determine placement of hand sanitisers available for visitors to use.	Entrance & attached to end of pews around the church	CW	
	Determine if temporary changes are needed to the building to facilitate social distancing	Removal of the pews in order to facilitate 2m distance. Temporary faculty approved on 1/7/20.	Vicar & PCC	20.7.20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Hand Sanitizer signs Distance signs One way signs No Entry signs CofE Poster: Entrance	Vicar / CW	20.7.20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	<b>Wipe down:</b> • Door handles and edges of doors Kitchen area surface	Raynor & CW's	
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	August – Toilet area & kitchen area are closed off. • September – Work towards reopening the toilet with cleaning instructions & single use hand towels.		

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	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	August – CLOSED September - Soap dispenser / single hand towels & bin with liner.	N/A	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Removed all bins for the time being. Ask people to take home their own rubbish.	N/A	
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Greeting volunteer outside – Electoral list + a few free boxes for non-ER people.	Volunteer Team	
	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.	Recorded video. Show first online service on 26.7.20.	Vicar	26.7.20 JM
	If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.			
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	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.	N/A		
	All cleaners provided with gloves (ideally disposable).	Bought & available for volunteers	Vicar	20.7.20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Sensitive Washing up liquid on a surface for more than 20sec.		

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	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Make sure the person has gloves and a mask on while doing this job.	Raynor/ CW	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After the service	CW	
	If possible close the church building for 72 hours with no access permitted.		CW	
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Cleaning document is on the inside noticeboard.	Vicar – printed out & posted	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Cleaning document is on the inside noticeboard.	CW	

\* Scheduled Weekly action listed on a To-Do Ticklist for the CW's & Volunteers