

Risk Assessment for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
2.12.2020	4	St Edmunds Roundhay
Updated based on	the following	Guidance:
18 Aug 2020		RSCM COVID19 Risk Assessment: Music in Live Services
4th November 2020*	6	'Risk Assessments for opening church buildings to the public' The House of Bishops COVID-19 Recovery Group
6th November 2020	1.0	'COVID19 New Lockdown Guidance' The House of Bishops Recovery Group
1 December 2020		Updated guidance on Opening Church Buildings to the Public applicable from 2 Dec 2020

*issued by CofE on 4 Nov 2020 but incorporates advice re new regs from 5th Nov 2020

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 individual private prayer. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for individual private prayer or not, based on their local circumstances, resources and context.

This risk assessment takes into consideration new updated guidance published by the Church of England and UK government in relation to 'Opening places of worship' from 2 December 2020. As at the date of this risk assessment, Leeds is in Tier 3.

RISK ASSESSMENT FOR OPENING FOR PRIVATE PRAYER & PERMITTED ACTS AT ST EDMUND'S CHURCH, ROUNDHAY

Church: ST EDMUNDS ROUNDHAY		Assessor names: SARAH MEREDITH (SM) Operations Manager Additional Reviewer: NIGEL WRIGHT (NW) Incumbent		Date completed: 2.12.2020		Review date: 16.12.2020 (or when further guidance published)	
Area of Focus	Controls required	Additional information			Action by whom?	Completed – date and name	
Access to church buildings for clergy , staff and churchwardens 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	North Transept entrance (NOTE: for private prayer public entrance will be North Porch entrance as per worship when permitted). As at 2.12.2020 both private prayer and public worship are permitted subject to national guidance and that relating to Tier 3.			n/a	NW/SM 1.7.20 SM - Reviewed & no change as at 5.9.2020 SM - Reviewed & amended as at 13.11.2020 NW reviewed 16.11.20 SM/NW 2.12.2020	

<p>Access to church buildings for clergy, staff and churchwardens and public for purposes of private prayer and/or livestreaming CONT'D....</p> <p>General advice on accessing church buildings can be found here.</p>	<p>A suitable lone working policy has been consulted if relevant.</p>	<p>The church does have a Lone Working policy, a copy of which is available on request.</p> <p>It is intended that there be:</p> <ul style="list-style-type: none"> - a minimum of one person on duty (with a second staff member available by phone) when open for private prayer, and/or livestreaming (which requires two people logistically anyway), or - a minimum of two for worship at times when that is permitted by government guidance, or - a minimum of two for permitted acts (eg. funerals) at times when that is permitted by government guidance. 	<p>SM/NW</p>	<p>NW/SM 1.7.20</p> <p>SM reviewed & no change as at 5.9.2020</p> <p>SM - Reviewed and amended as at 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM / NW reviewed 2.12.2020</p>
	<p>Buildings have been aired before use.</p>	<p>Ahead of time doors will be opened to air church. At time of opening only the North Porch should be used with notices at other entrances.</p> <p>5.9.2020 This is working well.</p> <p>13.11.2020 This will continue to apply to private prayer, worship (when allowed) and permitted acts.</p> <p>2.12.20 Continue to use notices as church now permitted to open for private prayer and COVID secure worship.</p>	<p>Lead person on duty.</p>	<p>NW/SM 1.7.20</p> <p>SM reviewed & no change as at 5.9.2020</p> <p>SM - Reviewed and amended as at 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>

<p>Access to church buildings for clergy, staff and churchwardens and public for purposes of private prayer and/or livestreaming CONT'D....</p> <p>General advice on accessing church buildings can be found here.</p>	<p>Ensure safe use of equipment – cables tripod causing a trip hazard, offertory plate</p>	<p>All cables taped down with hazard tape. When worship permitted -no offertory plate to be handed around. Drop plate at back of church will be available to be handed at arms length by warden to person leading service. In all circumstances - electronic giving promoted.</p> <p>New wall mounted camera installed in church so tripod and mobile streaming equipment in front pews now redundant and removed.</p>	<p>Clergy Wardens Staff</p> <p>Lead person on duty</p>	<p>11 July 2020 CB/AW/NW</p> <p>SM reviewed & no change as at 5.9.2020 SM - Reviewed and amended as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020</p>
	<p>Check for animal waste and general cleanliness.</p>	<p>Cleaner currently coming in to keep on top of cleaning.</p> <p>As vermin spotted just ahead of lockdown, children's toys to be cleaned and traps have been set.</p> <p>Update 12.7.2020 All sorted no further occurrences.</p> <p>Reviewed 5.9.2020: Still no occurrences.</p> <p>Reviewed 13.11.2020: Still no occurrences. (Historic nest found under South dais lift.)</p> <p>Reviewed 2.12.2020 – no further occurrence.</p>	<p>Clean & Simple</p> <p>JW/NW</p>	<p>SM 1.7.20 NW/SM 1.7.20 SM reviewed & no change as at 5.9.2020</p> <p>SM - Reviewed and amended as at 13.11.2020 NW reviewed 16.11.20 SM / NW reviewed 2.12.2020</p>

<p>Access to church buildings for clergy, staff and churchwardens and public for purposes of private prayer and/or livestreaming CONT'D....</p> <p>General advice on accessing church buildings can be found here.</p>	<p>Ensure water systems are flushed through before use.</p>	<p>DK opened up taps w/c 8.6.2020.</p> <p>Drinks not to be served at present.</p> <p>Drinks not being served at present. SM to open taps again w/c 6.9.2020.</p> <p>Drinks not being served at present. SM to open taps again w/c 16.11.2020.</p> <p>2.12.2020 SM opened taps on 18.11.2020 for 15 minutes. NW opened up taps 1.12.2020.</p>	<p>Lead person on duty.</p>	<p>NW/SM 1.7.20 SM reviewed 5.9.2020</p> <p>SM - Reviewed and amended as at 13.11.2020 NW reviewed 16.11.20 SM /NW reviewed 2.12.2020</p>
	<p>Switch on and check electrical and heating systems if needed.</p>	<p>Electrics are on. Heating in continuous use and all boilers serviced. Various things not being used were unplugged by TF at start of lockdown, which were switched back on ahead of first service back on 12.7.2020.</p> <p>Heating to remain in continuous use. Electrical items not being used switched off, and those being used are switched off after use. Essential items (eg. Wifi) kept on.</p> <p>2.12.2020 The iPad, tablet and remote card reader have been charged.</p>	<p>Lead person on duty</p>	<p>NW/SM 1.7.20</p> <p>SM reviewed & no change as at 5.9.2020 SM - reviewed and amended as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020</p>

	Holy water stoups and the font are empty.	None applicable to St Edmund's 2.12.2020 – no change	n/a	SM reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM / NW reviewed 2.12.2020
Access to church buildings for clergy, staff and churchwardens and public for purposes of private prayer and/or livestreaming CONT'D....	Update website and social media in connection with services.	<p>July 2020 – NW made and posted a short video on social media about how we have made building COVID safe and new procedures for entry and exit. Service details are publicised by posts on social media, and in the newsletter and news sheets that are posted or published electronically via Mailchimp. Requirements in connection with mandatory face coverings are communicated in the same way.</p> <p>Sept 2020 – As above but amendments made by SM to newssheet to reflect updated guidance re 'rule of 6' etc.</p> <p>Nov 2020 – NW amended news sheet to reflect lockdown and prohibition on public worship.</p> <p>December 2020 – High volume Advent and Christmas services all ticketed via Eventbrite. Limit on tickets available. This updated Risk Assessment to replace the existing on the website. Social media and website make it clear that services MUST be booked.</p>		<p>July 2020 - NW</p> <p>SM - System working well. Reviewed & no change as at 5.9.2020</p> <p>NW/SM - reviewed and amended as at 13.11.2020 NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>

Preparation of the Church for individual prayer, worship and funerals	Confirm that all steps (above) for access by clergy, staff, and churchwardens have been carried out before anyone else accesses the building.	Yes - all measures taken as set out in risk assessment dated 1.7.2020. Additional measures in this document 5.9.2020 have already been put in place or are in hand as set out in this document. Measures noted in this document dated 13.11.2020 have already been put in place or are in hand as set out in this document. As new guidance issued, risk reviewed ahead of reopening on 6 December 2020. SM, NW and CB checked all the existing COVID measures such as hazard tape, track and trace documents, sanitiser and PPE etc.		NW 1.7.20 SM -reviewed 5.9.2020 SM - reviewed and amended as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Review undertaken by NW/SM on 9.6.2020 5.9.2020 – No change since risk assessment of 1.7.2020 for main service space – as all cleaning measures working well. For additional cleaning measures in the chancel see section on singing.	NW/SM where appropriate RM	W/SM 1.7.20 SM reviewed and amendments made 5.9.2020

Preparation of the Church for individual prayer, worship and funerals		<p>11.11.2020 – Adjusted sign in sheets provided at servery to better capture cleaning/ hygiene measures taken by clergy / staff & visitors to the building.</p> <p>2.12.2020 Existing measures are working well. Provisions have been put in place re extra cleaning between services in the busier late Advent and Christmas period.</p> <p>Given volume of extra cleaning, this is to be undertaken by a mixture of the contract cleaner and a team of volunteers. The volunteer team will be provided with PPE and briefed on correct cleaning procedure.</p>	<p>Visitors to building</p>	<p>SM reviewed and amendments made 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>
	<p>Read C of E guidance on face coverings and produce relevant materials to indicate compliance. Include signage to indicate compliance with law for all those except those exempt.</p>	<p>Use of face coverings as a mandatory requirement is notified to the congregation by means of news sheet and newsletter and social media.</p> <p>A spare stock of masks has been purchased and placed at the front desk (where people give their details for track and trace). Persons attending permitted events or activities, or worship (when permitted) without a facemask are required to use one of those provided by the church and take it away with them. Anyone refusing to wear a face mask will be denied entry. Signage re facemasks on entrance.</p> <p>All contractors must also wear facemasks as set out above when visiting the building.</p> <p>Stocks of masks have been replenished and wardens to let SM know when stocks running low.</p> <p>1.12.2020 SM ordered further stock of spare facemasks ahead of Christmas.</p>	<p>Wardens and those on duty.</p>	<p>System working well. SM reviewed & no change as at 5.9.2020</p> <p>SM reviewed & amendments made 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>

<p>Preparation of the Church for individual prayer, worship and funerals</p>	<p>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.</p>	<p><u>At times when public worship (or permitted activities involving the general public, such as funerals) is permitted:</u> North porch entrance (this is only door which is accessible to all (without steps), and the easiest to manage a controlled entry and exit to ensure procedures adhered to). One person on duty to be outside ensuring social distancing. Another person on duty to record names. NB. Record of attendance to be retained for 21 days. Another person on duty to ensure hands are sanitised/ washed. Other exits may be used in an emergency but not as entrances. <u>At times when the church is open for private prayer:</u> North porch entrance to be used to manage a controlled entry and exit to ensure procedures as above. Two people on duty Those attending to record names for track and trace purposes. Record of attendance to be retained for 21 days. All usual hand sanitisation and facemasks precautions to be taken Other exits may be used in an emergency but not as entrances.</p> <p>2.12.2020 – No change all procedures working well.</p>	<p>Church wardens and those on duty.</p> <p>All set</p> <p>Lead on duty.</p>	<p>AS/BK 1.7.20</p> <p>NW/SM 1.7.20</p> <p>SM reviewed & no change as at 5.9.2020</p> <p>SM reviewed and amendments made 13.11.2020 NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>
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Preparation of the Church for individual prayer, worship and funerals / permitted visitors	<p>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.</p>	<p>At times of livestreaming/ contractors in North transept entrance to be used Those attending to record names for track and trace purposes. Record of attendance to be retained for 21 days. All usual hand sanitisation and facemasks precautions to be taken Other exits may be used in an emergency. Sign in sheets to be used and door handles / areas touched to be wiped down & recorded</p> <p>2.12.2020 – No change all procedures working well.</p>	<p>Person on duty.</p>	<p>SM reviewed and amendments made 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>
	<p>Where possible, doors and windows should be opened temporarily to improve ventilation.</p>	<p>Doors ahead of worship (at times when permitted) , private prayer or other permitted activity (eg. funerals) to be opened and inner door kept open (both doors weather-permitting).</p> <p>5.9.2020 Update: those on duty open doors ahead of each service since 12.7.2020– this has been working well.</p> <p>13.11.2020 Measures thus far have been working well and will be additionally implemented for times when the church is now open for individual prayer.</p> <p>2.12.2020 Church will be reopening to the public from 6.12.2020 and doors will be opened ahead of worship.</p>	<p>Those on duty.</p>	<p>NW 9am 1.7.20</p> <p>SM reviewed & no change as at 5.9.2020</p> <p>SM reviewed and amendments made 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>

Preparation of the Church for individual prayer, worship and funerals / permitted visitors	Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user.	Removal of books and leaflets to be undertaken before the fifth of July 2020. 5.9.2020 – No change. All except limited single use material still removed. 11.11.2020 - No change as working well. 1.12.2020 NW did a sweep of the church building which will be open to the public and removed any items which had been left behind. Policy remains the same. All liturgy being used over the Christmas period will be on the screen.	SM / NW where appropriate.	NW/SM/CB 1.7.20 SM reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
	Cordon off or remove from public access any devotional objects or items	Removal of items off prayer table at North Porch entrance. Cordon off prayer table at south transept 13.11.2020 – all measures still in place. 2.12.2020 – no change all measures still in place.	SM / NW where appropriate.	SM 1.7.20 SM reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020

Preparation of the Church for individual prayer, worship and funerals / permitted visitors	Consider if pew cushions/kneelers need to be removed as per government guidance	Kneelers removed. We took specific advice from medical professionals who advised that soft furnishings should be disposed of if soiled. 13.11.2020 – all measures still in place. 2.12.2020 – all measures still in place.	SM / NW where appropriate	SM/MW 1.7.20 SM reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
	Remove or isolate children's resources and play areas	This has been undertaken w/c 29.6.2020 13.11.2020 – all measures still in place. 2.12.2020 – All measures still in place	JW	JW 30.6.20 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM / NW reviewed 2.12.2020

Preparation of the Church for individual prayer, worship and funerals / permitted visitors	<p>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.</p>	<p>Undertaken during w/c 29.6.2020</p> <p>Appropriate signage is displayed via the rolling notices on the screens, and on the entrance doors and around the building.</p> <p>13.11.2020 – all measures still in place</p> <p>2.12.2020 – All current measures still in place and hazard markings have been checked.</p>	<p>SM / NW where appropriate</p>	<p>NW/SM 1.7.30 NW/SO 2.7.2020 SM reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM / NW reviewed 2.12.2020</p>
	<p>Clearly mark out seating areas including exclusion zones to maintain distancing.</p>	<p>Undertaken Weds 1.7.2020 and Thurs 2.7.2020. Signage for seating arrangements.</p> <p>Update: 5.9.2020 Markings for choir seating in chancel undertaken by SM to ensure social distancing whilst maintaining fire egress space.</p> <p>13.11.2020 – all measures still in place.</p> <p>2.12.2020 – Current measures still in place – cordons at alternate pew rows, and signage to clearly show how distancing between bubbles work. Staff and volunteers show to seating to ensure compliance.</p>	<p>SM / NW where appropriate.</p>	<p>NW/SM 1.7.20 NW/SO 2.7.2020 SM Reviewed & new measures 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020</p>

Preparation of the Church for individual prayer, worship and funerals / permitted visitors	<p>Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.</p>	<p>Undertaken Weds 1 .7.2020 and Thursday 2.7.2020 with hatched taped.</p> <p>Update: 5.9.2020 All existing markings, cordons and signage in satisfactory condition.</p> <p>Update: 13.11.2020 All existing markings, cordons and signage in satisfactory condition.</p> <p>2.12.2020 All existing markings, cordons and signage in satisfactory condition. Ahead of the ticketed services, social distance chalk markings will be marked out on the pavement outside to manage que, along with a queue manager.</p>	<p>SM / NW where appropriate.</p>	<p>SM/NW 1.7.20 SM -reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020</p>
	<p>Limit access to places were the public does not need go, maybe with a temporary cordon in needed.</p>	<p>Temporary cordon at south transept</p> <p>2.12.2020 – no change – cordons still in place</p>	<p>SM / NW where appropriate.</p>	<p>SM 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020</p>

Preparation of the Church for individual prayer, worship and funerals / permitted visitors	Determine placement of hand sanitisers available for visitors to use.	<p>Sanitisers at North Porch entrance, and hand wash facilities at servery and in WC's.</p> <p>5.9.2020 update: Quantities of hand sanitiser, and spare PPE have been monitored and kept topped up throughout.</p> <p>13.11.2020 Update: huge quantity of sanitiser purchased and made available – spare stock stored in vestry. Wardens/ clergy / those on duty to top up as necessary.</p> <p>2.12.2020 – Decision taken to keep portable hand pumps full of sanitiser at the North porch entrance. Sufficient supplies have been purchased for the busy Christmas period. Permanent hand sanitiser stations have been purchased to be erected close to the WC's, Songroom stairs entrance and vestry corridor.</p>	SM / NW where appropriate.	NW/SM 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed & amended as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
	Determine if temporary changes are needed to the building to facilitate social distancing	<p>Every other row of pews cordoned off. Additional chairs spaced apart at appropriate distance. Additional signage explaining social distancing and hygiene measures.</p> <p>5.9.2020 Markings for choir seating in chancel undertaken by SM to ensure social distancing whilst maintaining fire egress space.</p> <p>Update: 13.11.2020 All existing markings, cordons and signage in satisfactory condition.</p> <p>2.12.2020 All current measures will remain in place, except that service specific measures will be noted in the individual risk assessments for the Advent/Christmas special services.</p>	SM / NW where appropriate.	NW/SM 1.7.20 SM reviewed and new measures implemented 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 2.12.2020 SM/NW reviewed.

Preparation of the Church for individual prayer, worship and funerals / permitted visitors	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices put up at entrance to church and at pew ends. 5.9.2020 update: condition of all signage satisfactory and still in place. Update: 13.11.2020 All existing markings, cordons and signage in satisfactory condition. 2.12.2020 No change – all still up and in satisfactory condition	SM / NW	NW/SM 1.7.20 SM 3.7.2020 SM reviewed & no change as at 5.9.2020 SM reviewed & amended as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
	Ensure you have NHS Track and Trace QR code available, with alternative for those who do not have app.	Additional signage – QR codes for NHS track and trace app, have been placed at the entrance. This is in addition to track and trace capture document at entrance. 2.12.2020 – QR codes still in place near the North porch entrance		SM reviewed & amended as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020

	<p>If the church has been used in the last 72 48 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.</p>	<p>Cleaner to continue with cleaning the church</p> <p>Server to wipe lectern and microphone after each use. Lead persons on duty to wipe door handles on exit.</p> <p>5.9.2020 Choirmaster to wipe over choir stalls and music stands after services where socially distanced choir present.</p> <p>13.11.2020 – all measures still in place.</p> <p>2.12.2020 – Government guidance has changed: quarantine guidance for cleaning is now 48 hours rather than 72. All measures previously in place continue. Where there is less than 48 hours between services, provision has been made in relation to extra cleaning – see above.</p>	<p>Clean & Simple Server Lead person on duty</p>	<p>NW/SM 1.7.20 SM reviewed & no change to existing measures as at 5.9.2020, but new measures implemented for choir area in chancel.</p> <p>SM reviewed & no change as at 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>
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	<p>Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.</p>	<p>Adequate supplies currently.</p> <p>5.9.2020 CB procured wall mountable and refillable hand sanitiser stations as a longer term solution. One to be mounted in Lay vestry corridor near WC's and Songroom steps entrance, one to be positioned at North porch and another in the hallway to the vestry and baby change.</p> <p>13.11.2020 Wall mountable and refillable hand sanitiser stations purchased found to be unsatisfactory. SM has ordered alternatives. In the meantime, large quantity of hand sanitiser & pumps have been purchased.</p> <p>2.12.2020 New alternative manual hand sanitiser stations have been purchased and are to be erected in the lay vestry corridor near the accessible WC, the top of the Songroom stairs and vestry corridor. In hand. There are currently 15 spare bottles of hand sanitiser in mobile hand pumps for use at the North porch entrance.</p> <p>All other measures are working well.</p>	<p>Church wardens / SM / Lead person on duty.</p>	<p>NW/SM 1.7.20</p> <p>Reviewed at 5.9.2020, measures in place and longer term measures in hand. SM reviewed & amended as at 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>2.12.2020 SM / NW reviewed.</p>
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	<p>Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.</p>	<p>Adequate supplies currently.</p> <p>2.12.2020 – Still have adequate supplies</p>	<p>Church wardens / SM / Lead person on duty.</p>	<p>NW/SM 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>
	<p>Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.</p>	<p>Yes – and these are regularly changed by cleaner.</p> <p>2.12.2020 – no change – cleaner is still removing rubbish regularly.</p>	<p>William – Clean & Simple</p>	<p>NW/SM 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 2.12.2020 SM/NW reviewed.</p>

Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	<p>If the church building has been closed for 72 48 hours between periods of being opening then there is no need for extra cleaning to remove the virus from surfaces.</p> <p>Advice on cleaning church buildings can be found here</p>	<p>We are observing, at the moment, the 72 hours. To be reviewed if number of services changes.</p> <p>Reviewed & no change as at 5.9.2020</p> <p>SM reviewed as at 13.11.2020. As building not currently open for public worship – no issue with cleaning after Sunday service – needs reviewing when public worship re-commences.</p> <p>2.12.2020 Government guidance has changed to 48 hours as the quarantine period. All other measures remain the same. Additional cleaning has been arranged for periods in which there are services less than 48 hours apart.</p>	NW/SM	N/A SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
	<p>If 7248-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.</p>	<p>No – not in those groups.</p> <p>Reviewed & no change as at 5.9.2020</p> <p>2.12.2020 – no change other than quarantine period.</p>	SM	N/A SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020

Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	<p>Set up a cleaning rota to cover your opening arrangements.</p>	<p>How much extra cleaning we will need will depend upon take-up. Contract cleaners hours increased in church.</p> <p>Reviewed & no changes to cleaning (other than measures in choir area) required as at 5.9.2020</p> <p>See comments in relation to individual private prayer being OK whilst Sunday services not taking place. Thereafter to be reviewed.</p> <p>2.12.2020 As stated above, where there is additional cleaning need because of the frequency of services, a rota of volunteers has been put in place to undertake the additional cleaning required. As set out above, the volunteer cleaning team will be issued with cleaning guidance and PPE.</p>	<p>SM/NW Clean & Simple (William)</p>	<p>NW/SM 1.7.20</p> <p>Reviewed 5.9.2020</p> <p>SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>
	<p>All cleaners provided with gloves (ideally disposable).</p>	<p>We have a stock of these at the servery. Those on duty to let SM know when stock running low.</p> <p>Additional supplies were purchased in August. Stock sufficient as at 5.9.2020</p> <p>Supplies of gloves low so more ordered.</p> <p>2.12.2020 – Adequate supplies of gloves available. Further cleaning equipment such as disposable cloths purchased.</p>	<p>Churchwar dens / those on duty.</p>	<p>SM 1.7.20 Reviewed & no change as at 5.9.2020</p> <p>SM reviewed & additional stock ordered as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020</p>

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.	Cleaner brings own. No cleaning historic surfaces. 2.12.2020 Additional sanitiser spray has been ordered in anticipation of the Christmas period and increase in number of volunteer cleaners. There are also additional 200 facemasks on order to top up supplies.		N/A Reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Cleaner – William from Clean & Simple 2.12.2020 – No change – still William. During the busy Christmas period the volunteer cleaning team will check and remove waste where necessary.	SM	SM 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020

	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	William visits 3 times per week, including Mondays. 2.12.2020 – No change re William. During the busy Christmas period the volunteer cleaning team will check and remove waste where necessary.	Clean & Simple	SM 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 48 hours with no access permitted.	2.12.2020 Government guidance has changed to reduce the quarantine period to 48 hours.	n/a	Reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 2.12.2020 – no change		2.12.2020 – no change

	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here. https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf		
Safe supervision	Supervisors are clear their role is to manage the flow in the building. They are clear on: 1) the capacity; and 2) are briefed on plans for how to manage any queues; and 3) know how to close the building if needed.	Written instructions issued w/c 29.6.2020 5.9.2020 – Estimated max capacity of the building with social distancing is 80. At Sunday services, numbers have been in the region of 40-55 to date. Highest number has been 65. Track and trace document has a flag at 75 so that wardens and welcomers can be alerted to max capacity. This has not yet been invoked. Continue to monitor. Continue to monitor as and when guidance changes and public worship allowed. Same principles apply to building being open for individual prayer – but lesser risk of capacity being reached. 2.12.2020 Given that it was assessed that the numbers of people attempting to attend church may be in excess of COVID safe capacity, for all of the late Advent and Christmas services, admittance will be ticket only. In terms of managing attendance, current measures are working well. There will be people, as usual, to manage seating of people arriving into the building post track and trace, and additional measures to mark out social distancing to manage queues outside. Volunteers helping with queue management will be briefed by those on duty (eg. churchwardens).	NW/SM	NW/SM 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed & amended as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
Safe supervision				

	Supervisors are able to socially distance at all times from those coming to worship and other volunteers.	<p>Contained in the written document above.</p> <p>2.12.2020 – all current procedures working well.</p>	Set out	<p>NW/SM 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20</p> <p>SM/NW reviewed No change as at 2.12.2020</p>
	Supervisors have access to PPE (gloves, masks) should it be wanted/needed	<p>Adequate supplies currently.</p> <p>5.9.2020 – Additional supplies were delivered in August. Adequate supplies of sanitiser and masks.</p> <p>13.11.2020 – Additional supplies ordered of PPE. Adequate supplies of sanitiser remain.</p> <p>Stock take of PPE left was done by SM on 1.12.2020. Additional PPE ordered as required – taking into account busy Christmas period ahead.</p>	Wardens / SM / those on duty.	<p>SM 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed as at 13.11.2020 NW reviewed 16.11.20</p> <p>2.12.2020 SM / NW reviewed</p>

Safe supervision	Supervisors are aware and understand the risks and are content to be in attendance.	Attendance by consent via church warden invite. 2.12.2020 – no change	consents obtained	NW 1.7.20 Reviewed & no change as at 5.9.2020 SM reviewed & no change as at 13.11.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020
	Supervisors are clear who to contact should they have concerns about their health or concerns about others visiting the church (including safeguarding concerns).	Safeguarding procedures are set out in our Safeguarding policy and associated documentation. Regarding concerns over health of visitors, speak to a church warden who will record concern in notes section of register of visitors and notify the incumbent. Contact sheet holds details and who to notify 2.12.2020 Due to change to C of E guidance – new Livestreaming Policy being drafted to take account of privacy and safeguarding.	First Aid: Jo Wright Safeguarding Carol Milburn or incumbent	NW 1.7.20 SM reviewed & no change as at 5.9.2020 NW reviewed 16.11.20 SM/NW reviewed 2.12.2020

<p>Safe supervision</p>	<p>Should any supervisor be classed as clinically vulnerable, a clear conversation has taken place, they have understood the risk and chosen to proceed.</p>	<p>The government guidance has a clear section focussed on protecting people who are clinically vulnerable and more likely to develop severe illness.</p> <p>The guidance states: <i>“Individuals aged 70 years and over attending the place of worship:</i> <i>Certain groups of people may be at increased risk of severe disease from COVID-19, including people who are aged 70 or older, regardless of medical conditions.</i> <u><i>Individuals who fall within this group are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household.</i></u> <i>You should consider informing these groups in particular of the symptoms of COVID-19 and current stay alert and social distancing guidance”.</i></p> <p><i>Only one “supervisor” (a churchwarden) is over 70 and the conversation has taken place.</i></p> <p>2.12.2020 – no change.</p>	<p>NW with staff team</p>	<p>NW 1.7.20</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>
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Music and singing in services	Cleaning of choir area and organ	<p>Organ only used by organist, wipe over after use. Choirmaster to sanitise choir stalls and music stands after each service where choir have been present.</p> <p>13.11.2020 As at 5th Nov amateur choir practice is not permitted. If musicians or singers usually form part of the service being broadcast, they may participate but only if they are essential to the delivery of the service. The numbers or people involved should be kept as small as possible to minimise risks and participants should follow strict hygiene and physical distancing measures set out in this document. No congregation may be present.</p> <p>When worship recommences – anticipate the above provisions to take effect once more</p>	MR RM NW to lead decisions during lockdown	<p>New measures as at 5.9.2020</p> <p>SM reviewed & amended as at 13.11.2020</p> <p>NW reviewed 16.11.20</p>
Music and singing in live services	Sheet music and microphones and writing implements	<p>Sheet music to be sent to members of choir, preferably electronically where possible, and taken away with them or left for a minimum of 72 hours untouched. Used sheet music which needs to be moved must be moved using disposable gloves. There is a stock at the servery. Attendees must bring their own writing implements if required.</p> <p>Microphones – choir will be picked up by static microphone placed in the vicinity of the singers. Choir need not touch.</p> <p>13.11.2020 As at 5th Nov amateur choir practice is not permitted. If musicians or singers usually form part of the service being broadcast, they may participate but only if they are essential to the delivery of the service. The numbers or people involved should be kept as small as possible to minimise risks and participants should follow strict hygiene and physical distancing measures set out in this document. No congregation may be present.</p>	RM NW to lead decisions during lockdown	<p>New measures as at 5.9.2020</p> <p>SM reviewed & amended as at 13.11.2020</p> <p>NW reviewed 16.11.20</p>

		When worship recommences on 6.12.2020, the above provisions to take effect once more		SM/NW reviewed 2.12.2020
	Virus carriers and information flow	<p>Choir members to be informed of procedures, reminded about hand sanitisation etc ahead of services.</p> <p>Those who have symptoms of COVID must inform the Choirmaster and Incumbent or Operations Manager and should NOT attend the church building. They should self isolate</p> <p>As above - When worship recommences on 6.12.2020– the above provisions to take effect once more</p>	<p>RM</p> <p>NW to lead decisions during lockdown</p>	<p>New measures as at 5.9.2020</p> <p>SM reviewed & amended as at 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>
	Robes	<p>To reduce the risk of infection and the need to wash robes, for the present time they will not be worn by the choir. This will be reviewed in line with guidance at appropriate intervals.</p> <p>As above - When worship recommences on 6.12.2020 the above provisions to take effect once more</p>	<p>NW to lead decisions during lockdown</p>	<p>New measures as at 5.9.2020</p> <p>SM reviewed & amended as at 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>

	<p>Person to whom attendees can speak if concerned</p>	<p>Choirmaster to ensure choir aware of procedures and has primary responsibility for the choir and the area occupied in relation to COVID measures.</p> <p>Any concerns re COVID procedures should be raised with the Operations manager, Wardens or incumbent in the first instance.</p> <p>As above - When worship recommences on 6.12.2020, the above provisions to take effect once more</p>	<p>RM</p> <p>NW/SM/ Wardens</p> <p>NW to lead decisions during lockdown</p>	<p>New measures as at 5.9.2020</p> <p>SM reviewed & amended as at 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>
	<p>Choir practice</p>	<p>A separate risk assessment needs to be undertaken of the Songroom. Ahead of those guidelines being written and agreed, the Songroom remains out of use.</p> <p>Songroom remains out of use as at 13.11.2020</p> <p>2.12.2020 Any re-introduction of use of the songroom would be subject to a separate risk assessment, compliance with the then prevailing government guidelines. As Leeds is in Tier 3, the Songroom remains out of use.</p>		<p>New measures as at 5.9.2020</p> <p>SM reviewed & amended as at 13.11.2020</p> <p>NW reviewed 16.11.20</p> <p>SM/NW reviewed 2.12.2020</p>