

Risk assessment template

Church: St Paul's Church Centre	Assessor's name: Lesley Eaton	Date completed: 3 August 2020	Review date: September 2020
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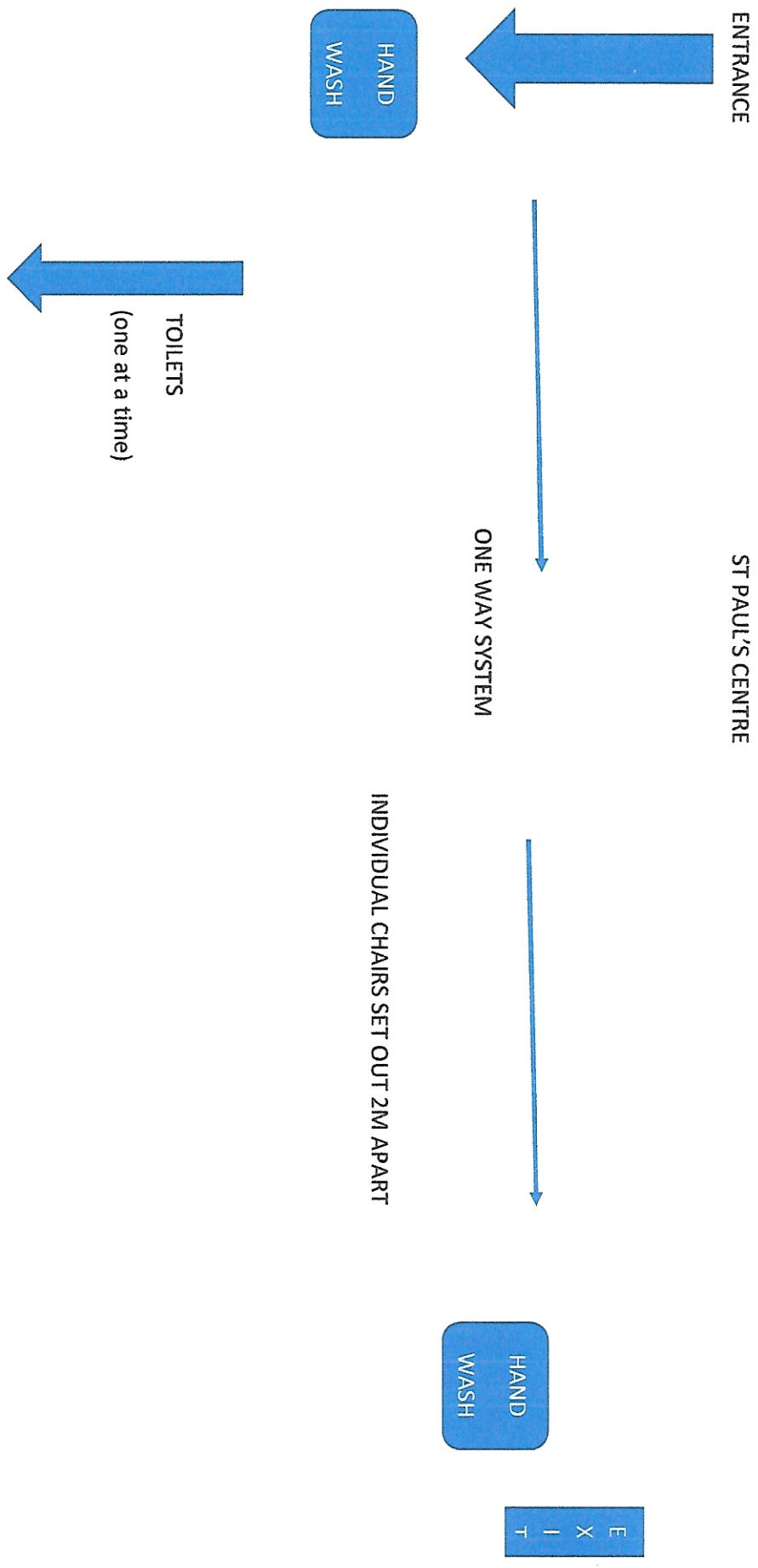
Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to Church Centre for community groups.	One point of entry to the church building clearly identified and separate from public entry if possible	N/A		
		A suitable lone working policy has been consulted if relevant.	N/A	
	Buildings have been aired before use.	7 August 2020 cleaning day	Volunteers/rota	7 Aug 20
	Check for animal waste and general cleanliness.	Cleaning day	Volunteers	7 Aug 20
	Ensure water systems are flushed through before use.	Checked weekly Checklist initialled	DA	3 Aug 20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Checked weekly	DA	3 Aug 20
Deciding whether to open to the public	Holy water stoups and the font are empty.	N/A		
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Zoom used presently Ongoing	DA	3 Aug 20
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	N/A		

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	Update your website, A Church Near You, and any relevant social media.	CNY FB	ADavey ABulman	Aug 20 Aug 20
	Consider if a booking system is needed, whether for general access or for specific events/services If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark	Group Leader Track and Trace sheet N/A	Group Leader	3 Aug 20
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.	N/A		
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Done	AW LW	7 Aug 20
	Choose one point of entry into the centre to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	Clearly marked Main entrance IN Side entrance OUT	CW DA DA	10 Aug 20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Poster for social distancing 1 person taking T and T details	LE DA CW	10 August 20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors to be open	LE/DA/ CW	10 Aug 20
	Remove Bibles/literature/hymn books/leaflets	Done	CW/LE/DA	8/7/20
	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		
	Consider if pew cushions/kneelers need to be removed as per government guidance	Done	CW/LE/DA	8/7/20

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	Remove or isolate children’s resources and play areas	Done	CW LE DA	8/7/20
	Walk through the centre to plan for physical distancing in seats, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	Done	CW LE DA	8/7/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Notices and individual chairs spaced out	CW and DA	10 Aug 20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Posters	DA	10 Aug 20
	Limit access to places where the public does not need to go, maybe with a temporary cordon if needed.	shut off kitchen	DA CW	3 Aug 20
	Determine placement of hand sanitisers available for visitors to use.	Entrance and Exit	DA CW LE	3 Aug 20
	Determine if temporary changes are needed to the building to facilitate social distancing	N/A		
	Notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Risk Assessment Notice A3 Handwashing 2 m distance etc	DA CW LE	10 Aug 20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Cleaning materials available in toilets and at entrance	DA CW LE	10 Aug 20
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Checking sheet required Notice – Paper towels in bin Clean area after use	LE DA CW	10 Aug 20

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	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Checking sheet required Paper towels in bin Clean area after use	LE DA CW	10 Aug 20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Checking sheet required Empty bins after each session	LE DA CW	10 Aug 20
	If possible, provide safe means for visitors to record their name and contact details; retain each day's record for 21 days	1 person at entrance to give name and contact details	LE DA CW	3 Aug 20
	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.	A2 Boards CNY FB Neighbourhood	LEaton ADavey ABulman LE	August 20
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the centre 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.	Dusting may be needed if building closed for more than 72 hours. High contact surfaces disinfected, including handrails, door handles, buttons and switches.	Cleaning rota	August 20
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Cleaning rota	ABulman	August 20
	Set up a cleaning rota to cover your opening arrangements.	Volunteers	ABulman	August 20
	All cleaners provided with gloves (ideally disposable).	Readily available	DA CW	August 20

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	<p>Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.</p> <p>Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.</p>	<p>Disinfectant for high contact surfaces.</p> <p>Waste bins emptied at the end of each session.</p> <p>Checklist</p>	<p>DA CW</p> <p>Cleaning rota Or leader of group in Centre</p>	<p>August 20</p> <p>August 20</p>
<p>Cleaning the church after known exposure to someone with Coronavirus symptoms</p>	<p>Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.</p> <p>If possible close the centre for 72 hours with no access permitted.</p> <p>If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p> <p>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</p>	<p>Check list required – after each service</p> <p>Notice on door</p> <p>Cleaning after 72 hours</p> <p>Cleaning rota</p>	<p>DA CW</p> <p>Working party</p> <p>Volunteers</p>	<p>August 20</p> <p>August 20</p> <p>August 20</p>



St Paul's - Churchwardens
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