

## Risk assessment template

Church: <b>ALVERDISCOTT</b>	Date completed: <b>18.6.2020</b>	Review date:
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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 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.			B.A. Ford,
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here.</a>	N/A	
	Buildings have been aired before use.			B.A. Ford,
	Check for animal waste and general cleanliness.			B.A. Ford,
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	N/A	
	Switch on and check electrical and heating systems if needed.			B.A. Ford,
	Holy water stoups and the font are empty.			B.A. Ford,
<b>Preparation of the Church for individual prayer</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.			B.A. Ford,
	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>		B.A. Ford
	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.			B.A. Ford

Where possible, doors and windows should be opened to improve ventilation.			B.A. Ford
Remove Bibles/literature/hymn books/leaflets.			B.A. Ford
Consider if pew cushions/kneelers need to be removed.			B.A. Ford
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.			B.A. Ford
Determine placement of hand sanitiser available for visitors to use.	Register with <a href="#">Parish Buying</a> for procurement options.		B.A. Ford
Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions (link to be added when guidance is live).		B.A. Ford
Clearly mark out seating areas including exclusion zones to maintain distancing.			B.A. Ford
Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.			B.A. Ford
Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.			B.A. Ford
Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here.</a>		B.A. Ford
Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with <a href="#">Parish Buying</a> for procurement options.	N/A	
Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a	Register with <a href="#">Parish Buying</a> for procurement options.	N/A	

	bin for towels, are available.			B.A. Ford.
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.			B.A. Ford.
<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 cleaning.			
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			B.A. Ford.
	Set up a cleaning rota to cover your opening arrangements.			B.A. Ford.
	All cleaners provided with gloves (ideally disposable).	Register with <a href="#">Parish Buying</a> for procurement options.		B.A. Ford.
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.			B.A. Ford.
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.			B.A. Ford.
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Opening church 1 day per wk.	Once weekly.	B.A. Ford.
<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.			B.A. Ford.
	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>		
	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>		