

## Risk Assessment Template for Opening Church Buildings to the Public During Lockdown

### Version Control

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

*This update has been reviewed in the light of new guidance from the [Health and Safety Executive](#) and is intended for use during the period of national lockdown from 5<sup>th</sup> November. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly. The additions here are to support parishes in make decisions around remaining open for private prayer and other permitted purposes.*

From 5<sup>th</sup> November churches are permitted to open for specific purposes:

- Private prayer
- Funerals and commemorative events celebrating the life of a person who has died
- To broadcast an act of worship, whether over the internet or as part of a radio or television broadcast
- To provide essential voluntary services or urgent public support services
- For childcare provided by a person registered under Part 3 of the Childcare Act 2006

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, the template 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. Specific guidance linking to advice on the lockdown period is 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
  - Livestreaming or recording services
  - Funerals
  - Formal childcare or where part of a school
  - Essential voluntary and public services
  - Other exempted activities such as some support groups
2. Consider the hazards:
  - Transmission of COVID-19
  - Hazards arising from using the church in a different way to usual

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: St Michael at the North Gate</b>	<b>Assessor's name: Miss Myriam Frenkel</b>	<b>Date completed: 11/11/20</b>	<b>Review date: 01/12/20</b>
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<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<b>Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present)</b>  <b>Risk:</b> contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Ensure you have enough people who are safely able and willing to attend the church building to allow for livestreaming or recording to take place.		Vicar	Reviewed ahead of each live stream Anthony Buckley
	Identify one point of entry to the church building, and a separate exit if possible.		Vicar	Reviewed ahead of each live stream Anthony Buckley
	A suitable lone working policy has been consulted if relevant.	Where possible, we ensure there are two people in the building. Where this isn't possible, staff are aware of our lone working policy.	Vicar	Reviewed ahead of each live stream Anthony Buckley
	Consider staggered arrival times if multiple people from different households are coming into the building.		Director of Music	Reviewed ahead of each live stream Tom Hammond-Davies
	Holy water stoups and the font are empty.	N/A	N/A	N/A

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Vicar	Reviewed ahead of each live stream Anthony Buckley
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	We have hand sanitiser at every entrance and throughout the building.	Church Caretaker	Rachael Peace Every day
	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> .	Church Caretaker, Church Administrator	Myriam Frenkel weekly
	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.		Vicar, Church Administrator	Anthony Buckley 08/08/20
	Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.	Volunteers regularly clean door handles where doors need to be shut. Where possible doors are left open.	Church Caretaker or deputy	Rachael Peace, several times a day.
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	The track and Trace QR code is displayed at entrances. An alternative online system is in place. Volunteers can also collect Track and Trace information on paper if necessary.	Vicar or deputy	Myriam Frenkel 25/09/20
<b>Deciding whether to open to the public for private</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.		Vicar	Anthony Buckley

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>prayer and other permitted activities</b>				15/06/20, 05/07/20
	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.		Vicar	Anthony Buckley 03/11/20
	Consider if a booking system is needed, whether for general access or for specific events/services		Church Administrator, Church Caretaker, Vicar	Myriam Frenkel, Rachael Peace, Anthony Buckley 04/07/20
	Communicate with nearby churches to ensure offered provisions are complementary.		Vicar	In constant communication with the Deanery Anthony Buckley
<b>Preparation of the Church for access by members of the public for any permitted purposes</b>	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.		Vicar	Anthony Buckley 05/11/20
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering.		Church Administrator	Myriam Frenkel 05/11/20
	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>	Church Caretaker	Rachael Peace 09/11/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
entry/exit points and other communal areas.	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.	Advice on <a href="#">face coverings can be found here</a> .	Vicar, Church Administrator	Anthony Buckley 08/08/20
	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.	Entrance and exit through South door due to shop closure. Exit through church with signs to encourage social distancing.	Signs at main entrance, volunteers monitor church.	Rachael Peace 15/06/20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Ship street marked as required to encourage social distancing.	Church Administrator, Church Caretaker	Myriam Frenkel, Rachael Peace weekly review
	Where possible, doors and windows should be opened temporarily to improve ventilation.	South doors to remain open whenever possible. External ventilation switched on when Parish Room is in use.	Volunteer or staff member on duty	Rachael Peace 15/06/20
	If heating is required check your system is safe to use and test it before people are allowed in.		Wardens and Church Caretaker	Rachael Peace 01/10/20
	Remove Bibles/literature/hymn books/leaflets.		Church caretaker	Rachael Peace 10/06/20
	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
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	We have signs advising our kneelers should not be handled	Church caretaker, Vicar, Church Administrator	Rachael Peace, Anthony Buckley, Myriam

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
				Frenkel 12/06/20
	Remove or isolate children’s resources and play areas.	Parish area not in public use.	n/a	n/a
	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).		Church Caretaker, Church Administrator	Rachael Peace, Myriam Frenkel 12/06/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Church Caretaker	Rachael Peace 13/06/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Church Caretaker	Rachael Peace 13/06/20
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.		Church Caretaker	Rachael Peace 13/06/20
	Determine placement of hand sanitisers available for visitors to use.	Register with <a href="#">Parish Buying</a> for procurement options.	Church Caretaker, Church Administrator	Rachael Peace, Myriam Frenkel 10/06/20
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> .	Church Caretaker, Church Administrator	Rachael Peace, Myriam Frenkel 09/06/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		Church Caretaker and Administrator	Rachael Peace 13/06/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here.</a>	Church caretaker or deputy	Rachael Peace Every day
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with <a href="#">Parish Buying</a> for procurement options.	Church caretaker or deputy	Rachael Peace Every day
	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.	Church caretaker or deputy	Rachael Peace Every day
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Part of normal maintenance	Church caretaker	Rachael Peace Every day
<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>  <b>Risk:</b> Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	n/a	n/a	
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		Church Administrator	
	Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.	Lists of handholds are given to all those with cleaning responsibility and are on display in the offices, church and parish room.	Church Caretaker	Rachael Peace 02/07/20, 03/07/20
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		Church Caretaker	
	All cleaners provided with gloves (ideally disposable).	Part of normal maintenance	Church caretaker	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Part of normal maintenance	Church caretaker	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Part of normal maintenance	Church caretaker	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Part of normal maintenance	Church caretaker	
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 48 hours with no access permitted.		Vicar and Wardens	
	If 48-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>	Church Caretaker	
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>	Church Caretaker	
<b>Additional risk assessment specific to St Michael's</b>				
Contamination of, or through, the kitchen area	The kitchen is cleaned regularly. It is only used by church staff and is currently closed to other groups. We have replaced hand towels with paper towels and have appropriate signage reminding staff about good practice during COVID.		Church Administrator and Church Caretaker	30/07/20 and weekly Myriam and Rachael

Further specific guidance for use of the parish room or use of the church by external organisations is covered in specific guidance issued for those usages. Please look at these guides as necessary and contact the Church Administrator ([church.administrator@smng.org.uk](mailto:church.administrator@smng.org.uk)) if you need any further information.