

## ST AIDAN'S

## Risk Assessment for Opening Church Buildings to the Public

**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
1 <sup>st</sup> July 2020	4	The House of Bishops COVID-19 Recovery Group

Churches and cathedrals have been legally permitted to open for purposes of individual private prayer from 13<sup>th</sup> June. House of Bishops guidance provided for churches to open for funerals from 15<sup>th</sup> June. Public worship, with measures in place for social distancing, are allowed from 4<sup>th</sup> July. Other activities, except for a few still prohibited by law, may also take place in churches, subject to the government guidance in place for the relevant sector.

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 any permitted purposes. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. You should read the advice on re-opening buildings and the guidance on public worship before completing this assessment. Both are available on the [Church of England Coronavirus pages](#).

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

A separate risk assessment relating to contractors and construction workers is available on the [Church of England Coronavirus pages](#).

## 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.

**Risk assessment template**

<b>Church:</b> St Aidan's	<b>Assessor's name:</b> Parochial Church Council	<b>Date completed:</b> 14/7/20	<b>Review date:</b> 15/9/20
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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	Porch	PP	n/a
	A suitable lone working policy has been consulted if relevant.	<i>An example can be <a href="#">found here.</a></i>		
	Buildings have been aired before use.	30 min Also after cleaning	PP Cleaners	
	Check for animal waste and general cleanliness.	Dust & particles on surfaces and floor		
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a> To be done by PP		
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	No elects were disconnected Heating not yet needed	n/a	n/a
	Holy water stoups and the font are empty.	No Font. Stoup emptied.		
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	None in use	n/a	
<b>Deciding whether to open to the public</b>	<b>Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.</b>	? n/a		
	<b>Update your website, A Church Near You, and any relevant social media.</b>	Done	PP	19/7/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Consider if a booking system is needed, whether for general access or for specific events/services	For consideration by PCC		
	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark	<a href="#">Apply here.</a> n/a		
<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.	Dusting to be done by non-vulnerable volunteers	Being organised by Churchwardens	
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	<i>Advice on <a href="#">cleaning church buildings can be found here.</a></i>		
	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.	Porch only		
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Queuing not likely – not needed		
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Staffing DT	
	Windows and both sets of porch doors opened while church is open. Place “Keep open” notices on open doors. Lawnmower moved to St Augustine’s to facilitate.			
	Remove Bibles/literature/hymn books/leaflets	All superfluous literature removed.	PP	29/6
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Leave all in place.	PP	
	Consider if pew cushions/kneelers need to be removed as per government guidance	All kneelers to be removed to Table Store. Personal cushions to be removed and brought on each occasion.		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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 (or 1m with risk mitigation if absolutely necessary).	<i>See below</i>	PP & Wardens	
	One-way system – down centre aisle, up side aisles. A5 self-produced one-way signs on pew ends. 3x floor signs at top of aisles; ?central nave markings at 1m or 2m intervals. Exceptions: Funerals; Weddings – newly-married couple, only, to walk back up central aisle.			
	Clearly mark out seating areas including exclusion zones to maintain distancing.	<i>See below</i>	All ready for after cleaning - PP	
	Self-produced “Sit here” signs blu-tacked to pews (see separate diagram) to ensure Social Distancing. Private Prayer, Weddings & Funerals: Restrict area of Nave to be used (1/3 or 1/2 of one side) by roping-off sections of Nave not to be used. “One Way” and “No Entry” floor signs as appropriate, at top of aisles.			
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Single Entry and Exit, but only single directional flow of traffic at each time.	All ready for after cleaning - PP	
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Private Prayer: Place communion rails in front of chapel step	As necessary - PP	
	Determine placement of hand sanitisers available for visitors to use.	Register with <a href="#">Parish Buying</a> for procurement options. On table or wooden flower stand, with notice; Communion Steward		
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> . None identified		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	2m – Yes, self-produced. Hand washing – not yet. Entrance and Toilet.		
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	<i>Advice on <a href="#">cleaning church buildings can be found here.</a></i> Materials to be procured. Tops of pew ends, Sanitiser Station and vulnerable surfaces wiped-down by those staffing.		
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	<i>Register with <a href="#">Parish Buying for procurement options.</a></i> Hand sanitiser @ doors and Communion Toilet & Sacristy: provision of paper towels in hand		
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	<i>Register with <a href="#">Parish Buying for procurement options.</a></i> <i>See below</i>		
	<p>Paper towel dispenser to be fitted in toilet and Sacristy. Liquid soap bottles marked; refill sachets/containers procured.</p> <p>All visitors to Toilet to be accompanied: ‘check what need cleaning, and check soap is available’ - and that soap remains (although probably not necessary).</p>			
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Bin required Roll of liners to be procured		
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days	a) Details on Date Protection Permission Form. b) Produce sheet with regulars’ names and spaces for others - tick appropriate date column		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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.	On St Aidan's FB page and Parish Group, email to all, with info on what to expect.		
<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.	Private Prayer: rope off areas used for Wednesday mass	n/a	
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	See above – n/a	n/a	
	Set up a cleaning rota to cover your opening arrangements.	See above – n/a	n/a	
	All cleaners provided with gloves (ideally disposable).	Register with <a href="#">Parish Buying</a> for procurement options. See above – n/a	n/a	
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	See above – n/a	n/a	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Whoever is staffing open period	Staffing	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After each opening	Staffing	
<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 would be my suggestion		
	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> See above – n/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>		