# Risk Assessment for Opening Church Buildings to the Public – COVID SECURE

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| **Church:****St John the Baptist, Bircle** | **Assessor’s name:****Carol Collins** | **Date completed:****7 July 2020** | **Review date:****13 July 2020** |

| **Area of Focus**  | **Controls required**  | **Additional information** | **Action by whom?** | **Completed – date and name**  |
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| **Access to church buildings for clergy for purposes of private prayer and/or livestreaming** | One point of entry to the church building clearly identified and separate from public entry if possible | The Vestry door at the rear of the church building | All key holders | 4 July |
| A suitable lone working policy has been consulted if relevant. | Lone Policy consulted | C. Collins | 4 July |
| Buildings have been aired before use. | Completed | C. Collins | 4 July |
| Ensure water systems are flushed through before use. | Toilet flushed regularly & taps also run | C. Collins | 4 July |
| Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | Alarm service 1 July | D Frain | 4 July |
| Holy water stoups and the font are empty. | Font and kitchen geyser are empty | C. Collins | 4 July |
| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | Annual PAT testing in place & audio-visual equipment used at all services. No changes necessary | A Gardiner | 4 July |
| **Deciding whether to open to the public** | Compile Risk Assessment  | Circulate to PCC | C. Collins | 4 July |
| Update your website, A Church Near You, and any relevant social media. | Risk Assessment to be displayed on this site | A Gardiner | TBC |
| **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. | All completed | C Collins | 4 July  |
| 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. | Public entrance via the frontPublic exit via both the front door & door at the foot of the stairs | Revd H NicolWardens | 4 July  |
| Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | 2-meter tape to be placed on the church path to ensure social distancing if any queues form. | Revd H Nicol | TBC |
| Where possible, doors and windows should be opened temporarily to improve ventilation. | Both rear doors will be open prior to the commencement of worship | Wardens | 4 July  |
| Walk through the church to plan for physical distancing in seats & aisles, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary). | Signage is in place | Revd H NicolWardens | TBC |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | Limited chairs for use are in place to ensure social distancing. (18 chairs only) | Revd H NicolWardens | 4 July |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Signage on the floor indicate access & exit flow with social distancing  | Revd H NicolWardens | 4 July |
| Determine placement of hand sanitisers available for visitors to use. | Hand sanitizers are in place in the vestry for initial access; in the porch by the main public access & in the foyer for repeated use. | Wardens | 4 July |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Notice displayed in the foyer | Wardens | 4 July |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Signage displayed to indicate hand washing stations in the toilet & kitchen areas. Pump action liquid soap & paper towels are in situ in both hand washing stations.  | Wardens | 4 July |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | As above | Wardens | 4 July |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Bin liners in place | Wardens | 4 July |
| If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days | A register will be available for all to list their details on entering the church | Revd H NicolWardens | 4 July |
| **During Worship** | There will be no singing during the worship session. Low volume calming music can be played.The Diocese advise sitting or kneeling rather than standing. Movement may create infection spread therefore movement within the service is to be kept to a minimum.People are asked to keep voices at low volume to reduce infection spread. | Announce no singing during the Worship at allKeep movement within the church to a minimum to minimise air flow & potential spread of COVID 19Face coverings are not mandatory but may be worn | Revd H Nicol | 4 July |
| **Vacating the Church****(as advised by the Diocese)** | It is essential that members of the congregation leave the building in a COVID SECURE way. That is, keeping 2 metres apart. Those seated on the side of the church closest to the Graveyard will leave via the door at the foot of the stairs. Those seated on the Church Inn side of the church will leave via the front door. All congregational members will leave row by row in succession starting with the rows at the back of the church.  | The Vicar/Wardens will oversee this system | Revd H NicolWardens | 4 July |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)** | The church building will be closed for 72 hours following Sunday Worship or any other occupation  | General cleaning will take place at least 72 hours after occupation of the church | Cleaning team | 4 July  |
| All cleaners provided with disposable gloves (ideally disposable). | Disposable gloves are available  | Lesley Gough | 4 July |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Cleaning materials are available | Wardens | 4 July |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Church Wardens | Wardens | 4 July  |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Following use of the church | Wardens | 4 July |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. | This will be implemented without exception in the event of known Covid 19 outbreak for any of the church attendees. The register of other attendees will ensure that all are informed | Wardens | 4 July |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | The Wardens will ensure that this is carried out  | Wardens | 4 July |