**Risk assessment template**

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| **Church:****St Mary’s, Helmingham** | **Assessor’s name:****Sophie Tollemache** | **Date completed:****6 July 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 | Access is via Priest’s door for all visitors, but clergy entering will not be doing so at the same time as public: visiting is by appointment only.  | PCC | 30/6/20. ST has key |
| 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 |  |
| Buildings have been aired before use. | Building is aired while being cleaned. If there is less than 72 hours between one visit and the next, the church will be cleaned in between those two visits.  | ST | 30/6/20 |
| Check for animal waste and general cleanliness.  | Nave is roped off; all other areas cleaned as per the above. | ST | 30/6/20 |
| 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)  | N/A |  |
| Switch on and check electrical and heating systems if needed. |  | N/A |  |
| Holy water stoups and the font are empty. |  | ST | 6/7/20 |
| **Preparation of the Church for individual prayer and funerals** | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. |  | ST | 6/7/20 |
| 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)**.** | ST | 30/6/20 |
| 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. | Visitors will be via appointment only for individual prayer; a sign on the doors will make this clear. Entry and exit is only via the Priest’s door, which will be unlocked prior to any visit and locked afterwards. Only one individual or household will be permitted to enter the church at any time. Visits will not be supervised. | ST | 30/6/20 |
| Where possible, doors and windows should be opened temporarily to improve ventilation. | Building is aired while being cleaned. If there is less than 72 hours between one visit and the next, the church will be cleaned in between those two visits.  | ST | 30/6/20 |
| Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user. | All kneeling cushions, hymn books, bibles and leaflets have been moved to the back of the church, access to which is cordoned off.  | ST | 30/6/20 |
| Cordon off or remove from public access any devotional objects or items |  | ST | 2/7/20 |
| Consider if pew cushions/kneelers need to be removed as per government guidance | The only kneeling cushion that remains in place in the long cusion along the entire alter. This is hoovered during cleaning.  | ST | 30/6/20 |
| Remove or isolate children’s resources and play areas |  | 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.  | This is not currently relevant as church is only opening for indivudal private prayer, with only one individual or household entering at one time. Risk assessment will be reviewed if a funeral is requested.  |  |  |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | As above |  |  |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | As above |  |  |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed. | The Nave is cordoned off with hazard tape. | ST | 30/6/20 |
| Determine placement of hand sanitisers available for visitors to use. | On table just inside Priest’s door | ST  | 6/7/20 |
| Determine if temporary changes are needed to the building to facilitate social distancing | Consult [advice on gaining temporary permissions](https://www.churchofengland.org/media/20647). | N/A |  |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Notices to go on main door and Priest’s door. | ST | 6/7/30 |
| 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. | Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | ST | 30/6/20 |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | N/A |  |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | N/A |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  | N/A |  |
| **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. |  |  |  |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. |  | ST | 30/6/20 |
| Set up a cleaning rota to cover your opening arrangements. |  | ST | 30/6/20 |
| All cleaners provided with gloves (ideally disposable). | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | ST | 30/6/20 |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | ST | 30/6/20 |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. |  | N/A |  |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. |  | N/A |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. |  | ST | 30/6/20 |
| If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | [**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) |  |  |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** |  |  |