|  |  |  |  |
| --- | --- | --- | --- |
| **Church:**  **St John’s Church**  **Failsworth** | **Assessor’s name:**  **Rev Aysha St Giles** | **Date completed:**  **4th July 2020** | **Review date:**  **~~29~~~~th~~ ~~August 2020~~**  **Revised review date 8th September 2020** |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
| --- | --- | --- | --- | --- |
| **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 | Main door entry  Exit through choir vestry  *NB Choir vestry door must be unbolted and on the latch during all services so available as a fire exit.* | Notices made  and placed. | 4th July  AStG  8/9/20  Update noted. |
| 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. | Thoroughly cleaned | Cleaning team | 7th July 2020  Aysha St Giles |
| Check for animal waste and general cleanliness. | Thoroughly cleaned  Ken Barton to get mousetraps | Cleaning team | Also in days prior to 7th July |
| 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) | All okay | Peter Kearey 4th July 2020 |
| Switch on and check electrical and heating systems if needed. Commission system checks as necessary. |  | All okay | Peter Kearey 4th July 2020 |
| Holy water stoups and the font are empty. |  | Checked | Peter Kearey  4th July |
| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | Not live streaming | All okay | Peter Kearey  4th July |
| **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 necessary given location |  |  |
| Update your website, A Church Near You, and any relevant social media. | Updated through Facebook  + Church Near you. Website being rebuilt. | Aysha St Giles | 4th – 7th July  AStG  8th Sept 2020 |
| Consider if a booking system is needed, whether for general access or for specific events/services | Had arranged consultation through questionnaires to move to two services to make worship possible without tickets or booking.  *8/9/20 New system is working well but serious pressure on numbers wishing to attend the All Age. Now at maximum capacity with 80 adults and children.* | Aysha St Giles | May/June  Aysha St Giles.  8/9/2020 update noted |
| 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. |  | Aysha St Giles | 1st July 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)**.** | Aysha St Giles  And team | 1st July 2020  Cleaning team |
| 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. | Choir vestry cleared of junk and hazards to create a clear space for sanitiser station and being able to queue to leave  *NB Choir vestry door must be unbolted and on the latch during all services so available as a fire exit.* | Enter through main door and exist through choir vestry  *Must ensure door is unbolted and unlatched.* | 4th July 2020  Jackie Flanagan  *8/9/20*  *Aysha to remind Peter K., Jackie F,*  *Kelly N-M, Paula K etc..* |
| Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | Council contacted again re slippery flagstones on 8th July and again on 20th July 2020  Chasing Council again 8/9/20 | Signage everywhere! | 4th July 2020  Aysha St Giles.  Signs still in place. |
| Where possible, doors and windows should be opened temporarily to improve ventilation. |  | Did as much as possible | Peter Kearey etc. 4th July |
| Remove Bibles/literature/hymn books/leaflets | All removed back in March | Marie and Ken Barton etc.. | March 14th  2020 |
| Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | Agreed we couldn’t use the Lady Chapel for services as too confined. | Candle stand moved for distancing | July 4th 2020  Cleaning Team |
| Consider if pew cushions/kneelers need to be removed as per government guidance | Very few cushions and not generally used. | N/A | ----------- |
| Remove or isolate children’s resources and play areas | All okay. Lounge has been put out of bounds but for limited access to toilets and for Minister to get water. | Aysha St Giles  Letter to PCC members | 7th July 2020  AStG |
| 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). | Signage in place and every other pew marked off as unavailable for use. | Peter Kearey | 4th July 2020  Peter Kearey  AStG |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | Signage in place and every other pew marked off as unavailable for use. | Peter Kearey | 4th July 2020  Peter Kearey  AStG |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Signage in place and every other pew marked off as unavailable for use.  *8/9/20 sidespersons shepherding people for communion working well.* | Peter Kearey  *8/9/20 Aysha to move further away from door to stop bottle-neck with people chatting as leaving.* | 4th July 2020  Peter Kearey  AStG  *8/9/20*  *AStG and need reminding.* |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed. | Lounge area out of bounds.  Lady Chapel out of bounds.  Sacristy out of bounds  Letter confirming to PCC | Rector only on sacristan duty & in sanctuary  *Sept 2020 JF and PK also allowed in sacristy.* | 7th July 2020  AStG  *Aug 2020 needed more help to set up and prepare once we started using music as well.* |
| Determine placement of hand sanitisers available for visitors to use. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | Kelly N-Marsh  Peter Kearey  *8/9/20*  *Still plenty of sanitiser left. Getting through large quantities of wipes. Received further donations of wipes, sanitisers and disposable face masks.* | 4th July 2020  Jackie Flanagan  *8/9/20*  *Update check.* |
| 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. | All over the place + welcomers invite people to sanitise hands as they enter and leave | Aysha St Giles | 4th July 2020  AStG |
| 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)**.** | Cleaning Teams for each service. | 4th + 7th July  AStG and CT |
| 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. | Jackie Flanagan | 7th July 2020  Jackie Flanagan |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable towels are available. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | Jackie Flanagan | 7th July 2020  Jackie Flanagan |
| If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days | Dedicated person at each service writes down names and contact details | Aysha St Giles Jackie Flanagan organise  8/9/20 Working well with one person taking names and numbers at each service. | Ongoing  File held in sacristy to hold the track and trace sheets. |
| 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. | Notices on both church boards and doors. Facebook notifications. Church Near You Website update and letters. | Aysha St Giles | 4th July + ongoing updates  AStG |
| **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. | Access to church other than Weds and Sun morning is with Rector’s permission and following a strict protocol as anyone enters and leaves. Confirmed in letter to PCC. | Keeping to this means we do not need to clean between Wed am and Sun am.  *8/9/20*  *Entry to church is still strictly limited and protocols followed wiping any and all surfaces touched, esp round door handles.* | 7th July + ongoing.  *JF sorted book to record access to church.* |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | Cleaning team not taken from vulnerable group | N/A  8/9/20  As above | N/A |
| Set up a cleaning rota to cover your opening arrangements. | Thorough cleaning of all surfaces after Weds HC and then again after Sunday 9.00 am and before the 10.45 and any later service. | Weds and Sun cleaning teams click into action. | Ongoing… |
| All cleaners provided with gloves (ideally disposable). | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | Gloves made available  *8/9/20*  *Good supply of disposable gloves.* | Paula and Gary Kay  Helen and Noel Harte  Ongoing. |
| 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. | Cleaning materials provided.  *8/9/20*  *Plenty of cleaning supplies in stock.* | Paula and Gary Kay  Helen and Noel Harte  Ongoing. |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. |  | Jackie Flanagan | Ongoing |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. |  | Each week  Jackie Flanagan | Ongoing |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. |  | Aysha St Giles | As needed |
| 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) | Aysha St Giles and Cleaning Teams | As needed |
| 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)**.** | Aysha St Giles and Cleaning Teams | As needed |

**NB from 8th August it became compulsory to wear a face mask or face covering in church unless a person had a health reason not to. Allowance was made for Minister when leading worship / preaching to remove their mask. Also for anyone else reading or leading prayers – this for the sake of communication and intelligibility, especially for those who have disabilities.**