**Risk assessment template**

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| **Church:**  **St Bartholomew’s, Whitworth** | **Assessor’s name:**  **Rev’d Joanna Watson, Anne Tattersall, Sue Varley** | **Date completed:**  **6.07.2020** | **Review date:** |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **Access to church buildings for clergy for purposes of private prayer and/or livestreaming**  [General advice on accessing church buildings can be found here.](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches) | One point of entry to the church building clearly identified and separate from public entry if possible | One way system in place to enter and leave. | Church Wardens | 7.07.2020 |
| A suitable lone working policy has been consulted if relevant. | An example can be [found here](https://www.ecclesiastical.com/documents/lone-working.pdf). | N/A | N/A |
| Buildings have been aired before use. | Building has been aired regularly | Vicar and CWs | Last checked 7/07/2020 |
| Check for animal waste and general cleanliness. | All clear | CWs | 7/07/2020 |
| Ensure water systems are flushed through before use. | See [Government Guidance for organisations on supplying safe water supplies](https://www.gov.uk/government/publications/guidance-for-organisations-on-supplying-safe-water-supplies?utm_source=a85cd421-5f76-4767-95f7-da69aa76fe3d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) | Vicar + CWs | 7/07/2020 |
| Switch on and check electrical and heating systems if needed. Commission system checks as necessary. |  | CWs | 7/07/2020 |
| Holy water stoups and the font are empty. | No stoups in church. Font emptied after every Baptism. | CWs | 7/07/2020 |
| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | Not livestreaming from church. No trip hazards. | N/A |  |
| **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. | N/A | N/A |  |
| Update your website, A Church Near You, and any relevant social media. | No church website. ACNY and FB to be updated. | Vicar |  |
| Consider if a booking system is needed, whether for general access or for specific events/services | Not necessary – numbers are only small. | N/A |  |
| If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark | [Apply here](https://goodtogo.visitbritain.com/). | 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. | All steps carried out | Vicar + CWs | Completed 7/07/2020 |
| 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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | Cleaning done by CWs + 2 family members | 7/07/2020 |
| 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. | One way system in place. Entry through main doors, exit direct to car park through NE door. | CWs have put up notices and directional arrows. | 7/07/2020 |
| Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | Unlikely to be needed but there is ample room to queue along south side of building | N/A | N/A |
| Where possible, doors and windows should be opened temporarily to improve ventilation. | Building has been regularly ventilated | Vicar + CW | Last opened 7/07/2020 |
| Remove Bibles/literature/hymn books/leaflets | All books etc. have been removed or covered over and are inaccessible. | CWs | 7/07/2020 |
| 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 | N/A |
| Consider if pew cushions/kneelers need to be removed as per government guidance | All kneelers have been removed | CWs | 7/07/2020 |
| Remove or isolate children’s resources and play areas | All toys and children’s resources have been removed | CWs | 7/07/2020 |
| 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). | Pews have been placed to ensure safe seating. Floor has been marked with 2m distancing and directional arrows. Altar rail will not be used. | CWs | 7/07/2020 |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | See above. | CWs | 7/07/2020 |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | One way system in place. Signage and appropriate floor markings in place. | CWs | 7/07/2020 |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed. | Kitchen door will remain closed unless access to toilet is needed. No other such areas exist. | N/A | N/A |
| Determine placement of hand sanitisers available for visitors to use. | Sanitiser in entrance porch and at exit. Also at altar for use by priest. | CWs | 7/07/2020 |
| Determine if temporary changes are needed to the building to facilitate social distancing | N/A | N/A | N/A |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | All notices are in place. | CWs | 7/07/2020 |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | All services have been cleaned in line with government and diocesan guidelines/advice. | CWs | 7/07/2020 |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | All in place. | CWs | 7/07/2020 |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | All in place | CWs | 7/07/2020 |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | All in place | CWs | 7/07/2020 |
| 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 completion is in porch | CWs | 7/07/2020 |
| 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. | Notifications are being sent out via newsletter, phone calls, and social media. | Vicar + CWs | All will have been notified by 11/07/2020 |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)**  Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | 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. | Church will have been closed for 72 hours between services |  |  |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | See above |  |  |
| Set up a cleaning rota to cover your opening arrangements. | Cleaning is always done regularly. | Vicar + CWs | 7/07/2020 and ongoing |
| All cleaners provided with gloves (ideally disposable). | √ |  |  |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | √ |  |  |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | √ | CWs/vicar | Each Sun + Weds |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | After each service | CWs/Vicar | Each Sun + Weds |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. | Services are on Sunday and Weds. | CWs/Vicar | Each Sun + Weds |
| If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | [See](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) above | N/A |  |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | Normal cleaning will continue | Vicar/CWs |  |