**Risk Assessment: Opening the Church for Worship Services**

|  |  |  |
| --- | --- | --- |
| **Church: St Mary’s, Woodhouse**  | **Date completed: 26/08/2020** | **Review date: 30/09/2020** |
| The three occasional offices of baptism, funerals and weddings will follow this risk assessment with a maximum congregation of 30 and due regard to the Church of England guidelines which can be viewed under **Life Events** here: <https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches#na> |

| **Area of Focus**  | **Controls required**  | **Additional information** | **Action by whom?** | **Completed – date and name**  |
| --- | --- | --- | --- | --- |
| **Access to church buildings for corporate worship****The church will be professionally sanitised by *Smart1 Sanitation* before opening for worship & once a month subsequently.** **Roman Catholic Mass & Church of England Eucharist services will be held on alternate Sundays.****Roman Catholic liability is covered through Holy Cross & the Dominican Order's centrally held insurance.Revd Lisa & Mark Woodland to be given a copy.****Their own risk assessment should be produced in line with Church of England guidelines.**<https://www.churchofengland.org/>**A notice will be placed in the weekly service sheet to explain the processes in place for resuming worship services at St Mary’s** **This risk assessment will be made available on A Church Near You website** | One point of entry to the church building clearly identified. | Main door, sign posted | M Smith | Before opening |
| Signs & 2 m distancing marked on church paths to assist social distanced queuing | Sign on gateTape on paths | MS/LTB  | Ongoing  |
| A suitable Lone worker policy has been consulted if relevant |  |  |  |
| Buildings have been aired before use. |  | Church Warden | Before opening |
| Check for animal waste and general cleanliness.  |  | Church Warden | Before opening |
| Ensure water systems are flushed through before use. (reduce risk of Legionella contamination)  | Consult Public Health England document | Church Warden | Before opening & ongoing  |
| Switch on and check electrical and heating systems if needed. |  | Church Warden | Before opening |
| Holy water stoups and the font are empty.No admittance for unaccompanied under 16 year olds | Stewards to be vigilant | LTBDuty stewardsMS | 14/06/2020Ongoing Before opening |
| **Preparation of the Church for worship services** | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. |  | LTB |  |
| Manage flow of people in & out of the church with signs & Duty Stewards.Hand sanitiser will be offered at the entrance & the wearing of face coverings confirmed. People will be directed to a pew & Track & Trace information collected.  Keep emergency exits available at all times. | Enter & Exit through Main Door, managed by Church Warden/Duty StewartA temporary record will be kept for 21 days | Church Warden & Duty steward | Ongoing  |
| 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 to support measures in placeEucharist (one kind only) received on Chancel steps |  | 19/08/2020  |
| Where possible, doors and windows should be opened to improve ventilation. | Prop outer & inner doors open (prevent touching too) |  | Ongoing  |
| Remove Bibles/literature/hymn books/leaflets. | Individual copies of BCP prayer book to be retained by individuals. | LTB | 19/08/2020 |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | Stickers/tape to keep 2 m social distancing | LTB | 19/08/2020 |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Exit signs & ArrowsDuty Warden & Stewards to direct | Stewards | 19/08/2020 |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Suitably positioned | LTB | 19/08/2020  |
| Have hand sanitiser available for people to use on entry and exit of the church building. | In Porch & positioned around building |  | 19/08/2020 |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | Anti-bacterial/anti-viral spray available | Cleaner | Ongoing  |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Sanitiser provided for all visitors | Church Warden | Ongoing |
| Ensure toilet facilities have an adequate supply of soap, disposable hand towels and a bin for used towels | Display signs and posters about safe hygiene | MS/LTB | 19/08/2020 |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them | One person, wearing protective clothing (gloves, mask & apron) responsible | LTB | Ongoing |
|  | 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. | Weekly notice sheet & A Church Near You | MS | Before opening |
| **Guidance for those leading worship****Those who are leading services & those who assist them (for instance by reading, preaching, or leading prayer) do not always need to wear a face covering. One should be worn if physical distancing cannot be maintained.****Visors will be provided should leaders wish to wear them.****All Ministry Team members & Church Wardens are to be aware of & comply with all aspects of this Risk Assessment** | During Eucharist Service, administered from Chancel steps Priest should follow House of [Bishop’s Recovery Group Guidance](file:///C%3A%5CUsers%5CChurc%5CDocuments%5CCovid%5CCOVID%2019%20Advice%20on%20Admin%20of%20Eucharist.pdf) Leaders to wear a visorCongregation to wear face coverings | Administered in one kind onlyPriest to sanitise hands before distributionAdministered in silenceWafer dropped into hands of communicants |  |  |
| Use of Altar rail is discouraged to maintain social distancing & prevent touching of surfaces | Communicants approach individually or in household groups to receive, standing |  |  |
| There should be no sharing of the Peace through physical contactThere should be no singing | Voices should not be raised for spoken responses during worship  |  |  |
| One person only should read from the lectern at the front |  |  |  |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)****Cleaner to be issued with a copy of this Risk Assessment before the commencement of work.** | If the church building has been closed for 72 hours between periods of being open then there is no need for cleaning. |  |  |  |
| Set up a cleaning rota to cover your opening arrangements. | Check all cleaners are not in a vulnerable group or self-isolating. |  |  |
| Disposable gloves, masks & aprons will be available for the cleaner to use.  | No cleaners over the age of 70 | Church Warden |  |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. |  | Church Warden |  |
| Wearing gloves, remove potentially contaminated waste (e.g. hand towels) from inside the church to the designated bins outside. | No one over the age of 70 to handle contaminated waste. | Church Warden |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. |  |  |  |
| 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. |  |  |  |

Revd Lisa Temperley-Barnes will be the point of contact for any Track & Trace issues.

Revd. Lisa Temperley-Barnes (Incumbent)……………………………………………………………………………………………………………………………Date: …………………………………………

Marion Porter(Church Warden) ……………………………………………………………………………………………………………………………………………Date: …………………………………………

Yvonne Starbuck(Acting Church Warden)………………………………………………………………………………………………………………………………Date: …………………………………………

Fr John-Patrick Kendrick (Roman Catholic)…………………………………………………………………………………………………………………………… Date: …………………………………………