

Risk assessment – Public Worship

Church: Resurrection & St Barnabas, Eastlands, Manchester	Assessor's name: Christianah Awodiji (CA), Helen Kidd (HK) (churchwardens), Rev Maria Onuigbo (MO)	Date completed: 25/09/2020	Review date: 31/10/2020
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
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	Main door during the week. Side door on Sundays for public.	CA, HK, MO	22/08/2020
	A suitable lone working policy has been consulted if relevant.	New lone working policy has been written.	MO	25/08/2020
	Buildings have been aired before use.	Church was in use March-July 2020	CA, HK, MO	22/08/2020
	Check for animal waste and general cleanliness.		CA, HK, MO	22/08/2020
	Ensure water systems are flushed through before use.		N/A	22/08/2020
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		CA, HK, MO	22/08/2020
	Holy water stoups and the font are empty.		MO	March 2020
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		MO	25/09/2020
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.	N/A		22/08/2020

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	Update your website, A Church Near You, and any relevant social media.		MO	28/08/2020
	Consider if a booking system is needed, whether for general access or for specific events/services	Booking system for Sundays	MO	ongoing
	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark	N/A		22/08/2020
	Include details on requirements such as bringing a face covering in communications.		MO/ Activity leader	ongoing
Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		CA, HK, MO	22/08/2020
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).		CA, HK, MO	22/08/2020
	Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.		MO	MO, HK 02/09/2020
	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.	On Sundays we use our usual Sunday door (side door) ONLY. There is no access via main door.	CA. HK, MO	22/08/2020
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Signage on the external wall and painted marks 2 meters apart	CA, HK, MO	02/09/2020
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors behind Rev Maria’s chair and corridor door	CA, HK or MO/ Activity leader	ongoing
	Remove Bibles/literature/hymn books/leaflets		CA, HK, MO	22/08/2020

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	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	N/A		22/08/2020
	Consider if pew cushions/kneelers need to be removed as per government guidance	N/A		22/08/2020
	Remove or isolate children’s resources and play areas		CA, HK, MO	22/08/2020
	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).		CA, HK, MO	22/08/2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	6 rows of chairs both sides, 2m in all directions = 44 chairs ONLY.	CA, HK, MO	25/09/2020 CA, HK, MO
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		CA, HK, MO	02/09/2020
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Meeting room, Chapel and Café area are closed for use until further notice.	CA, HK, MO	22/08/2020
	Determine placement of hand sanitisers available for visitors to use.		CA, HK, MO	HK, MO 02/09/2020
	Determine if temporary changes are needed to the building to facilitate social distancing	Café furniture has been removed, so that one-way system to toilets is possible	CA, HK, MO	22/08/2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		HK. MO	02/09/2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		CA, HK, MO and anyone using the church during the week	ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		CA, HK	ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		CA, HK	ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		CA, HK, CD	ongoing
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	<ul style="list-style-type: none"> Track & Trace form at the entrance on Sundays. QR code poster for NHS App at both entrances. A list for entry at the main door is provided. 	MO /Activity leader	ongoing
	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.		MO	28/08/2020
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.		CA, HK, MO	22/08/2020
Advice on cleaning church buildings can be found here.	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Cleaning after each activity required by each group. No church cleaners provided!	CA, HK, MO / Activity leader	25/09/2020

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	Set up a cleaning rota to cover your opening arrangements.	Person / group using the church is required to do cleaning.	CA, HK, MO / Activity leader	25/09/2020
	All cleaners provided with gloves (ideally disposable).		CA, HK, MO, CD	22/08/2020 / ongoing
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Church fabric chairs sprayed or vacuumed after each use	CA, HK, CD /Activity leader	ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		CA, HK / Activity leader	Ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Sundays after service, other days after each activity	Churchwarden/ Activity leader	ongoing
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.		CA, HK, MO	22/08/2020
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.	CA, HK, MO	22/08/2020
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.	CA, HK, MO	22/08/2020

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer (clergy only)
 - Livestreaming services (clergy only)
 - Private prayer (general public)
 - Public worship
 - Rites of passage services
 - Opening for visitors and tourists
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from the temporary closure of the church
 - Hazards arising from now using the church in a different way

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches so long as they are properly managed, but having more people coming through your building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
4. Using the risk assessment checklist below as a template:
 - add in mitigations for any risks that are particular to your circumstances that may not be on the list;
 - record what you need to do for each activity to go ahead safely;
 - consider any equipment you need and any temporary changes you might need to make to the church;
 - check back against your list of activities to confirm which ones can go ahead and when.