

## Risk Assessment for Opening Church Buildings to the Public

<b>Church: Baguley, St John's</b>	<b>Assessor's name: Revd Richard Sherratt</b>	<b>Date completed: 07/07/20</b>	<b>Review date: 07/08/20</b>
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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	North Door (Choir Vestry)	RS	17/06/20
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here.</a>	RS	17/06/20
	Buildings have been aired before use.		RS	20/06/20
	Check for animal waste and general cleanliness.	Initial cleaning included dusting, vacuuming, and washing surfaces with suitable disinfectant cleaner	RS	20/06/20
	Ensure water systems are flushed through before use.	Initially completed for hall on 20/06/20	RS	08/07/20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Electrical systems have not been disabled. Heating not required over summer months.	RS	
	Holy water stoups and the font are empty.	Font is empty and no water stoups in place.	RS	20/06/20

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	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	No livestreaming from buildings		
<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	None nearby	RS	N/A
	Update your website, A Church Near You, and any relevant social media.		RS	11/07/20
	Consider if a booking system is needed, whether for general access or for specific events/services	We will operate a booking system using iKnow Church during July-September and review for the Autumn term.	RS	08/07/20
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	N/A	N/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.		Standing Committee	07/07/20
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church will be communicated to the volunteer cleaning team and the cleaner on staff.	RS	08/07/20
	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.	Access via hall. Signage will be provided and instructions given by volunteers. Given small numbers one point of entry and exit will be suitable – this will be a subject for review.	RS	11/07/20

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	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Tape will be used to mark out queuing spots that are 2m apart outside the church hall	RS	11/07/20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	The north door shall be opened prior to the service along with the doors between the church and hall and the hall entrance. Windows in the hall shall be opened to help facilitate airflow.	RS + Sidespeople	Before service
	Remove Bibles/literature/hymn books/leaflets	All items on display will be removed, hymnbooks will remain in their bookshelves out of the way	RS	08/07/20
	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	N/A	N/A
	Consider if pew cushions/kneelers need to be removed as per government guidance	All pew runners will be removed and all kneelers in the pews that shall be used for seating shall be removed.	RS	08/07/20
	Remove or isolate children’s resources and play areas	All items relocated to choir vestry which is currently out of use.	RS	08/07/20
	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		RS	06/07/20

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	from each person (or 1m with risk mitigation if absolutely necessary).			
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Every third pew shall be use, those not in use have been identified by placing appropriate signage upon them displaying a red cross. Designated seating areas shall be identified by the placement of printed orders of service (to be removed by congregants following the service), moreover, when parishioners arrive, they shall be guided to seating by stewards.	RS	08/07/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	A one-way system has been devised and maps displayed and to be communicated verbally by stewards and a video has been recorded and communicated to parishioners explaining the system.	RS	08/07/20
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Chairs have been used to create barriers where necessary and appropriate signage placed upon them stating “No Access”.	RS	08/07/20

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	Determine placement of hand sanitisers available for visitors to use.	Hand sanitisers have been placed near the entrance/exit as well as near to the point where Holy Communion shall be distributed.	RS	08/07/20
	Determine if temporary changes are needed to the building to facilitate social distancing	None necessary	RS	07/07/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	These have been displayed externally and internally throughout the church hall	RS	08/07/20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	These have been identified (door handles, tables for hand sanitiser) and will be wiped down at the end of the service.	Cleaning Team	Weekly
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	We have appropriate stock and stock levels will be monitored.	RS	08/07/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	No toilet facilities will be available	RS	07/07/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	RS initially, thereafter responsibility of cleaning team	Cleaning Team	12/07/20
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Names shall be recorded by our ticketing service, printed out so that a steward can tick off who comes. This will be handed to the vicar at the end	Sidespeople	12/07/20

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		of the service who will store the details for 21 days and destroy them once this time period is completed.		
	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.	It has been communicated via Website, Facebook, Twitter, and our WhatsApp group including a short video showing what to expect.	RS	09/07/20
<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.	Following CofE guidance which states that ‘If the church is not going to be used for 72 hours there is no need to clean it’ once the service has finished and congregants have exited the buildings, the “high use” services shall be wiped down and then the church locked, to be cleaned no earlier than Thursday (cleaning team) or Friday (cleaner).	Cleaning team and cleaner	12/07/20
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		RS	07/07/20
	Set up a cleaning rota to cover your opening arrangements.	Cleaning Team rota shall be provided	Standing Committee	07/07/20

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	All cleaners provided with gloves (ideally disposable).	Sourced prior to opening for individual prayer, stock levels will be topped up as and when required.	Cleaning Team	07/07/20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	RS sourced prior to opening for individual prayer, stock levels will be topped up as and when.	Cleaning Team	07/07/20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Creation of a volunteer “Cleaning Team” in addition to our staff post of Cleaner	RS	07/07/20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Cleaning team	After each service
<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.		RS	As required
	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>	All to follow PHE instructions	As required
	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>	RS to notify cleaning team	As required