

Risk Assessment for Opening Church Buildings to the Public: individual prayer and funerals

Church: St Bartholomew's, Barrow	Assessor's name:	Date completed:	Review date:
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Preparation of the Church for individual prayer and funerals	One point of entry to the church building clearly identified and separate from public entry if possible	Entry by creche door. Congregation to be notified by letter and phone call. Notice on west door and main door.	AS Standing Committee	30/6/20
	A suitable lone working policy has been consulted if relevant.	N/A		
	Buildings have been aired before use.	Church to be cleaned and aired	Standing Committee	23/06/20
	Check for animal waste and general cleanliness.	Cleaning team to attend	Standing Committee	23/06/20
	Ensure water systems are flushed through before use.	Not yet turned on. No cold water tanks so system only needs basic run through	NF/HF	
	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.	Notices to be produced and put in place	HF/NF	27/06/20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors to be left open during services/prayers when appropriate	Sidesperson	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Preparation of the Church for individual prayer and funerals	Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user.	Bibles/ service books can be left in pews if church not used for 48hrs	Standing Committee	23/06/20
	No collections to be taken by handing round collection bag. Well marked boxes to be placed on the table at the back of church and near the exit door.	Collection to be counted by 2 sidespeople one after the other in the vestry or on the coffee servery to allow for distancing. Anyone handling money to sanitise hands.	Standing Committee	30/6/20
	Pews re-arranged to allow for appropriate distancing		AS	Before 16/06/20 AS
	Appropriately distanced seats identified	Selected seats identified with green cards	SC	27/06/20 NF/HF/KT
	Seats identified as 'closed'	Red card labels placed in identified seats	SC	27/06/20 NF/HF/KT
	Seats identified for anyone with mobility issues	Chairs near south door identified.	Need for sidepeople to be informed to direct people	SC
	Consider if pew cushions/kneelers need to be removed as per government guidance	Kneelers removed from designated seats but 72 hours between Sunday services means no further action needed.	Standing Committee	23/06/20 SC
	Remove or isolate children's resources and play areas	Put toys and children's books away	Standing Committee	23/06/20 HF

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	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.	Walked through with all signage, floor and seat markers in place	NF/HF/KT	26/06/20 NF/HF/KT
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Seat cards placed in 2m distanced ‘bubbles’ Markers to be put at the ends of pews to show green seats may be available in pew	NF/HF/KT HF	27/06/20 1/07/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Floor markings at 2m intervals and arrow in place	NF/HF/KT	27/06/20
	Sidespeople to direct congregation to seats	Sidespeople to be informed of directions they need to give. Sidespeople need to be identified.	Need to identify and train. SC	Ongoing
	Limit access to places where the public does not need go, maybe with a temporary cordon in place.	Rope cordon in place	NF	27/06/20
	Determine placement of hand sanitisers available for visitors to use.	To be placed with signs at doors on way in and out	HF	23/06/20
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	N/A	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices needed.	Hand sanitising, distancing, and seating arrangement	27/06/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
			notices put in place. HF	
	If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	Unless used for funerals church will not need to be sanitised between Sundays, over 72 hours. Cleaning spray with bleach and paper towel to be available on table in case of need	Standing Committe	Ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Liquid soap, paper towel and bin available in vestry but water switched off at present so not in use.. Hand sanitiser in place at church entry and exit	HF/NF	27/06/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Liquid soap, paper towel and bin with notice not to put towels in bin. Toilet to remain closed at present. To consider opening for funerals	Toilet not in use but soap towel and notice etc in place HF	HF 27/06/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Cleaners to attend	All bins have appropriate bags HF	HF 27/06/20
	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.	No action neede		

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	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	If church is needed in period of less than 72 hours cleaners to be arranged.	AL/HF	
	Set up a cleaning rota to cover your opening arrangements.	No regular pattern of opening without 72 hr vacancy		
	All cleaners provided with gloves (ideally disposable).	Bring their own cleaning gloves and sanitise hands on entering and leaving.		
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Bleach spray provided if needed to sanitise potentially contaminated surfaces, not for general use.	HF	23/06/20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Cleaner after 72 hours N/A if water switched off		
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After 72 hours.	Church cleaners	
	If possible close the church building for 72 hours with no access permitted.	Church likely to have been closed for 72 hours. If appropriate dated notice of closure to be put up.	Church Wardens	
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	If contaminated, if cleaning not available, Funeral in less than 72 hours not possible in church.		

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	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	No additional action		
	Aid contact in case of someone developing Covid 19 symptoms after coming to church	Sidesperson to mak a list of those attending, including church leader and organist as appropriate. List to be kept for 21days. To be made available to the Test and Trace service if needed.	Sidesperson Wardens	
Cleaning the church after known exposure to someone with Coronavirus symptoms	Keep record of those entering the building for mainatinace or cleaning so those coming into church are aware of when and where any activity has taken place.	Notice on the main door directing people to sign list.	HF	27/06/20
If notified of someone with coronavirus symptoms.		List of contacts can be made available. Wardens to contact John Field (who winds the clock on Sundays) to be made aware.	AS/Wardens	
Entry for contractors	Contractors working practise to be discussed before entering the building. Visit entered in log of those entering the building not for services.	Need for contractor visit to be documented to make sure cleaning can take place if needed before church is used.	Wardens	1/07/20