

**Coronavirus Risk assessment**

<b>Church:</b> St Paul Heaton Moor	<b>Assessor's name:</b> Revd Helen Scanlan	<b>Date completed:</b> 2 <sup>nd</sup> July 2020	<b>Review date:</b> 30 <sup>th</sup> July 2020
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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 and separate from public entry if possible	Vestry would be the entrance for clergy and lay.		2 <sup>nd</sup> July 2020
	A suitable lone working policy has been consulted if relevant.	None needed		
	Buildings have been aired before use.	Yes		
	Check for animal waste and general cleanliness.	Yes		
	Ensure water systems are flushed through before use.	Yes		
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Not needed at this time		
	Holy water stoups and the font are empty.	yes		
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Not needed at this time		
<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	I have Spoken with the United Church about our timings		
	Update your website, A Church Near You, and any relevant social media.	Liz to update	Revd Liz	2 <sup>nd</sup> July 2020

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	Consider if a booking system is needed, whether for general access or for specific events/services	Not needed at this time		
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Not needed		
<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.	Yes	Revd Helen and Revd Liz	2 <sup>nd</sup> July 2020
	Review C of E guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Church was cleaned on Sunday 28 <sup>th</sup> June 2020 72 hrs will lapse before the building is opened again to the public.		
	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.	Agreed		
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Agreed, This will happen if we have someone with a disability who needs to exit through the front door.		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors to be left open		
	Remove Bibles/literature/hymn books/leaflets	All removed	Revd Helen Revd Liz	2 <sup>nd</sup> July 2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Not needed		
	Consider if pew cushions/kneelers need to be removed as per government guidance	Building will be closed for 72hours to allow for the virus to die.		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Remove or isolate children’s resources and play areas	All items from the children’s area has been removed	Revd Helen Revd Liz	2 <sup>nd</sup> July 2020
	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).	Alternate pews have been taped off, people will be encouraged to sit with 2m distance	Revd Helen Revd Liz	2 <sup>nd</sup> July 2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	done		
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	This will be marked by arrows	Revd Helen Revd Liz	2 <sup>nd</sup> July 2020
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	done		
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitisers placed at both doors	Revd Helen Revd Liz	2 <sup>nd</sup> July 2020
	Determine if temporary changes are needed to the building to facilitate social distancing	None needed		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	done		2 <sup>nd</sup> July 2020
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Antivirus spray and disposable towel will be used		
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	done		2 <sup>nd</sup> July 2020

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	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	done		2 <sup>nd</sup> July 2020
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	done		2 <sup>nd</sup> July 2020
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Done	Revd Helen Revd Liz	2 <sup>nd</sup> July 2020
	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.	Video will be done and posted on social media	Revd Liz	3 <sup>rd</sup> July 2020
<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.			
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			
	Set up a cleaning rota to cover your opening arrangements.			
	All cleaners provided with gloves (ideally disposable).			
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.			

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	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	I will empty and remove the bin in the toilet after every time we open, if I am not available I will ask someone to do this under the age of 70 and not in the at risk group.	Revd Helen	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Daily	Revd Helen	
<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 our intention.		
	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.			