

Risk Assessment for Opening Church Buildings to the Public

Church: St Peter's & St Mark's Levenshulme	Assessor's name: Revd George Reeves	Date completed: 11/7/2020	Review date:
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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		GR – 2/7/2020
	A suitable lone working policy has been consulted if relevant.	Already exists		GR – 2/7/2020
	Buildings have been aired before use.	As best as can be with limited access	Wardens	Each opening day
	Check for animal waste and general cleanliness.		Wardens	Each opening day
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	Wardens	Each opening day
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		n/a	n/a
	Holy waterstoups and the font are empty.		n/a	n/a
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		n/a	n/a

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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.	Mosque open on Fridays	GR	GR – 2/7/2020
	Update your website, A Church Near You, and any relevant social media.	Will continue to be updated with new information.	Peter Gibson	3/7/2020 PG
	Consider if a booking system is needed, whether for general access or for specific events/services	To be reassessed based on experience	Assumed not currently required	GR – 2/7/2020
	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark		n/a	n/a
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.	This is relevant whether clergy or others first in the building.	Wardens	Each opening day
	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 .	noted	GR – 2/7/2020
	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.	Main doors to be used initially and then reviewed based on experience	Wardens / GR	Each opening day
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Assessed on demand	Wardens	Each opening day
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Wardens	Each opening day
	Remove Bibles/literature/hymn books/leaflets	Most removed. Agreed, Bibles and literature on chairs will remain untouched there until	Wardens / GR	Each opening day

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		following opening time		
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Candles removed		GR – 2/7/2020
	Consider if pew cushions/kneelers need to be removed as per government guidance	Removed		GR – 2/7/2020
	Remove or isolate children’s resources and play areas	Removed		GR – 2/7/2020
	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).	Chairs spaced out in St Peter’s and pews roped off in St Mark’s	Wardens	Each opening day
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Chairs spaced out in St Peter’s and pews roped off in St Mark’s	Wardens	Each opening day
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Achieved by the presence of stewards required for each church building	Wardens	Each opening day
	Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	Kitchen and excess toilets closed off and signed accordingly	Wardens	Each opening day
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitiser available at the point of entry, inside the inner doors and outside toilet door	Wardens	Each opening day
	Determine if temporary changes are needed to the building to facilitate social distancing	Items removed from communal areas, seating spread out and flows of		Wardens / GR – 2/7/2020

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		people into church mapped out		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.			GR – 11/7/2020
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		Wardens	Each opening day
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Paper towel dispensers have been installed in each church toilets and kitchens.		Phil Bates and Ralph Penoyre – 11/7/2020
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Soap and hand towels purchased, bins for waste available.		GR – 11/7/2020
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Wardens	Each opening day
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Registration cards on each seat to be completed and deposited in box by inner door		GR – 11/7/2020
	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.	Video produced, weekly Zoom notices, guidance posted to congregations. Signage to be visible on entry.		GR – 11/7/2020
Cleaning the church before and after general use (no known exposure to anyone)	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.		noted	GR 2/7/2020

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with Coronavirus symptoms) Advice on cleaning church buildings can be found here.	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	noted		GR / Wardens – 11/7/2020
	Set up a cleaning rota to cover your opening arrangements.		GR / Wardens	Wardens – 11/7/2020
	All cleaners provided with gloves (ideally disposable).	Gloves purchased and available in both churches		GR – 2/7/2020
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	No historic surfaces to be cleaned. Wipes used and disposed of for other surfaces	Wardens	Each opening day
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Wardens	Each opening day
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After each session	Wardens	Each opening day
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	Building will be quarantined for 72 hours after a reported outbreak. All keyholders to be notified		GR – 11/7/2020
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Building will be quarantined for 72 hours after a reported outbreak. All keyholders to be notified		GR – 11/7/2020
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Noted	Wardens	Wardens when required