

St Osmund Tarlton

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 For re-opening of St Osmund Tarlton 27<sup>th</sup> June 2020**

<b>Church: St Osmund's Tarlton</b>	<b>Assessor's name: Jasper Biddulph (AJB) (chapel warden)</b>	<b>Date completed: 22.06.20</b>	<b>Review date: 01.08.20</b>
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<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<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	St Osmund's only has one usable point of entry. Social distancing signage in place, and tying door open to prevent contamination risk from constant handling of door and to improve sightlines.	AJB	AJB 22.06.20
	A suitable lone working policy has been consulted if relevant.	Note: Ministers do not carry key so arrange entry with keyholder in advance.	N/A	
	Buildings have been aired before use.	Also see above for in use: Done pre-opening and will be aired for each opening day. <b>Diary/checklist attached.</b>	AJB	AJB 22.06.20
	Check for animal waste and general cleanliness.	Done pre-opening and will be done before each opening.	AJB	AJB 22.06.20
	Ensure water systems are flushed through before use.	N/A There is no water connection	N/A	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Switch on and check electrical and heating systems if needed.	All lights turned on and functioning Heating working as normal All electric sockets checked and working, and ongoing for each opening day.	AJB	AJB 22.06.20
	Holy water stoups and the font are empty.		AJB	AJB
<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.		AJB	AJB Confirmed complete 22.06.20
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here</a> . Checked and understood the guidelines. More than 72 hours between each opening time. Restricted access to parts of church, with roped off areas. Frequently clean used areas. Normal cleaning products. Wear gloves. Hand hygiene, and 60%+ hand gel.	AJB	AJB checked guidelines 22.06.20
	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.	One point of entry/exit only. Signage on way in to remind users about social distancing, compulsory hand gel use before entering and not touching fabric more than necessary. Max number of 4	AJB	AJB 22.06.20

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		people permitted in building at any one time. Unattended, and notices and signs in place.		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Windows open. Door will be open during opening times.	AJB	AJB 22.06.20
	Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user.	Area roped off)	AJB	AJB 22.06.20
	Cordon off or remove from public access any devotional objects or items	Removed to back of church (area roped off)	AJB	AJB 22.06.20
	Consider if pew cushions/kneelers need to be removed as per government guidance	Placed in area roped off.	AJB	AJB 22.06.20
	Remove or isolate children’s resources and play areas		N/A	
	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.	Notices re keeping 2 metre distancing, in compliance with current advice. Only pews on right of door and chancel will be reachable.	AJB	AJB 22.06.20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	See above re roped off exclusion zones. Seating areas not marked out. Notices re social distancing in place. As unsupervised, visible signage.	AJB	AJB 22.06.20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Notices re Social Distancing. There is one aisle and limited scope for managing flow of	AJB	AJB 22.06.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>movement with only one access point. There is no option other than to remind people of the need to maintain social distance and assume they will be considerate and observant of others moving into and out of the building to pray. This is a higher level of risk than ideal but unavoidable and acceptable given the relatively low numbers of people expected</p>		
	<p>Limit access to places were the public does not need go, maybe with a temporary cordon in needed.</p>	<p>Area roped off, as above.</p>	<p>AJB</p>	<p>AJB 22.06.20</p>
	<p>Determine placement of hand sanitisers available for visitors to use.</p>	<p>Hand sanitiser on bookshelf, to keep out of reach of children &amp; notices to use on entering and leaving church Sanitiser is Handsprit (Ethanol 61%).</p>	<p>AJB</p>	<p>AJB 22.06.20</p>
	<p>Determine if temporary changes are needed to the building to facilitate social distancing</p>	<p>Consult <a href="#">advice on gaining temporary permissions</a>. It is not possible to undertake any meaningful changes to ease the flow of people in and around the building given the</p>	<p>AJB</p>	<p>AJB 22.06.20</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		limitations of its historic and fixed fabric		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices on entering, Keep 2 metre distancing (to comply with current advice); use hand gel on entering and leaving church; max 4 people at any time; do not touch door handles, church fabric as far as possible	AJB	AJB 22.06.20
	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.	Opening hours Saturday 10.00 – 4.00 pm only. More than 72 hours between use. Diary/checklist kept at the back of the church (roped off area) to be completed each time the church is used or accessed, also for cleaning or maintenance. Checklist includes wiping surfaces and touch points. Chapel warden responsible for keeping diary so that record is up to date but task could be delegated onward. This is 'ongoing' as it requires constant monitoring. If PCC/Wardens/Rector agree to open with less restrictions,	AJB	AJB 22.06.20

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		cleaning process needs to be upgraded accordingly with appropriate anti-viral products etc.		
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	St Osmund’s has no running water. Hand sanitiser only.	N/A	
	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.	N/A	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Disposable liners in waste receptacle. Wear gloves (provided). Bin liners to be removed at the end of each open day.	AJB	AJB 22.06.20
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here</a> .	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.	Opening hours Saturday only, closed for 72 hours between periods of being open, no need for extra cleaning to remove the virus from surface noted.	AJB	AJB 22.06.20
	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.	Cleaning rota with an initial list of personnel.	AJB	AJB 22.06.20,
	All cleaners provided with gloves (ideally disposable).	Disposable gloves provided, at back of church. Checking	AJB	AJB 22.06.20

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		adequate supply of gloves and cleaning products is on checklist.		
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Cleaning materials provided. As above	AJB	AJB, 22.06.20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Bin with disposable liners provided, to be disposed of as above with disposable gloves.	AJB	AJB 22.06.20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	At the end of each day the church is open. As above.	AJB	AJB 22.06.20
<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.	St Osmund’s will remain closed for 72 hours after each occasion it is entered before it is reopened as per the diary plan including all opening times, cleaning rota and Wardens fabric inspections. The minister will not enter the building for prayer at any time that complicates the management of the building to be open to the community.	AJB	AJB 22.06.20
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	At present the building will remain closed for 72 hours between each access.	AJB	AJB 22.06.20



Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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> .	AJB	AJB 22.06.20

This Risk Assessment Plan for St Peter Rodmarton has been approved by the Incumbent, Church Wardens and PCC on ...24<sup>th</sup> June 2020.....(date)

It will be reviewed after one calendar month to ensure it is still appropriate unless circumstances require an earlier review.

All stakeholders and users should be encouraged to comment and suggest improvements at any time as the use of the building reveals any flaws or weaknesses in this guiding plan.

In line with Government recommendations this document will be available publicly on the website but attachments such as cleaning rota's will not be as they may contain personal data.