

## Risk Assessment for Opening Church Buildings to the Public

### Version Control

Issue Date	Version Number	Issued by
6 <sup>th</sup> August 2020	5	The House of Bishops COVID-19 Recovery Group

*This update includes risk factors around the requirement to wear face coverings in places of worship from 8<sup>th</sup> August.*

Churches and cathedrals have been legally permitted to open for purposes of individual private prayer from 13<sup>th</sup> June. House of Bishops guidance provided for churches to open for funerals from 15<sup>th</sup> June. Public worship, with measures in place for social distancing, are allowed from 4<sup>th</sup> July. Other activities, except for a few still prohibited by law, may also take place in churches, subject to the government guidance in place for the relevant sector.

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 any permitted purposes. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. You should read the advice on re-opening buildings and the guidance on public worship before completing this assessment. Both are available on the [Church of England Coronavirus pages](#).

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

A separate risk assessment relating to contractors and construction workers is available on the [Church of England Coronavirus pages](#).

## Carrying out a risk assessment

1. Agree what activities you are planning for:

- Private prayer (clergy only)
- Livestreaming services (clergy only)
- Private prayer (general public)
- Public worship
- Rites of passage services
- Opening for visitors and tourists

2. Consider the hazards:

- Transmission of COVID-19
- Hazards arising from the temporary closure of the church
- Hazards arising from now using the church in a different way

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches so long as they are properly managed, but having more people coming through your building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.

4. Using the risk assessment checklist below as a template:

- add in mitigations for any risks that are particular to your circumstances that may not be on the list;
- record what you need to do for each activity to go ahead safely;
- consider any equipment you need and any temporary changes you might need to make to the church;
- check back against your list of activities to confirm which ones can go ahead and when.

**Risk assessment template**

<b>Church:</b>	<b>Assessor's name:</b>	<b>Date completed:</b>	<b>Review date:</b>
St Denys, Stanford	Nigel Archer	3/9/20	14/9/20

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	Use the altar door as usual		16/7/20 NJA
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here.</a>		16/7/20 NJA
	Buildings have been aired before use.	They get aired each week with private prayer and have not been in use with 72 hour gap before services.		2/9/20 NJA
	Check for animal waste and general cleanliness.	Cleaning has been done.	Liz and Maz	26/8/20 Liz Ward
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>		N/A
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Heating has been left on idle.		N/A
	Holy water stoups and the font are empty.	Was empty already		N/A
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	No livestreaming		N/A

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<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.			N/A
	Update your website, A Church Near You, and any relevant social media.	In progress as required	Vicar and NJA	3/9/20 NJA
	Consider if a booking system is needed, whether for general access or for specific events/services	Survey has shown we don't need a booking system at the moment		3/9/20 Vicar
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	<a href="#">Apply here.</a>		N/A
	<b>Include details on requirements such as bringing a face covering in communications.</b>	This have been mentioned in FFN. Masks will be available at the door if people forget	Vicar and NJA	3/9/20 Vicar and NJA
<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.			16/7/20 NJA
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here.</a> <b>Church cleaned on 23/8.</b>		16/7/20 NJA
	<b>Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.</b>	Signage on entrance and sidespeople will remind them.		2/9/20 NJA
	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.	One way system has been signed.	Steve Upton, NJA	16/7/20 NJA

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).			16/7/20 NJA
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors will be opened. Part of procedure.		16/7/20 NJA
	Remove Bibles/literature/hymn books/leaflets		Steve Upton, NJA, cleaning team	16/7/20 NJA
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		Steve Upton, NJA	16/7/20 NJA
	Consider if pew cushions/kneelers need to be removed as per government guidance	Removed		16/7/20 NJA
	Remove or isolate children’s resources and play areas	Isolated.	Uptons, cleaning team, NJA	16/7/20 NJA
	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 (or 1m with risk mitigation if absolutely necessary).	Socially distanced chairs arranged	Steve Upton, NJA	2/9/20 NJA, SU
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Steve Upton, NJA	2/9/20 NJA, SU
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Steve Upton, NJA	2/9/20 NJA, SU

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.		Steve Upton, NJA	2/9/20 NJA, SU
	Determine placement of hand sanitisers available for visitors to use.	One on entrance and one on exit.	Steve Upton, NJA	2/9/20 NJA, SU
	Determine if temporary changes are needed to the building to facilitate social distancing	None required		N/A
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notice on door, entrance and exit	Steve Upton, NJA	2/9/20 NJA, SU
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Doors will be open and service sheets on chairs so no high risk surfaces except hand sanitising bottles that will be wiped.	Sidepersons	2/9/20 NJA
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.			N/A
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with <a href="#">Parish Buying</a> for procurement options.		N/A
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	They do.		2/9/20 NJA
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Sidesperson will tick off a sheet of expected worshippers. Any unknown ones will be asked for their details.	Sidepersons	2/9/20 NJA

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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.	Posted on facebook and FFN newsletter.	Vicar	4/9/20 Vicar
	Microphones for vicars, readers and prayers will need to be individual, cleaned between use or risk reduced.	Vicars will have their own radio mics. Prayers and readings will be done from a shared microphone so cleaning may be required.	Sidespeople / wardens	NJA
	Equipment such as the laptop should only be used by one person per service or be cleaned.	Wipes and hand gel are available	Anyone using equipment	NJA
<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.	Cleaning team went in 26/8. Setup team went in 2/9 so 72 hour gap before service		2/9/20 NJA
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			N/A
	Set up a cleaning rota to cover your opening arrangements.		Liz Ward and NJA	2/9/20 NJA
	All cleaners provided with gloves (ideally disposable).	Gloves now available in Church	Cleaning team	16/7/20 NJA
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Current cleaning products fine.		16/7/20 NJA
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	No toilets or hand towels. Worshippers should take service sheets with them or	Sidepersons	2/9/20 NJA

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		will be removed by sidepersons.		
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Will be removed after services as required.		2/9/20 NJA
<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.	This would be done	Vicar /NJA	Vicar / NJA
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.			N/A
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Yes normal cleaning will be done on a rota.	Cleaning team	N/A