

## Risk assessment

<b>Church:</b> <b>Rivington</b>		<b>Assessors names:</b> <b>Peter Holden</b> <b>Dawn Cunningham</b>	<b>Date completed:</b> <b>07/07/2020</b>	<b>Review date:</b> <b>22/07/2020</b>	
<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>	
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>	One point of entry to the church building clearly identified and separate from public entry if possible	Sign near the Millenium room door pointing to the porch door	Wardens Curate	01/07/2020 Peter Holden	
	A suitable lone working policy has been consulted if relevant.		Wardens	01/07/2020 Peter Holden Dawn Cunningham	
	Buildings have been aired before use.		Wardens	01/07/2020 Peter Holden Dawn Cunningham	
	Check for animal waste and general cleanliness.		Wardens	01/07/2020 Peter Holden Dawn Cunningham	
	Ensure water systems are flushed through before use.		Wardens	01/07/2020 Peter Holden Dawn Cunningham	
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		Wardens	01/07/2020 Peter Holden Dawn Cunningham	
	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		N/A		

<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.		Wardens	01/07/2020 Peter Holden Dawn Cunningham
	Update your website, A Church Near You, and any relevant social media.	To be completed after approval by PCC	Dawn Cunningham Toby Harley (Facebook); M Broadfoot (ACNY)	21/07/2020 M Broadfoot
	Consider if a booking system is needed, whether for general access or for specific events/services		Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	N/A	N/A	
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).		Wardens Curate Cleaner	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	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.		Wardens	01/07/2020 Peter Holden Dawn Cunningham
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		Wardens	01/07/2020 Peter Holden Dawn Cunningham
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Wardens	01/07/2020 Peter Holden

				Dawn Cunningham Revd Nicola
	Remove Bibles/literature/hymn books/leaflets	Already done	Wardens	01/07/2020 Peter Holden Dawn Cunningham
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham
	Consider if pew cushions/kneelers need to be removed as per government guidance	Have been moved	Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham
	Remove or isolate children's resources and play areas	Have been moved	Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham
	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).		Wardens Curate	01/07/2020 07/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.		Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola

	Determine placement of hand sanitisers available for visitors to use.	Already done	Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult	Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Already done	Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on	Wardens Curate	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Already in place	Wardens	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		Wardens	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Wardens	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	If possible, provide safe means for worshippers and visitors to record their name and contact		Wardens	01/07/2020 Peter Holden

	details; retain each day's record for 21 days			Dawn Cunningham
	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.	Newsletter/social media/Church notice board	Wardens Curate Electoral Roll officer (email) Pastoral ALM (phone)	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	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.		Wardens Curate Cleaner	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	N/A	Wardens Curate Cleaner	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Set up a cleaning rota to cover your opening arrangements.	Permanent Church cleaner in place		
	All cleaners provided with gloves (ideally disposable).		Wardens Cleaner	01/07/2020 Peter Holden Dawn Cunningham
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		Wardens Cleaner	01/07/2020 Peter Holden Dawn Cunningham Revd Nicola
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Wardens	01/07/2020 Peter Holden Dawn Cunningham
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Wardens	01/07/2020 Peter Holden Dawn Cunningham
<b>Cleaning the church after known exposure</b>	If possible close the church building for 72 hours with no access permitted.		Wardens Curate	01/07/2020 Peter Holden

<p><b>to someone with Coronavirus symptoms</b></p>				<p>Dawn Cunningham Revd Nicola</p>
	<p>If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p>		<p>Wardens Curate</p>	<p>01/07/2020 Peter Holden Dawn Cunningham Revd Nicola</p>
	<p>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</p>		<p>Wardens Curate</p>	<p>01/07/2020 Peter Holden Dawn Cunningham Revd Nicola</p>
<p><b>Clergy, Lay Ministers and Volunteers in the Clinically Vulnerable Group</b>  <b>( including those who are over 70) may now undertake church work or voluntary activity which involves direct contact, providing they observe Government and Church of England guidelines on social distancing etc.</b></p>	<p>If able to participate one will need to observe Government and Church of England guidelines on social distancing etc., and guidance given in this document.</p> <p>If one is in a Clinically Extremely Vulnerable Group the advice is to continue to shield and not engage in volunteering outside of their own home at this time.</p>	<p><b>Anyone in this group must make their own decision about whether to officiate or volunteer following relaxation of the rules by the Government and the Diocese and must not feel under any pressure to do so.</b></p>	<p>Clergy and volunteers in the Clinically Vulnerable group.</p>	<p>22/072020 Peter Holden Dawn Cunningham Revd Nicola</p>