# **St James Church Higher Broughton**

# **Risk Assessment for Opening Church Buildings to the Public**

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| 1. **Area of Focus: Access to church buildings for clergy for purposes of private prayer and/or livestreaming** | | | |
| **Controls required** | **Additional information** | **Responsible person:** | **Date completed** |
| * One point of entry to the church building clearly identified and separate from public entry if possible | * Access point at rear of building through the back vestry identified for use. | Rev. CT | 19/06/20 |
| * A suitable lone working policy has been consulted if relevant. | * Lone working policy in place and Clergy informed of requirements | M.S | 19/06/20 |
| * Buildings have been aired before use. | * Building currently aired 3 – 4 times a week | Rev CT  M.S | 19/06/20 |
| * Check for animal waste and general cleanliness. | * Visual checks and basic cleaning taking place each week. Safe Place and Food Share still in operation. | Rev CT  MS  MT | 19/06/20 |
| * Ensure water systems are flushed through before use. | * As above | Rev CT  Ms  MT | 19/06/20 |
| * Switch on and check electrical and heating systems if needed. | * All working | n/a | 19/06/20 |
| * Holy water stoups and the font are empty. | * No water present in stoups and fonts | Rev CT | 19/06/20 |
| Area of Focus: 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 | * Not applicable | | |
| * Update your website, A church Near You and any relevant social media | * Information for parishioners to be published on website | SW | ASAP |
| * Consider if a booking system is required, whether for general access or for specific events / services | * Not applicable | | |
| * If opening to tourist consider applying for the visit Britain “ Good to Go” standard mark | * Not applicable | | |
| **Area of Focus: Preparation of the church for access by members of the public for any permitted purposes, including worship and tourism** | | | |
| * 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. | * Main entrance to church to be used, notices to be displayed. * Entry/egress to/from church to be managed by side persons who will also provide verbal instructions and manage flow of people | Rev.CT  Side Persons | 18/07/20 |
| * Make any temporary arrangments for people to wait or queue outside the building (taking into account any consequential risk arising from people gathering outside) | * Church building to be open 30 minutes before service to allow for orderly entrance. * Welcome team to manage and engage with parishionsher to discourage social garthering in the carpark | Rev. CT  ChurchWarden  Sidepersons & Welcome team | 18/07/20 |
| * Where possible, doors and windows should be opened temporarily to improve ventilation. | * Not applicable | | |
| * Remove from use all books (Inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user. | * All prayer/hymn books and other printed materials to be removed from church. * Single use printed materials to be prepared 72 hours in advanced. | Rev CT  S.W | 18/07/20 |
| * Cordon off or remove from public access any devotional objects or items | * Removed | Rev CT  SW | 18/07/20 |
| * Consider if pew cushions/kneelers need to be removed as per government guidance | * Removed from use | Rev CT  SW | 18/07/20 |
| * Remove or isolate children’s resources and play areas | * Removed from use | Rev CT  SW | 18/07/20 |
| * 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. | * Seating – Markers in place to indicate where to sit using in alternate rows. * Every other pew is cordoned off to prevent access. * People to be verbally informed and supervised at all times by side persons. One way system introduced to manage flow of people leaving the building. | Rev Ct  SW  Sidepersons | 18/07/20 |
| * Clearly mark out seating areas including exclusion zones to maintain distancing. | * Areas marked out | Rev CT  SW | 18/07/20 |
| * Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | * To be managed by side persons and welcome team, system in place | Rev CT  SW  Side persons | 18/07/20 |
| * Limit access to places were the public does not need go, maybe with a temporary cordon in needed. | * Toilets and safe zone closed, - not to be used during church services and not accessable. * External locks place on toilets doors. | S.Wood | 18/07/20 |
| * Determine placement of hand sanitisers available for visitors to use. | * Wall mounted hand sanitiser depsenser place in foyer | S.Wood | 18/07/20 |
| * Determine if temporary changes are needed to the building to facilitate social distancing | * Not applicable | | |
| * Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | * Information and notices displayed through building | M.Scott | 18/07/20 |
| * 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. | * Cleaning plans in place. * “Fogger” to be used to disinfect hard surfaces and touch points | Rev Ct  SW  MT | 18/07/20 |
| * Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | * Weekly checks already in place | MT | 18/07/20 |
| * Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | * Although toilet facilities will be closed, daily checks already in place | MT | 18/07/20 |
| * Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | * Daily checks in place, and person identified | MT | 18/07/20 |
| * If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each days record for 21 days. | * Name and contact details to be taken for each person attending services to be managed by welcome team. | Rev CT  SW | 18/07/20 |
| * Give due notice if the resumption of the use of the building to neighbour, congregation and wider community, ensuring that visitoes and worshippers will know what to expect when they come. | * Information to be displayed on website | ? | ASAP |
| **Area of Focus: Cleaning the church before and 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 extra cleaning to remove the virus from surfaces. | * System in place to record when main church building will be in use to include details of activity, number of people attending, date and time. | Rev CT  SW | 18/07/20 |
| * If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | * Cleaner(s) identified and provided with information and guidance on cleaning public areas, safe use of cleaning chemicals and equipment along with the appropriate use of PPE. | MT  SIdepersons | 18/07/20 |
| * Set up a cleaning rota to cover your opening arrangements. |  | MT | 18/07/20 |
| * All cleaners provided with gloves (ideally disposable). | * PPE – gloves, aprons, face masks and face shields already in place, stock levels checked weekly | SW | 18/07/20 |
| * Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | * Appropriate stock of cleaning materials (solutions) already in place, stock levels checked weekly * Fogger | SW  MT | 18/07/20 |
| * Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. |  | MT | 18/07/20 |
| * Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | * Toilets closed to the public, only used by volunteers (Place of welcome & fair share) * Paper towels in use, bins emptied after each session | MT | 19/06/20 |
| **Area of Focus: Cleaning the church after known exposure to someone with Coronavirus symptoms** | | | |
| * If possible close the church building for 72 hours with no access permitted. | * To be monitored and decided on a case by case basis depending on activities taking place. | Rev CT  SW | 18/07/20 |
| * If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | * Guidance document | MS | 18/07/20 |
| * If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | * Guidance document | MS | 18/07/20 |
| **Area of Focus: People** | | | |
| * Confirm that all staff and volunteers identified in order for the church to reopen have received the appropriate training and guidance and understand their roles and responsibilities. | * Place of welcome and fair share volunteers/staff trained and supervised. * Side persons to be identified and trained accordingly | Rev CT  MS | 18/07/20 |
| * Clergy, staff & volunteers understand the need to self-isolate and to remove themselves if symptomatic | * Advice and guidance already issued to place of welcome /Fare Share staff and volunteers * Sunday / side persons to be identified and informed accordingly | Rev CT | 18/07/20 |
| * Taking into consideration all of the above, is there an adequate number of people to assist in the safe opening of the church building for prayer, funerals and worship? | * Chruch activities to be reviewed on a case by case basis to ensure enough personal to safely open and operate. | Rev CT  SW | 18/07/20 |
| * Have you considered how you will communicate the changes to your parishioners | * Information to be shared via website |  |  |

**Before the church can be opened to the public the following conditions must be met/ in place:**

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|  | **yes** | **no** |
| Confirm that all steps for access by clergy have been carried out before anyone else accesses the building. | x |  |
| Confirm that all none essential “items” (Bibles, hymn books, play equipment etc) have been removed from use | x |  |
| Confirm that social distancing measures are in place in accordance with government guidelines | x |  |
| Confirm that appropriate cleaning measures are in place | x |  |
| Confirm that there is sufficient PPE and cleaning materials | x |  |
| Confirm that an appropriate number of side persons have been identified |  |  |
| Confirm that appropriate training and guidance will be given to side persons |  |  |
| Confirm that information and advice notice are displayed in prominent places |  |  |
| Location and number of hand sanitisers | x |  |

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| **Church: St James Higher Broughton** | **Assessor’s name: Mark Scott** | **Date completed: 18/07/20** | **Review date: 31/08/20** |