

COVID-19 Risk Assessment for reopening St Edward's Church

ASSESSMENT						
PLAN	DO				REVIEW	DONE
A: Prepare Building, policies and procedures	B: Churchwardens, PCC and church users	C: Control Access and Visitors	D: Social distancing	E: Infection Control Measures	F: Communicate and Review Arrangements	Completion by whom
Buildings 1. Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire evacuation, emergency lighting, water hygiene, etc.). 2. Reviewing emergency and evacuation procedures (e.g. fire stewards, escape routes, roll-call, assembly areas, etc.). 3. Ensure church has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet PHE requirements. 4. Provide sufficient tissues at the entrance to church. 5. Create a plan of the building to mark out areas where mixing is more likely and so where distancing and other measures are required. 6. Evaluate the pew capacity 7. Consider door signs mounted to identify max number in church at one time. 8. COVID-19 posters/ signage displayed. 9. Identify 'crunch points' (e.g. entrances/ exits/ and consider how movement can best be managed 10. Consider one-way system if possible for circulation around the building. 11. Use stand to indicate one-way system	1. Fully brief all users about the plans and protective measures identified in the risk assessment. 2. Regular PCC briefings. 3. Information shared about testing for those with symptoms 4. Post the risk assessment or details of measures on church website. 5. Communication of the policy with other building users (e.g. lettings, regular visitors, etc.) 6. Limit visitors by capacity limits	Access 1. Entry points to the church 2. Building access rules clearly communicated through signage on entrances. 3. Hand sanitiser provided at the entrance 4. Covered bins provided on entrances to dispose of temporary face coverings Visitors 1. A record kept of all visitors to assist NHS Test and Trace,	Distancing 1. All people to keep 2 metres from others as much as possible. 2. Where possible the clergy to maintain distance from the all others by staying at the front of the Church. Minimising contact 1. Doors propped open, where safe to do so to limit use of door handles.	Hand hygiene 1. Hand sanitiser to be applied on entry Respiratory hygiene 1. Tissues to be provided. 2. Bins for tissues provided and are emptied after every service Cleaning 1. Sanitising spray provided near the entrances	1. Risk assessment published on church website and porch noticeboard 2. Nominated adults tasked to monitoring protection measures. 3. The effectiveness of prevention measures will be monitored by the PCC 4. This risk assessment will be reviewed if the risk level changes	

<p>12. In areas where queues may form, put down floor markings to indicate distancing.</p> <p>13. Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding.</p> <p>14. Inspect church and remove unnecessary items and furniture to make more space.</p> <p>15. Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas and frequently touched surfaces.</p> <p>Policies and procedures</p> <p>1. Update policies to reflect changes brought about by COVID-19, including:</p> <ol style="list-style-type: none"> 1. Safeguarding/child protection 2. Visitors to church <p>2. Ensure website is compliant with regards to the publishing of policies.</p> <p>Response to any infection</p> <ul style="list-style-type: none"> • The PCC understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. <ul style="list-style-type: none"> ○ Plan to inform the congregation that they will need to be ready and willing to book a test and inform the Rector immediately if they are displaying symptoms, and of the result of a test as soon as it is known. 	<p>Other Users</p> <p>7. Observe maximum capacity of the church and maintain social-distancing required by latest guidelines.</p> <p>8. The church can ask any hiring organisation to provide evidence of their risk assessment.</p> <p>9. Review existing lettings agreements and amend or supplement as necessary to include specifics of what the church will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.).</p>	<p>including:</p> <ul style="list-style-type: none"> • the name; • a contact phone number; • date of visit; 	<p>2. Ensure closed when premises unoccupied.</p>	<p>2. Thorough cleaning of used areas of the church at the end of each service.</p> <p>3. Shared surfaces to be cleaned frequently (e.g. pews, chairs, doors, light switches, handrails, etc.).</p> <p>First Aid:</p> <p>1. Consider enrolling adults on first aid training</p>	<p>e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</p>	
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