

## Risk Assessment for Opening Church Buildings to the Public

<b>Church: St Leonards Middleton</b>	<b>Assessor's name:</b>  <b>David Brennan (DB) Christine Swailes (CS) Geoff Wellens (GW) Alison Bailie (AB)</b>	<b>Date completed:</b>  <b>5/8/20</b>	<b>Review date:</b>  <b>By 30 September</b>
<b>Opening church for public worship and private prayer</b>			

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified and separate from public entry if possible	Vestry door	DB	DB 5/8/20
	A suitable lone working policy has been consulted if relevant.		NA	NA
	Buildings have been aired before use.		DB	DB 5/8/20
	Check for animal waste and general cleanliness.		DB	DB 5/8/20
	Ensure water systems are flushed through before use.		DB	DB 5/8/20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		DB	DB 5/8/20
	Holy water stoups and the font are empty.		DB	DB 5/8/20
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		NA	NA
<b>Deciding whether to open to</b>	Discuss with nearby venues and businesses to ensure		NA	NA

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<b>the public</b>	that the timing and practical arrangements for using the church are compatible.			
	Update your website, A Church Near You, and any relevant social media.		AB, A+M Slim	
	Consider if a booking system is needed, whether for general access or for specific events/services	By telephone in previous week to DB, Moira Brennan	DB, Moira Brennan	DB, Moira Brennan 5/8/20 Ongoing
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark		NA	NA
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		DB, CS GW, AB	DB, CS GW, AB 5/8/20
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).		DB, CS GW, AB	DB, CS GW, AB 5/8/20
	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.	Entry through north porch, exit through south door, clergy access through vestry door. Flow guided by welcomers and announcements from front. Leaflet made available and guidance given when booking	DB, CS GW, AB	DB, CS GW, AB 5/8/20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Socially distanced marker 2m queue outside building, one person/household enter at a time, sanitise hands, complete track and trace form, welcomer shows to specified	DB, CS GW, AB	DB, CS GW, AB 5/8/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		seat		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	North and south doors propped open when possible	DB, CS	DB, CS 5/8/20
	Remove Bibles/literature/hymn books/leaflets		DB, CS	DB, CS 5/8/20
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	All cordoned off	DB, CS	DB, CS 5/8/20
	Consider if pew cushions/kneelers need to be removed as per government guidance	Kneelers removed, pew cushions removed from pews which are being used	DB, CS	DB, CS 5/8/20
	Remove or isolate children’s resources and play areas	All resources isolated in cordoned off areas	DB, CS	DB, CS 5/8/20
	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).		DB, CS GW, AB	DB, CS 5/8/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.		DB, CS	DB, CS 5/8/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Directions marked out, welcomers will direct, on entry and exit	DB, CS	DB, CS 5/8/20
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.		DB, CS	DB, CS 5/8/20
	Determine placement of hand sanitisers available for visitors to use.	At entry and exit points, north and south porch	DB, CS	DB, CS 5/8/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Determine if temporary changes are needed to the building to facilitate social distancing		NA	NA
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices put up	DB, CS	DB, CS 5/8/20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		CS	CS 5/8/20
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		CS	CS 5/8/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		CS	CS 5/8/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		CS	CS 5/8/20
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Forms to be completed on entry, including consent form	DB, CS, Moira Brennan	DB, CS, Moira Brennan 5/8/20
	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.	Given through social media and in written form. Leaflets issued, those booking places informed of what to expect	DB, CS GW, AB	DB, CS GW, AB 5/8/20
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	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.	Building will normally be closed for periods of 72 hours between opening. If not possible, the building will be cleaned appropriately	DB, CS GW, AB	DB, CS GW, AB 5/8/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Advice on <a href="#">cleaning church buildings can be found here</a> .	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		NA	NA
	Set up a cleaning rota to cover your opening arrangements.	Arranged with Fran and cleaning team	DB, CS	DB, CS 5/8/20
	All cleaners provided with gloves (ideally disposable).		CS	CS 5/8/20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		CS	CS 5/8/20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		CS	CS 5/8/20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	As needed on each occasion the building is used	CS	CS 5/8/20
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.			
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.			
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.			

In addition

- masks to be worn by all
- toilets available only in emergency
- full clean of church carried out by Rentokil 10/7/20

Signed: David Brennan, Christine Swailes, Geoff Wellens, Alison Bailie  
5/8/20