

Initial Risk Assessment for Opening Church Buildings to the Public: Services, weddings, baptisms and funerals

Churches and cathedrals are legally permitted to open for purposes of individual private prayer from 13th June and Services and Occasional Offices from 4 July.

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. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for individual private prayer or not, based on their local circumstances, resources and context.

Future versions of this document will be produced when different forms of public worship and access are allowed.

A risk assessment relating to contractors and construction workers forms part of an updated document giving advice on access for these groups. This can be found on the [Church of England Coronavirus pages](#).

Covid 19 Reopening July 5 2020 Risk assessment rev 1

Church: ALLSAINTS, HEADLEY	Assessor's name: Rev Dr Andrew Barton	Date completed: 30 6 20	Review date: 30 9 20
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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	One point of entry to the church building clearly identified and separate from public entry if possible	Safeguarding Notices for Virus elimination	Rector	15 6 20 AB
	A suitable lone working policy has been consulted if relevant.	No lone working permitted.	PCC	1.1.20 AB
	Buildings have been aired before use. Noticeboard put out (and retrieved after)	Steward leave main door open Sundays and Thursdays	Stewards/Warden	Each service
	Check for animal waste and general cleanliness.	weekly	Rector	weekly
	Ensure water systems are flushed through before use.	Run taps	Rector/Curate	weekly
	Switch on and check electrical and heating systems if needed.	For services	Rector/Curate	weekly
	Check PPE available for use and cleaning equipment	For each service	Warden	Each service
Preparation of the Church for services, baptisms, weddings and funerals	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		Rector/Curate	weekly
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Cleaning after each service Rota for weekly cleaning Wed and Sat 48+ hr gap	Carole Hampson	weekly
	Choose one point of entry into the church to manage flow of people and indicate with notices	Social distance tape and dots to regulate flow in to church	Stewards	Weekly

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	Marriages, baptisms and funerals limit numbers	30	Stewards	Each service
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Each service	Stewards	Weekly
	Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user.	Single use service sheets Produced untouched. Worshippers to take home	Office	weekly
	Register names postcodes etc for worshippers	Keep for 21 days all services	Wardens	weekly
	Kneelers out of way as socially distanced seating for folk shown by luminescent dots	2m distancing kept	Stewards to note and action	At services
	Remove or isolate children's resources and play areas. Health & safety to be maintained at all times	Done No entry into bell-tower by public	Carole Hampson	Done 4.7.20
	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.	Shown by distancing tape Shown by positions for standing at altar rail	Rector	Done 28 6 20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Completed		28 6 20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Communion by coming up in double rows and returning Exit from rear.	Stewards	5.7.20
	Communion – go up in rows (3) and return	Wafer with wine on dropped into hand by gloves and masked priest!	-	-
	Determine placement of hand sanitisers available for visitors to use.	On right entering for all	Office to keep stocks	5 7 20

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	Determine if temporary changes are needed to the building to facilitate social distancing	Vestry for lergy and organist use only	Rector	weekly
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Masks should be worn coming in and leaving. Vulnerable folk should refrain from attending		
	If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	Church cleaning rota to do this. Cleaning after every service.	CHampson	weekly
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Hand Sanitises and bins in church and vestry.	Stewards to empty	weekly
	One dish for envelopes and cash collection only gloves to be used handling all cash	All counted and bagged with disposable gloves on	PCC to decide use of contactless	Next PCC
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Done	Stewards	weekly
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.	Noted	-	-
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Noted	-	-
	Set up a cleaning rota to cover your opening arrangements.	Done	C Hampson	rota

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	All cleaners provided with gloves (ideally disposable).	Disposable gloves available.	Office to check supplies	July 20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	As above from time to time.	As above	-
	Confirm person responsible and frequency for removing potentially contaminated waste (e.g. hand towels) from the site.	-	Steward/ Warden rector	Check after services
	Clean the organ console where touched after use	-	Organist	After services
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	Noted		
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Noted		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Noted		