**Covid-19 Risk Assessment Checklist for Parish Churches**

|  |  |  |
| --- | --- | --- |
| **Church:** St Luke’s Heywood | **Date 1st completed:** 8th June 2020 | **Review dates:**  1st Review: 10.06.2020…..9th Review: 19.10.2020  Latest Review: 23rd March 2021 |

Key:

KS – Rev Kirsty MR – Max Robinson AB – Allison Bamford

| **Area of Focus** | **Controls required** | **Additional information** | **Action by who?** | **Completed – date and name (if different to action by)** |
| --- | --- | --- | --- | --- |
| **Phase Rules on mixing / numbers, etc, incl occasional offices** | Step 1:8th March & 29th March   * Booking into services * Funerals – maximum 30 * Weddings – maximum 6 * Baptisms – recommended as few to attend as possible.   Step 2: no earlier than 12th April   * As above with 1 change * Weddings – maximum 15   Step 3: no earlier than 17th May   * Booking into services * Funerals / Weddings / Baptisms – maximum 30   Step 4: no earlier than 21st June  All restrictions lifted | Step 1 and 2:   * Bubbles – One household or one support bubble (where allowed according to government rules) * Masks to be worn unless exempt by government rules (leaders of worship can take them off when leading, plus bride and groom)   Step 3:   * Two households can sit together * Mask’s as above   Step 4:  ?? We await further advice on social distancing / masks / etc | KS for church updates and occasional officers  KS / MR / PCC members to monitor when in church | Ongoing |
| [COVID 19 Four Step Plan (2).pdf (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2021-03/COVID%2019%20Four%20Step%20Plan%20%282%29.pdf) | | |
|  |  | | |
| **Preparing to Open church & Access / Exit to church buildings** | One point of entry to the church building clearly identified. | Whoever is opening to access through Choir Vestry Door? | KS / MR / AB / Phil | 11.06.2020 |
| A suitable lone working policy has been consulted |  | KS | 15th July – PCC agreed |
| Building to be kept aired – Entrance and Exit doors left open while open |  | KS / MR / AB / Phil | 23.03.2021 |
| Check general cleanliness. | Church is checked on at least weekly, if not more.  MR has been cleaning throughout and cleaners have been asked to start weekly cleans again  Where building is used more than once in 72 hours, all touch points are wiped with anti-bac clothes. | MR / KS  KS / MR | Ongoing |
| Switch on and check electrical and heating systems if needed. | All yearly tests have been carried out. | Keith to adjust heating accordingly | Ongoing |
| Holy water stoups and the font are empty. |  | N/A as already empty. | 08.06.2020 |
|  |  |  |  |
| **Opening Church and Updates communication** | Update your website, A Church Near You, and any relevant social media.  E-mails to be sent to those whom we have contact for |  | KS | ongoing |
| Consider if a booking system is needed, whether for general access or for specific events/services | Normal services – no need  Occasional offices – Seating plan is offered if want beforehand, and KS and a another on hand for seating instructions on entry to church. | KS / MR  KS | 08/07/2020  Ongoing |
|  |  |  |  |
| **Preparation & Use of the Church for access by members of the public for any permitted purposes, including worship and tourism.** | **Completed before opening** | | | |
| Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. |  | KS | 23.03.2021 |
| Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). |  | KS | 11.06.2020 – Ongoing for updates |
| Indicate entrance and exit clearly indicate with notices, keeping emergency exits available at all times. | Entrance and exit to use ramp access door (York Street side)  Signs on other door to note access info  KS to advise with Church Open information. | KS to discuss with CW’s on-site visit  KS | 11.06.2020  20.06.2020 |
| Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | Marking on floor at 2m apart in entrance area | KS / MR  MR to tape to outside door | 19.07.2020 |
| Remove Bibles/literature/hymn books/leaflets. - - except single use material that will be removed by user. |  | KS / MR / AB | 27.06.2020 |
| Cordon off or remove from public access any devotional objects or items | Choir area to be used for a focus display which will stop access | KS / MR / AB | 27.06.2020 |
| Remove or isolate children’s resources and play areas |  | KS / MR / AB | 15.06.2020 |
| Consider if pew cushions/kneelers need to be removed. | Blue seaters are going to be used as sit here signs – removed once used in each session | KS / MR | 11.06.2020 |
| 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). | Maintaining 2m | KS / MR (AB) | 11.06.2020 |
| Determine if temporary changes are needed to the building to facilitate social distancing |  | KS / MR (AB) | 11.06.2020 |
| Clearly mark out seating areas including exclusion zones to maintain distancing. |  | KS / MR / AB | 20.06.2020 |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. |  | KS / MR / AB | 20.06.2020 |
| Limit access to places where the public do not need go, maybe with a temporary cordon in needed. |  | KS / MR / AB | 20.06.2020 |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. |  | KS / MR / AB | 20.06.2020 |
| Confirm evacuation procedures in the case of an emergency. |  | KS | 27.06.2020 |
| 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. | Information booklet on What to expect – Worship but different  Booklets to be posted so hard copy rec’d. | KS  Posted | Ongoing – updates through e-mail, phone calls, and letters |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Ongoing while building is in use** | | | |
| Where possible, doors and windows should be opened to improve ventilation. |  | KS / MR / AB / Phil | Ongoing |
| Have hand sanitiser available for people to use on entry and exit of the church building. | One to be placed by front door and one by kitchen door | Available and KS purchased some more stock. | Ongoing |
| Face Coverings to be worn, unless exempt by government rules | To follow national and local advice.  Anyone new to church and occasional offices to be notified of current rules. Any changes widely publicised. | KS / MR | Ongoing checks |
| Welcome / Movement around church: People are welcomed and instructed to go to their allocated seat. Gatherings are disbursed and encouragement for social distanced conversations to happen outside after the service. |  | KS / MR / through communications in e-mails and notices in services – with help from others during worship. | Ongoing |
| Direct all users to leave the building by one exit only, avoiding bottlenecks. |  | KS / MR | If needed |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | To be done when less than 72 hours between services is in place. | KS / MR | Ongoing |
| Consider candle lighting options (avoid lighters, tapers, etc) | Candles to be allowed to be lit. Notice to advise people to light candle off first candle lit. – and only before and after service (not after Communion) | Light first candle during set up  Info to go in booklet | Ongoing  13/07/2020 |
| Confirm whose responsibility it will be to carry out cleaning, including:   * Toilets * Kitchen/servery areas if it is necessary for these to be used   Frequently touched surfaces e.g. doors | Door from to Toilet in vestry to be left open while church is open so no need to touch door. | KS / MR / AB as per Rota  MR / KS to agree a deep clean weekly | Ongoing  Ongoing |
| Whoever has responsibility for toilets, ensure each have adequate amounts of soap and disposable hand towels available. |  | Available / KS to keep eye on supplies | 08.06.2020 / Ongoing |
| All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed | Check bin located in toilet and back of church.  Ensure each has disposable bag in them. | KS / MR / AB in preparation of opening church  Ongoing - KS / MR / AB / Cleaners | 23.03.2021  Ongoing |
| Check all cleaners are not in a vulnerable group or self-isolating. |  | KS / AB | Ongoing |
| If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days | Register for those we have phone contacts for. Additional sheet for those we do not.  Side people to have full training.  On checking in, people are made aware and give permission for details to be passed for T&T  Privacy Notice to be displayed in church  Test and Trace Scan in place for App in place at entrance  Baptism and Funeral families to be asked to provide as list before the service. If not details taken at door | KS / MR  KS  KS  KS | Ongoing  26.07.2020  01.10.2020  Ongoing |
|  |  |  |  |
|  |  |  |  |
| **Holy Communion**  **(Service books and Distribution)** | Worship books to be places on seats 72 hours before use. Books for each season to remain in place, unless church in use for other service. |  | KS / MR | Ongoing |
| General Service Changes where not listed elsewhere:  No hymns / Hymn Books - Richard still to play popular hymns / music before the service, during communion set up and distribution and after the service.  No peace |  | Richard L  KS | 13.07.2020  13/07/2020 |
| Temporary move of altar and addition lectern:   * Lady Chapel move altar and lectern to front of nave area so all can see regardless of where sitting (with exception to overflow) * Temporary lectern as will be unable to reach main lectern. Also printing of readings – one person to use lectern per service. | Temporary faculty to be applied for. | KS / MR | 21.07.2020  Granted for 12 months |
| Eucharist Prayer:  Officiating priests to be clear on current guidelines, use of hand sanitizer and distribution advice. | Updates can be found –[COVID 19 Receiving HC by simultaneous administration v1.2.pdf (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2021-01/COVID%2019%20Receiving%20HC%20by%20simultaneous%20administration%20v1.2.pdf)  Kirsty to ensure any visiting priests know the procedure. | KS | Ongoing |
| Distribution of Communion….  Verbal notes on how this will take please do be read regularly | All to use hand sanitizer before receiving.  Offertory Plate and hand sanitiser to be placed either side of nave area so on way to communion, give offering, sanitise hands then rec. | KS  KS / MR | Ongoing  12.08.2020 |
|  |  |  |  |
|  |  |  |  |  |
| **Opening for Baptisms** | When booking, make current guidance clear:   * Numbers in attendance * Social / Household bubbles * Wearing of Masks * Test and Trace |  | KS | As Needed |
| If taking place after a service, ensure that all touch points have been cleaned before allowing entry to the church. |  | KS | As Needed |
| Use of New laminated baptism sheets:   * Placed on seats before arrival with care and gloves * left after service and not touched for 72 hrs or if needed collect with gloves and stored for 72 hrs before next use. |  | KS | As Needed |
| Officiating minister to follow current national Guidance on practice | Updates can be found - [COVID 19 advice for Clergy Conducting Baptisms v4.6.pdf (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2021-01/COVID%2019%20advice%20for%20Clergy%20Conducting%20Baptisms%20v4.6.pdf)  Kirsty to ensure any visiting priests know the procedure. | KS | Ongoing |
|  |  |  |  |
| **Opening for Weddings** | When booking come in doe make aware of current guidance and no promises for when change:   * Numbers in attendance * Social / Household bubbles * Wearing of Masks * Test and Trace |  | KS | As needed |
| Couple to provide us beforehand a list of guests, seating plan and details for Test and Trace |  | KS / Couple / Verger | As Needed |
| If want service sheets they must provide and take away with them. To be placed in seats not to be given out. |  | KS | As Needed |
| Photographer to be given clear instruction of where they can and cannot go. |  | KS | As Needed |
| Bride to place her flowers on table set out, not given to bridesmaid |  | KS/ Verger | As Needed |
| Pen for register to be wiped with anti-bacs wipes between uses and use of gel |  | KS | As Needed |
| Officiating minister to follow current national Guidance on practice. | Updates can be found - <https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches>  (needs to be updated when CofE update there copy)  Kirsty to ensure any visiting priests know the procedure. | KS | Ongoing |
|  |  |  |  |
|  |  |  |  |
| **Opening for Funerals** | When booking, make current guidance clear:   * Numbers in attendance * Social / Household bubbles * Wearing of Masks * Test and Trace |  | KS | As Needed |
| To notify us in advance if anyone from a shielding home is attending so we can implement advice |  | KS | As Needed |
| If someone is showing symptoms or in isolation to discourage them from attending and look at alternative’s options. If still wish to attend, make is safe for them and others to do so. | Note: Government has introduced new legislation that permits people who are symptomatic or who have tested positive for COVID-19 to attend funerals. However, they are strongly advised not to because of the risk they pose to others. |  |  |
| If want service sheets they must provide and take away with them. To be placed in seats not to be given out. |  | KS | As Needed |
| Officiating minister to follow current national Guidance on practice | Updates can be found - [COVID 19 advice for Clergy Conducting Baptisms v4.6.pdf (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2021-01/COVID%2019%20advice%20for%20Clergy%20Conducting%20Baptisms%20v4.6.pdf)  Kirsty to ensure any visiting priests know the procedure. | KS | Ongoing |
|  |  |  |  |
| **Cleaning the church 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 cleaning. |  | - | - |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | [**Public Health England guidance** available here.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | KS / MR | Max e-mail 11.06.2020 / ongoing |
| All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials. | Gloves and Aprons purchased | KS | 20.06.2020 |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. |  | MR | Ordered – W/C 01.06.20 |
| Confirm who is responsible for removing potentially contaminated waste e.g. hand towels from the site. |  | KS / MR / AB as per Rota | Ongoing |
| If possible close the church building for 72 hours with no access permitted. (However consider plan for funerals too) |  | KS – when setting opening times | If needed |
|  |  |  |  |
|  |  |  |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. |  | KS/ MR / AB if needed | As Needed |
| If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | [COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | KS/ MR / AB if need to action | As Needed |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | See the advice note on keeping church buildings clean. [COVID 19 Keeping Church Buildings Clean v3.0.pdf (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2020-12/COVID%2019%20Keeping%20Church%20Buildings%20Clean%20v3.0.pdf) | KS / MR / AB | As needed |
| **Preparation of the Church for:**  **- construction workers and/or professional contractors** | Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place. | Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes. | MR / KS | As Needed |
| For those welcoming visitors – ensure have contacts, and advise re mask wearing when in building, etc. |  | All | Ongoing |
| **Sunday School – additional to normal practise in line with COVID provisions.** | **When Sunday School ARE meeting** | | | |
| Tables 2 metres apart and plan on where children will sit | To also use Lady Chapel Area and Vicars Vestry. Bubbles of 15 | MR / Wendy | 08/07/20 |
| Only School bubbles / Households on same table (poss. allocated seat per week) |  | MR / Wendy | Ongoing |
| All to have own pencil cases / full set of work on each table. | Work to be put out 72 hours before use  And taken home or left untouched for 72 hrs. | MR / Wendy | Ongoing |
| Teachers to remind 2 metres distance wherever possible |  | MR / Wendy | Ongoing |
| Toilet with parent / guardian |  | MR / Wendy | 13/07/2020 |
| Careful exit and entry plan | Entry – Children to arrive and register with parent and then handed over to Sunday School.  Exit – Children following sharing with congregation their work to return to parents / carers for exit. | MR / Wendy | In information booklet  13/07/2020 |
| **When Sunday School NOT meeting** | | | |
| Work will be put out on table for each child to collect. Papers to be taken home, pencil cases returned to back of table. | MR / Wendy – to ensure work is in place 72 hours before collection | MR / Wendy | As Needed |
| **Hiring / External Use of building** | Ensure all actions in: Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism have been completed |  | KS | Ongoing |
| For a site visit to take place before any agreement is made. |  | KS or by other agreement | If needed |
| Ensure the user has read our Risk Assessment in regarding to cleaning, social distance, and one-way systems in church. |  | KS / MR | If needed |
| For user to be aware of the expectations for them to disinfect / clean areas / items of use before and after use. | NOTE: notice of this to be added to rental / church use agreement | KS or by other agreement | If needed |
| For user to ensure they collect information for Test and Trace purposes. | Booking Form to note who will have this key information should it be needed. | KS or by other agreement | If needed |
| For user to notify us immediately should they be made aware of a positive case – so we can implement closure or cleaning for 72 hours. |  | KS or by other agreement | If needed |
| For user to provide us with a copy of their Risk Assessment, safeguarding policy and COVID risk assessment before booking agreed. |  | KS or by other agreement | If needed |
|  |  |  |  |