

Risk Assessment on the re-Opening of the church building, prepared by the PCC of the Benefice of St Mary & All Saints, Goodshaw, with St John, Crawshawbooth

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| Church: St Mary & All Saints Church, Goodshaw | Assessor's name: Michael Black, Churchwarden | Date completed: 8 th September 2020 (Version 2) | Review date: 8 th December 2020 |
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| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
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| Access to church buildings for clergy for purposes of private prayer and/or livestreaming General advice on accessing church buildings can be found here. | One point of entry to the church building clearly identified and separate from public entry if possible | The church only has one possible entry point for the person opening up the church. There is a hand-wash station nearby. | Already Done | 14 July 2020 M Black |
| | A suitable lone working policy has been consulted if relevant. | We do not have any active clergy. | Not Applicable | |
| | Buildings have been aired before use. | A rota system will operate, whereby a keyholder will air the church for 30 minutes on the day prior to any service. | PCC Members / Keyholders | 25 July 2020 As per rota |
| | Check for animal waste and general cleanliness. | Visible inspection around accessible areas of church has been made | PCC | 18 July 2020 M Black |
| | Ensure water systems are flushed through before use. | See Government Guidance for organisations on supplying safe water supplies All taps in the building are run for a minimum of 5 minutes | Churchwardens | 4 April 2020 and weekly thereafter M Black |

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| | | on a weekly basis. This has been the case throughout the lockdown period. | | |
| | Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | Checks conducted on PA system, lighting, central heating, parish room heating | Peter McAlavey & Fred Taylor | 18 July 2020 |
| | Holy water stoups and the font are empty. | Not Applicable | | |
| | Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | Not Applicable – No live streaming from church | | |
| Deciding whether to open to the public | Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible. | No venues Close By. Other Churches in the Deanery are opening | PCC | 19 July 2020 M Black |
| | Update your website, A Church Near You, and any relevant social media. | Post Risk Assessment on Website. Update website with service times and booking-in details | Lorraine Ashworth | 21 July 2020 L Ashworth |
| | Consider if a booking system is needed, whether for general access or for specific events/services | Booking system by email to church email address, or by phone for those without internet or email access Provide notification one week before opening | Mike Black | System in place by 20 July 2020 M Black |
| | If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark | Apply here. | Not Applicable | |
| Preparation of the Church for access by members of the public for any permitted | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. | We have no clergy. Access has been for one of the churchwardens | Confirmed as done. M Black | 14 July 2020 M Black |

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| purposes, including worship and tourism | Review CoFE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below). | Review made. Cleaning regime is sufficient for regular times. Extra cleaning identified in case of "life event" services | PCC | 18 July 2020 N Ashworth |
| | 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. | Keyholder entry via Vestry Door. Public entry via Main Front Door Public / All exit via Vestry Door | PCC | 18 July 2020 M Black |
| | Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | Two Meter Spacing marked out along the side of the church Marking done before opening to public. | PCC | 18 July 2020 M Black |
| | Where possible, doors and windows should be opened temporarily to improve ventilation. | Windows do not open. Until weather turns too cold, all doors, both internal and external will be wedged open. | Keyholders | 26 July 2020 and then weekly As per Rota |
| | Remove Bibles/literature/hymn books/leaflets | Done | PCC | 18 July 2020 P Bateman |
| | Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | Music Area cordoned off, idem front two choir stalls on south side | PCC | 18 July 2020 M Black |
| | Consider if pew cushions/kneelers need to be removed as per government guidance | Services will be weekly. This falls under the "72-hour-rule" | PCC | 26 July 2020, then weekly N Ashworth |

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| | Remove or isolate children’s resources and play areas | Done. No childrens’ toys or resources are accessible. | PCC | 14 July 2020 E Black |
| | 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). | Pews and spacing will be marked out accordingly. At Holy Communion, the Host will be distributed from the chancel steps. Some distances are only 1.5-1.8m, so the wearing of facemasks will be mandatory. | PCC | 18 July 2020 M Black |
| | Clearly mark out seating areas including exclusion zones to maintain distancing. | Pews and spacing will be marked out accordingly | PCC | 18 July 2020 M Black |
| | Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Marking is clear, with a one-way system through the church. | PCC | 18 July 2020 M Black |
| | Limit access to places were the public does not need go, maybe with a temporary cordon in needed. | Done. Kitchen and Gallery are taped off. | PCC | 14 July 2020 M Black |
| | Determine placement of hand sanitisers available for visitors to use. | Alcohol-based hospital-approved gel has been ordered. It will arrive well in advance of the first opening to the public | M Black | 14 July 2020 M Black |
| | Determine if temporary changes are needed to the building to facilitate social distancing | Not Applicable / Needed All signage is removable | Churchwardens | 18 July 2020 M Black |

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| | Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Signage has been procured | M Black | 30 June 2020 M Black |
| | Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | Included in cleaning regime. Suitable cleaning wipes have been purchased | Churchwardens | 26 July 2020 N Ashworth |
| | Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Done Stocks of soap, disposable towels and sanitising gel are robust and will be replenished as needed | Churchwardens | 14 July 2020 M Black |
| | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Toilet facility is now open. There are clear signs regarding “Covid-safe” use of the toilet, with disinfectant wipes inside the toilet, soap and paper towels. Users of the toilet are requested to use sanitising gel before and after visiting the toilet, and to leave the toilet door open after use. | PCC | 22 August 2020 M Black |
| | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Done The bins will be emptied each week, when the church is aired. Double-bagging will be practiced | PCC | 25 July 2020 As per rota |

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| | If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days | Entry to services by prior booking only. Life events parties to supply their own list of names Funerals preferred on Wednesdays or Thursdays | M Black | 20 July 2020 M Black |
| | 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. | Publication of re-opening via Facebook, Church website and weekly notices Neighbours receive weekly notices.. | M Black | 19 July 2020 M Black |
| Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) | 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. | This is the normal case. Cleaning will happen, if a "life event service" takes place between weekly worship. | PCC | 18 July 2020 PCC |
| | 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. | Done | PCC | 18 July 2020 PCC |
| | All cleaners provided with gloves (ideally disposable). | Cleaners will be provided with gloves | PCC | 18 July 2020 PCC |
| | Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Done / In hand | M Black | 14 July 2020 M Black |
| | Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | This will be the keyholder on rota duty for airing the church | PCC | 25 July 2020, then weekly PCC |

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| | Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Removal will be weekly – see above | PCC | 25 July 2020, then weekly PCC |
| Cleaning the church after known exposure to someone with Coronavirus symptoms | If possible close the church building for 72 hours with no access permitted. | This will be standard practice. | Churchwardens | As needed. Policy in place 14 July 2020 |
| | If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | Not applicable. We will close for 72 hours, under such circumstances | Churchwardens | As needed. Policy in place 14 July 2020 |
| | If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | This will be standard practice. | PCC | As needed. Policy in place 14 July 2020 |

Version 1 : Original Version

Version 2 : version 1 Modified to reflect standard practice with church toilet open for use.