

## Risk Assessment for Opening Church Buildings to the Public

### Version Control

Issue Date	Version Number	Issued by
22 <sup>nd</sup> May 2020	1	The House of Bishops COVID-19 Recovery Group
8 <sup>th</sup> June 2020	2	The House of Bishops COVID-19 Recovery Group
12 <sup>th</sup> June 2020	3	The House of Bishops COVID-19 Recovery Group
1st July 2020	4	The House of Bishops COVID-19 Recovery Group

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> Christ Church Sparkbrook	<b>Assessor's name:</b> David Brogan & Debbie Ducille	<b>Date completed:</b> Wednesday, 15 September 2020	<b>Review date:</b>  <b>15 October 2020</b>
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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	-Keep green gate closed. -Inform another of start and end times.	Whoever is using the building.	15 September David
	A suitable lone working policy has been consulted if relevant. An example can be <a href="#">found here</a> .	-Conduct lone working risk assessment. -Present for Core Group approval	David Brogan & Debbie Ducille	15 September David
	Buildings have been aired before use.	Once a month since closure	David Brogan	15 September David
	Check for animal waste and general cleanliness.		Set up person	15 September David
	Ensure water systems are flushed through before use. See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	Toilets flushed and taps run for at least 3 minutes weekly since building closure	David Brogan	15 September David
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	-Leaky sink in 1 <sup>st</sup> floor toilet – repaired. -Replace light bulbs -	David David	15 September David
	Holy water stoups and the font are empty.	-Don't use water at Sanctuary table. If using table, go individually to keep distance	David & Debbie	15 September David

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	-Discuss set up with Mike & Viv Royal regarding Sanctuary on Facebook Live	David	15 September David
<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.	-Sparkbrook Health Clinic is closed on Sundays.		15 September David
	Update your website, A Church Near You, and any relevant social media.	Website – David WhatsApp – Calls – call list		15 September David
	Consider if a booking system is needed, whether for general access or for specific events/services	-Develop a sign-in form to record name and phone for contact tracing if needed.	Debbie Ducille	15 September David
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	NA		
<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.	Arrive at least 30 minutes prior to event to set up	Setup person	15 September David
	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> .	David Brogan	15 September David
	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.	-Front door. Use automatic open feature. -Use sign to welcome, instruct on 2 meter distance, hand washing.	Setup person	15 September David
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	-Use sidewalk chalk to mark 2 meter boxes along gate wall	Setup person	15 September David

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where possible, doors and windows should be opened temporarily to improve ventilation.	-Open windows 30 minutes prior to use of building space.	Setup person	15 September David
	Remove Bibles/literature/hymn books/leaflets	-Give away GNT Bibles	Debbie	15 September David
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	NA		
	Consider if pew cushions/kneelers need to be removed as per government guidance	NA		
	Remove or isolate children's resources and play areas	NA		
	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).	-If upstairs, block or lock Dining Room door. -If in Garden, ONE WAY entry through Dining Room and exit outside around building	Greeter -weather dependent	15 September David
	Clearly mark out seating areas including exclusion zones to maintain distancing.	-20 people capacity in Worship Hall. Use hard chairs. Mark with floor tape.	Setup person	15 September David
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	-Before service: one way up. -After service: one way down. Use back steps for individuals.	Greeter	15 September David
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	-Lock Board room. -Block Dining Room.	Set up person	15 September David
	Determine placement of hand sanitisers available for visitors to use.	-Lobby and Landing	Set up person	15 September David

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Determine if temporary changes are needed to the building to facilitate social distancing	NA		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	-More signs need to be posted	David and Debbie	15 September David
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	-Lift door & buttons and stair rail need wiping after all have entered	Greeter	15 September David
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	-Use red Dining Room bins in Lobby & Landing. Make hand sanitiser and tissues available	David & Debbie	15 September David
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	-Open door of one ground floor toilet to use for washing hands upon entry.	Set up person	15 September David
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Cleaner	15 September David
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	-Greeter to take name and phone of each person. Secure in locked file cabinet in office.	Greeter	15 September David
	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.	-Use our contact list to inform people of our plan to reopen or not. Tell them what to expect.	Core Group	15 September David
<b>Cleaning the church before and after general use (no known exposure to anyone)</b>	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.			

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here</a> .	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		David	15 September David
	Set up a cleaning rota to cover your opening arrangements.	Wednesdays	David & Keturah	15 September David
	All cleaners provided with gloves (ideally disposable).	-Disposable gloves and cleaning gloves needed	David	15 September David
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.			15 September David
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	-Keturah will do this when she cleans	Keturah	15 September David
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	-weekly removal as the building is being used 1-2 times a week	Keturah	15 September David
<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.	<a href="#">Cancel events using signs and communication venues</a>		15 September David
	If 72-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> .		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here</a> .		

**Roles:**

1. Set up person
2. Door Greeter
3. Zoom/Facebook Live tech

**Materials:**

sign-in list  
hand sanitiser  
tissues

**Signs:**

entry: Welcome, 2m distance, wash hands, keep your stuff  
If need food for drink, must bring your own  
Bring your own toys for children

4. Cleaner

anti-bac spray or wipes  
Sidewalk chalk, floor tape  
Disposable gloves, cleaning gloves

Service is being recorded and broadcast