

**Christ Church, Heaton - Private Prayer Risk assessment created 9.6.20, reviewed 10.7.20 for Public Worship services**

**Review Date**

<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Action by who?</b>	<b>Completed – date and name</b>
<b>Preparation of the Church for: - private prayer</b>  <a href="#">Advice on access for the clergy available here.</a>	One point of entry to the church building clearly identified.	Use South Porch only/ all doors opened so no reason to touch handles.	PCC	15.6.20
	A suitable lone working policy has been consulted	Two Persons present during Private Prayer opening hours	PCC	15.6.20
	Buildings have been aired before use.	Church opened and cleaned twice weekly.  Church opened at least 15 mins prior to each Private Prayer opening	PCC	15.6.20
	Check for animal waste and general cleanliness.	Janet Darwell to clean church twice weekly between Open Prayer times.	PCC	
	Ensure water systems are flushed through before use.	All water systems flushed during twice weekly cleaning and prior to Private Prayer openings.	PCC	15.6.20
	Switch on and check electrical and heating systems if needed.	No heating for the moment as the doors is to be left open to prevent contamination on the handles/edges	PCC	15.6.20
	Holy water stoups and the font are empty.	All left empty	PCC	15.6.20
<b>Preparation of the Church for: - construction workers and/or professional contractors</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Any contractor requirements to be to be kept to essential work only, and to be arranged		

<p><b>Advice on access for construction workers and advice on access for contractors</b> available <a href="#">here</a>.</p>		following one of the twice weekly cleaning, with extra cleaning prior to a Private Prayer opening.		
	Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place.	Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes.	PCC	
	Have hand sanitiser available for people to use on entry and exit of the church building.	<a href="#">Parish Buying</a> will launch procurement routes for supplies for church use on 28 <sup>th</sup> May. Located outside toilets	PCC	15.6.20
	Additional hand sanitiser for when public worship opens			29.6.20
	Confirm who has responsibility for locking and unlocking the building.	Key holder duties	JF/PCC	15.6.20
	Confirm whose responsibility it will be to carry out cleaning, including: <ul style="list-style-type: none"> <li>Toilets</li> <li>Kitchen/service areas if it is necessary for these to be used</li> <li>Frequently touched surfaces e.g. doors</li> </ul>	Janet Darwell to conduct twice weekly clean between services, surface sanitisers to be used during private prayer opening times to spot sanitise surfaces/pews that have been used.	PCC	
	Whoever has responsibility for toilets, ensure a supply of soap and disposable hand towels will be available.	Janet Darwell	PCC	
	Confirm who is responsible for removing potentially contaminated waste e.g. hand towels from the site.	Janet Darwell	PCC	
	All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed	Janet Darwell	PCC	
Prepare a suitable form to record contact details of people entering the building.	Details must reflect GDPR requirements  Draft form available for private	PCC/Parish Office		

		prayer use 15.6.20.		
	Confirm evacuation procedures in the case of an emergency.	Confirmation Notices to be included as part of the Draft Private Prayer notices. Existing evacuation procedures in place and sufficient for these purposes	PCC	15.6.20
	Direct all users to leave the building by one exit only, avoiding bottlenecks.	Please see Draft Private Prayer Notices	PCC	
Cleaning the church after general use (no known exposure to anyone with Coronavirus symptoms)	Check all cleaners are not in a vulnerable group or self-isolating.	To be checked	JF	
	Check PCC/Chapter liability insurance is up to date.	Insurance renewed 24.6.20.	PCC	
	All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials.	<a href="#">Parish Buying</a> will launch procurement routes for supplies for church use on 28 <sup>th</sup> May.	PCC	
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	See the advice note on keeping church buildings clean.		
<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.		PCC	
	If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a>		15.6.20
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	See the advice note on keeping church buildings clean.  Janet Darwell to clean the church.	PCC	

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
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<b>Preparation of the Church for: Private Prayer/Public worship/Weddings/Funerals</b>	One point of entry/exit for Clergy/keyholder	To use choir vestry door only and turn on lights	Key Holder	15.6.20
	One point of entry to the church building clearly identified.  One point of exit from the church building	Public to use South Porch only/ all doors opened so no reason to touch handles. Public to use North door for exit. Key holder to close doors to, during service/open at end of service, should it be so cold as to warrant closure.	PCC	29.6.20
	A suitable lone working policy has been consulted	Two Persons present during opening hours for private prayer, worship, Weddings/Funerals  Three Persons present during opening hours for HC worship	PCC	15.6.20
	Buildings have been aired before use.	Church opened and cleaned twice weekly.  Church opened at least 15 mins prior to each service opening	PCC	15.6.20
	Check for animal waste and general cleanliness.	Janet Darwell to clean church twice weekly between Open Prayer/Worship. <b>**Under review JF/JD</b>	PCC	
	Ensure water systems are flushed through before use.	All water systems flushed during twice weekly cleaning and prior to service openings.	PCC	15.6.20
	Switch on and check electrical and heating systems if needed.	No heating for the moment as the doors is to be left open to prevent contamination on the handles/edges.	PCC	29.6.20

		Review opening/closing doors during worship.	PCC	
<b>Social Distancing Measures</b>	2 metre marks when entering the building.	Information notices/indication markers to denote one-way route within the Nave area.	PCC approved	15.6.20
	Social distancing measures within the pews/aisles.	Every other pew along the pew sections to facilitate social distancing.	PCC approved	15.6.20
	Social distancing measures during HC worship.	In line with published guidance the limits on numbers of worshippers permitted to attend at any one time has been decided locally  Notices ✓ or ✗ denoting which pews can be used. Which provides that there are 61 individual worshippers during a Morning Prayer or Holy Communion service.  If groups of worshippers from the same household are seated together and socially distanced from other groups and individuals, it may be possible to accommodate more than 61. This will be determined by those managing the service on the day.  ***HC Measures – HC wafer only, to be administered by	PCC approved	15.6.20

		<p>Clergy, using 30cm tweezers, from Chancel steps to four communicants at a time who will be socially distanced along the front of the two centre rows of pews (via floor position indicators). They will be directed to return to their pew in a way that will prevent any crossing at vulnerable positions. Two persons plus Clergy to direct flow of communicants using alternative opposing side aisles working from front pews to back pews A controlled exit from the building starting with the pews nearest the North door exit and ensuring social distancing inside the building. Directed by Clergy and three others.</p> <p>Clergy, wardens and assistants are able to maintain social distancing because of the areas of the church where they will be located.</p>		
<b>Sanitizer measures</b>	<p>Hands free Sanitizer stations at entrance and exit doors. Additional hands-free sanitizer located outside the toilets. Waste bin at entrance and exit doors.</p>	<p>In place and refuse bags inside the bins. Instructions on refilling the hand free sanitizer containers.</p> <p>Sanitizer wipes and sprays for pew / surface cleaning in place and instructions for use provided.</p> <p>Young children should be</p>		4.7.20

		supervised by the parent or guardian who is responsible for ensuring appropriate hygiene precautions are followed.		
<b>One Way internal system</b>	One-way system from south porch entrance round to the north door exit.  HC additional provision as described ****	Notices / indication markers to denote one-way route within the Nave area.		15.6.20
<b>Service sheets</b>	Single use service sheets to be provided and placed within the designated pews a minimum 72 hours prior to service and taken away by the user.	Parish Office to provide single use service sheets.		

Clergy to use a long handle tweezer for handing out the Communion Wafer

Occupants of pews come up in the order indicated and directed by Clergy plus 2 others. \*\*\*

Four persons from First Row are directed to come up and align in 1,2,3,4 positions. Clergy distributes wafer to 4 who then returns to his/her pew. Then clergy distributes to 3,2,1 in same way.

Four persons from Second row come up and align in 4,3,2,1. Clergy distributes wafer to 1 who then returns to his/her pew. Then clergy distributes 2,3,4 in same way.

Then third row in same order as row 1  
Then fourth row in same order as row 2

Working from front pews to back pews until all communicants have received the wafer.

