

St Luke Frampton Mansell 24<sup>th</sup> June 2020

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

### Version Control

Issue Date	Version Number	Issued by
22 <sup>nd</sup> May 2020	1	The House of Bishops COVID-19 Recovery Group
8 <sup>th</sup> June 2020	2	The House of Bishops COVID-19 Recovery Group
12 <sup>th</sup> June 2020	3	The House of Bishops COVID-19 Recovery Group

Churches and cathedrals are legally permitted to open for purposes of individual private prayer from 13th June. House of Bishops guidance provides for churches to open for funerals from 15th June.

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for individual private prayer. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for individual private prayer or not, based on their local circumstances, resources and context.

Future versions of this document will be produced when different forms of public worship and access are allowed.

A risk assessment relating to contractors and construction workers forms part of an updated document giving advice on access for these groups. This can be found on the [Church of England Coronavirus pages](#).

**Risk assessment template**

<b>Church:</b>	<b>Assessor's name:</b>	<b>Date completed:</b>	<b>Review date:</b>
St Lukes, Frampton Mansell	Elizabeth Twinch	24.6.20	01:07:2020

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	There is only one door which will be kept open to improve ventilation and sightlines when building is open	Supervisor PT/AS/JT	Instructions given by ET to supervisors 23.06.20
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here</a> .	n/a Example consulted ET	22.6.20
	Buildings have been aired before use.	Cleaner Emma. Complete clean 22/6	22/6 and every Monday thereafter	Checked ET 22/6
	Check for animal waste and general cleanliness.	Completed	As above	22./6/20
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a> Taps run 22/6 and the Cleaner will run taps each Monday	Cleaner PW	22.6.20
	Switch on and check electrical and heating systems if needed.	The electricians are working, the heating not presently required, but will be checked for humidity.	Charles Houldsworth	Week 33
	Holy water stoups and the font are empty.		Checked as empty PW	22.6.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Preparation of the Church for individual prayer and funerals</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Yes	ET/PW	22.6.20
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	This has been read and the cleaner instructed	PW	22.6.20
	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.	Only one door. Notice for compulsory use of hand gel will be at the entrance and notice re social distancing	PW/ET	24.6.20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors to be left open during private prayer period	Supervisors JT,PT,AS	Wednesdays when open
	Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user.	Removed and stored	Pepita Walker	22.6.20
	Cordon off or remove from public access any devotional objects or items	All books, leaflets loose items removed and stored	PW	22.6.20
	Consider if pew cushions/kneelers need to be removed as per government guidance	Moved to cordoned off seats. Pews for use free of kneelers	Elizabeth Twinch	22.6.20
	Remove or isolate children’s resources and play areas	All childrens bags in storage	ET	22.6.220
	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.	Alternate pews cordoned off to ensure social distancing guidelines met Front pew by priests stall not to be used	Elizabeth Twinch	22.6.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		The central aisle is very wide so maintaining safe distancing and moving past others people is straightforward		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	See above. Aisle more than 2 metres and alternate pews taped off	ET	22.6.20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	With one door and a wide aisle, people will be requested to maintain social distancing	Supervisors AS, JT. PT	On Wednesdays
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	No areas within the body of the church require cordonning off (alternate pews apart). The altar rail is and will remain closed	Supervisors AS, JT,PT	Checked 22.6.20 ET
	Determine placement of hand sanitisers available for visitors to use.	Placed on counter to right of entrance. There is a notice and supervisors will supervise use	ET and in use: Supervisors	ET 22.6.20
	Determine if temporary changes are needed to the building to facilitate social distancing	None required	ET	22.6.20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notice at the entrance and guidance from supervisors. Notices on social distancing, and using hand gel are in place. The chancel rail will be kept shut and bolted	ET, PW	Elizabeth Twinch 24.6.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	Covid appropriate wipes and disinfectant in the cupboards Instructions consulted, Guidance sent to supervisors	ET	23.06.20
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Covid appropriate Wipes and gloves available in cupboard.and Bin available The cleaner will empty the bin (72 plus hours since last use)with additional bin liners in cupboard	ET	22.6.20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	. No toilet facilities	ET	22.6.20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	The one bin is lined and additional liners and gloves are available in cupboard. 72 hr rule used as often as possible	ET, PW	22.6.20
<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.	Supervisors and key holders are aware	PW, ET	22.6.20
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.	The cleaner is not in such a group and the 72 hour rule will be followed whenever possible Noted, if additional	ET/PW	PW/ET 22.6.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		cleaning is required by supervisors. Instructions on where to find material given to supervisors		
	Set up a cleaning rota to cover your opening arrangements.	Regular cleaner	PW	22.6.20
	All cleaners provided with gloves (ideally disposable).	Cleaner has her own . Covid appropriate gel, , wipes and gloves and disinfectant available in the church . Supervisors instructed where to find them if required.	ET	22.6.20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Cleaning materials available in church and Covid appropriate disinfectant available if cleaning within 72 hours.	ET	22.6.20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	72 hour rule whenever possible. Otherwise if earlier cleaning required, supervisors have instructions where to find cleaning material and bin liners	Cleaner, Monday  ET	22.6.20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Weekly (opening plus 72 hours) Unless removal required in the interim when	ET JT,PT,AS	22.6.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		it will be double bagged with gloves by supervisors		
<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.	This is planned and will only change if there is a funeral /weddingwhen additional cleaning will be put on place depending on the 72 hr rule.	Cleaner, supervisors, Key holders PW, CH	22.6.20
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a> Noted this will be followed if required	ET Supervisors	22.6.30
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a> Noted, the cleaner and supervisors are aware of this	PW/ET	22.6.20

ET Elizabeth Twinch Church warden  
 PW Pepita Walker PCC and PTO  
 JT John Thorogood Supervisor  
 PT Pam Thorogood Supervisor  
 AS Aileen Shaw Supervisor  
 CH Charles Houldsworth Key holder and Treasurer