

Risk Assessment for Opening Church Buildings to the Public

Church: St Peters Shaldon	Assessor's name: Frances Commander	Date completed: 17.08.2020	Reviewed 9.01.2021
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy 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	Vestry door	Annie Church	16.05.20
	A suitable lone working policy has been consulted if relevant.	An example can be found here.		
	Buildings have been aired before use.	Windows kept open		
	Check for animal waste and general cleanliness.		Annie Church	
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	Annie Church	21.05.20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Heating on timer		
	Holy water stoups and the font are empty.	N/A		
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Annie Church	
Deciding whether to open to the public	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Spoken to Pre-School to make aware when church is open	Frances Commander	July 2020

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	Update your website, A Church Near You, and any relevant social media.		Frances Commander, Chris Morris	
	Consider if a booking system is needed, whether for general access or for specific events/services	Not necessary		
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Apply here.		
	Include details on requirements such as bringing a face covering in communications.		Annie Church	
Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Done		
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found here.	Frances Commander	
	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.		Annie Church	
	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.	Signs to say keep left and one way system	Annie Church, Frances Commander	
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Monitor to ensure no mingling of different households, inside and outside of building	Frances Commander	
	Where possible, doors and windows should be opened temporarily to improve ventilation.			

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	Remove Bibles/literature/hymn books/leaflets	Done		
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)			
	Consider if pew cushions/kneelers need to be removed as per government guidance			
	Remove or isolate children’s resources and play areas	Done		
	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).			June 2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Chairs spaced to indicate where can sit.		
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	One way system in place		
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Areas roped off and no entry signs in place	Frances Commander	
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	Annie Church, Frances Commander	
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .		

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	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		Annie Church, Frances Commander	
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on cleaning church buildings can be found here.	Frances Commander	
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	Frances Commander	
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	Frances Commander	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Frances Commander	
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days		Annie Church, Frances Commander	
	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.	Notices put up and emails/letters to all on electoral roll.	Annie Church	July 2020
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	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.		Frances Commander	
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		Frances Commander	
	Advice on cleaning church buildings can be found here.			

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	Set up a cleaning rota to cover your opening arrangements.		Frances Commander	
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.		
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.		
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Person on rota	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	At the end of each opening time	Person on rota	
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.			
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.		