

Risk assessment template

<b>Church:</b> St Paul's Constable lee	<b>Assessor's name:</b> Lesley Eaton	<b>Date completed:</b> 26th August 2020	<b>Review date:</b> October 2020
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for public worship</b>	One point of entry to the church building clearly identified and separate from public entry if possible	Back door (disabled) Church Wardens	Church Wardens	3 Aug 20 ongoing
	A suitable lone working policy has been consulted if relevant.	N/A		
	Buildings have been aired before use.	1 August 2020 cleaning day	Volunteers/rota	3 Aug 20 Ongoing
	Check for animal waste and general cleanliness.	Cleaning day	Volunteers	Ongoing
	Ensure water systems are flushed through before use.	Checked weekly Checklist initialised	DA	3 Aug 20 Ongoing
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary. Holy water stoups and the font are empty.	Checked weekly	DA	3 Aug 20 Ongoing
<b>Deciding whether to open to the public</b>	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	N/A		
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Zoom used presently Ongoing	DA	3 Aug 20 Ongoing
		N/A		

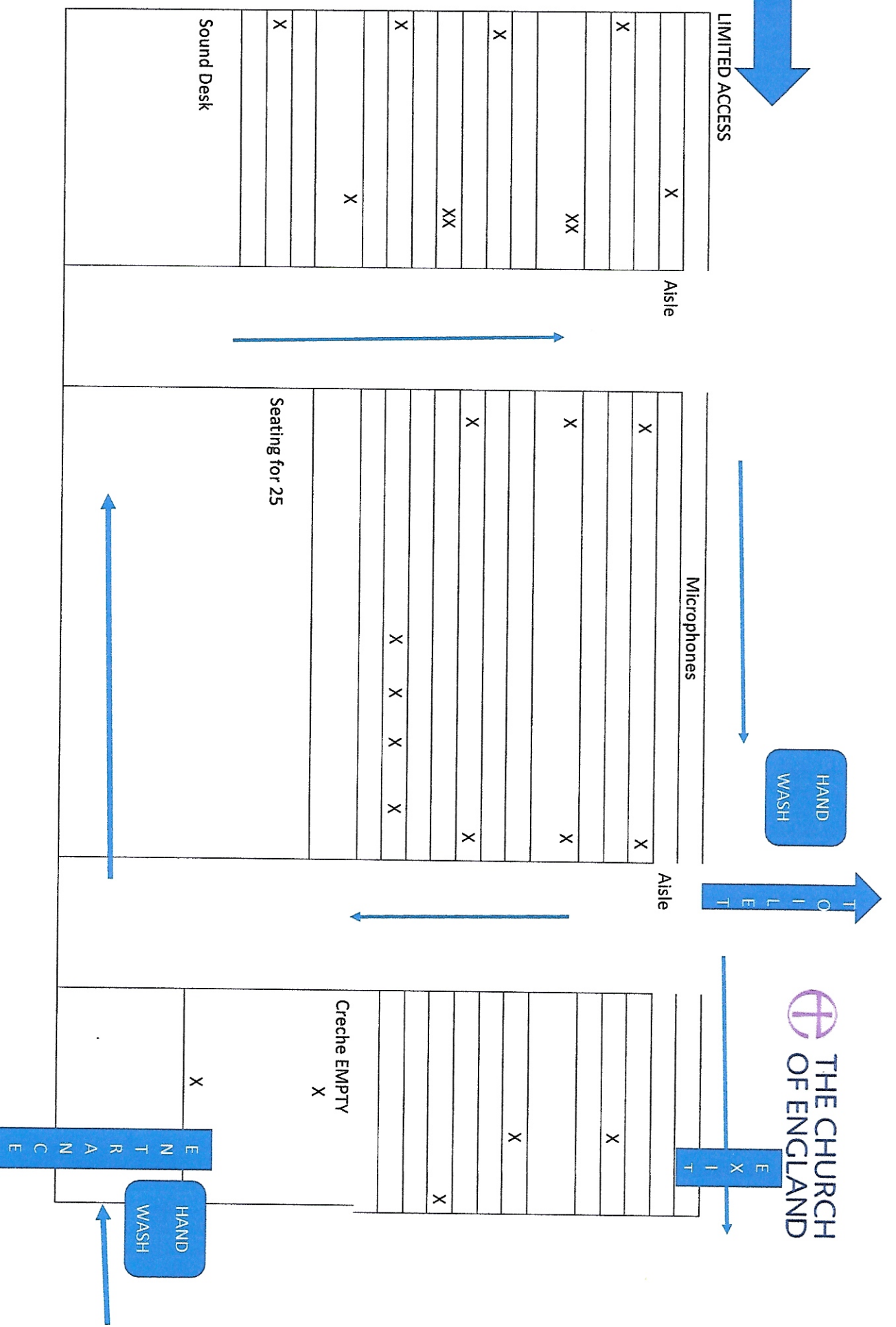
Area of Focus	Controls required	Additional Information	Action by whom?	Completed – date and name
Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism	Update your website, A Church Near You, and any relevant social media.	CNY FB	ADavey ABulman	Aug 20 Aug 20
	Consider if a booking system is needed, whether for general access or for specific events/services	2 people required Track and Trace sheet	LE	3 Aug 20 Ongoing
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	N/A		
	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Church Wardens Lock back door	CW DA	3 Aug 20 Ongoing
Review Coffe guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Done	CW DA	3 Aug 20 Ongoing	
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.	Arrows on floor Main entrance IN Side entrance OUT	DA	Aug 20 Ongoing	
Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	1 person outside/porch 1 person taking T and T details 1 person to show to seat	LE DA CW	3 August 20 Ongoing	
Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors to be open	LE/DA/ CW	3 Aug 20 ongoing	
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	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Remove or isolate children's resources and play areas	Done	CW LE DA	8/7/20
	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 (or 1m with risk mitigation if absolutely necessary).	Done	CW LE DA	8/7/20 Ongoing
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Notices and tape used	CW and DA	3 Aug 20 Ongoing
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Arrows on floor	DA	3 Aug 20
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Tape off refreshment area	DA CW	3 Aug 20
	Determine placement of hand sanitisers available for visitors to use.	Entrances and Exit	DA CW LE	3 Aug 20 Ongoing
	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	3 Aug 20 Ongoing
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Soap and water for historic surfaces Bleach for WC etc	DA CW LE	3 Aug 20 Ongoing
	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	3 Aug 20 Ongoing

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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	3 Aug 20 Ongoing
	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 service	LE DA CW	3 Aug 20 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	1 person at entrance to give name and contact details	LE DA CW	3 Aug 20 Ongoing
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	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 Ongoing
	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.	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 Ongoing
	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 Ongoing
	Set up a cleaning rota to cover your opening arrangements.	Volunteers	ABulman	August 20 Ongoing
	All cleaners provided with gloves (ideally disposable).	Readily available	DA CW	August 20 Ongoing

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

*DS Atkinson* (Church Warden)



*DS Anusult (Church Warden)*  
*27/8/2020*