**Risk Assessment: Opening the Church for Public Services & Occasional Offices**

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| **Church: St Paul’s, Woodhouse Eaves** | **Date completed: 17/08/2020** | **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** |
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| **Access to church buildings for purposes of corporate worship**  **The church will be professionally sanitised by *Smart1 Sanitation* before opening for worship**  **A notice will be placed in the weekly service sheet to explain the processes in place for resuming worship services at St Paul’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 | 14/06/2020 |
| Signs & 2 m distancing marked on church paths to assist social distanced queuing | Stickers on paths | MS  Stewards | 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. |  | LTB | 14/06/2020 |
|  | No admittance for unaccompanied under 16 year olds | Stewards to be vigilant | Duty stewards | Ongoing |
| **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 |  |
| 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 by Main Door A 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 place  Eucharist (one kind only) received on Chancel steps then return to pew via ramp |  | 16/08/2020 |
| 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 services to be retained by individuals | LTB | 16/08/2020 |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | Stickers/tape to ensure social distancing | LTB | 16/08/2020 |
| Determine if temporary changes are needed to the building to facilitate social distancing | Not applicable |  |  |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Exit signs & Arrows Stewards to direct | MS/LTB Stewards | 16/08/2020 |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Suitably positioned | LTB | 10/03/2020 |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | Anti-bacterial/anti-viral spray available | Duty Steward | 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 | 16/08/2020 |
| 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 | Church Warden on Duty | 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. | A notice will be placed on A Church Near You website | MS |  |
| **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.**  **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:\Users\Churc\Documents\Covid\COVID%2019%20Advice%20on%20Admin%20of%20Eucharist.pdf)  Leaders to wear a visor  Congregation to wear face coverings Received, standing, on Chancel steps then return to pew via ramp | Priest to sanitise hands before distribution  Administered in one kind only, in silence.  Wafer 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 contact. There 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.  One person to lead prayers from the back of church | Separate microphones for each person |  |  |
| **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 cleaning. |  |  |  |
| Set up a cleaning rota to cover your opening arrangements. | Check all cleaners are not in a vulnerable group or  self-isolating. |  |  |
| All cleaners provided with disposable gloves, aprons, masks & anti-viral spray | 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 |  |
| Remove potentially contaminated waste (e.g. hand towels) from the site at the end of each opening |  | LTB |  |
| **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: ………………………………………….

William Leeson (Church Warden) ……………………………………………………………………………………….. Date: …………………………………………

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