

St Andrew Radcliffe Risk Assessment (May 2021)

Church: St Andrews' Radcliffe	Assessor's name: Rev Jo McKee	Date completed: 17 th May 2021	Review date: 1 st August
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
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.	915: Live-streaming 915: Outdoor Service 1030: Open for public worship Congregation largely local, not a gathered congregation.	JM	JM: 26.4.21
	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.	The option of pre-recording is open to everyone: Clergy, staff and volunteers. Applicable for those who are clinically vulnerable and those who might have been exposed to COVID and waiting test results.	JM	JM: 26.4.21
	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.	Clinically extremely vulnerable members of the congregation have and are encouraged to join in worship online.	JM	JM: 26.4.21

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	Consider if a booking system is needed, whether for general access or for specific events/services	No booking system is needed for ‘Morning Worship’ service. Eventbrite Booking system will be in place for monthly communion services and 915 Outdoor service	JM	JM: 17.5.21
Deciding whether to have a choir or music group singing/performing Risk: Aerosol spread of coronavirus may be increased by singing and playing of wind instruments	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 .	Communal singing indoors is not permitted. No music group at this point.	JM	JM: 26.4.21
	Remind any members of congregation present that at present they are not allowed to sing indoors.	Service leaders will remind those in the building that they cannot sing, but they can ‘hum’ and stand.	JM	JM: 26.4.21
Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism	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
	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	Paint spots on the paving slabs and tarmac pavement	CW’s - Weekly	20.7.20: DW

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	account any consequential risks arising from people gathering outside).	towards costcutter. (Around the church boundary)		
	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
	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

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	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	Wipe down: • Door handles and edges of doors Kitchen area surface	Raynor & CW's	20.7.20
	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	20.7.20
	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	20.7.20
	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
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.	Baptism - Max 30 people in the baptism party. Services will be held on pre-arranged Sunday's at 11.45am, lasting	Baptisms happening at 11.45am will be revised at	JM: 17.5.21

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funerals, commemorative services and ordinations		about 20mins. Only the baptism family will be on the platform in close contact with the priest officiating. Face coverings are needed throughout. Social distancing & Bubbles should be observed. Weddings – We none booked. Banns for weddings will be read at the 1030 service where there are people present. Maximum attendees = 30Max Funeral – Max 30. Which is the capacity of the building. Face masks – Required Social distancing – Required.	the end of October.	
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	N/A		
	All cleaners provided with gloves (ideally disposable).	Bought & available for volunteers	Vicar	20.7.20
Cleaning the church after known exposure to someone with Coronavirus symptoms	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	
	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	
Reopening of the toilet	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Soap & disposable towels available Extra precaution is hand gel on exit to the toilet due to not hot water	CW's	17 5 21
	Covid safe signage	Hand washing signs x2 Entry: Max no. person = 1 (except for adult with children).	CW's	17 5 21
	Toilet airflow	Toilet doors open for maximum airflow when not in use. When in use close both doors.	CW's	17 5 21

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	Facilitating entry & exit to the toilet	Marked 2m waiting lines. One way in and out.	CW's	17 5 21