

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
25 th March 2021	9	The House of Bishops COVID-19 Recovery Group

This update has been reviewed to reflect the [roadmap to ease restrictions](#) issued by the UK government and is intended for use from 29th March onwards ('phase 1b'). It incorporates sections on singing, workplace testing, and planning for wider use of buildings including for non-worship purposes. At all times churches should check national and, if relevant, local restrictions to ensure the activity planned is currently permitted. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly and checked against this latest version of the risk assessment.

England entered the government's roadmap out of lockdown on 8th March with the re-opening of schools and other education settings, and an increase in permitted reasons to leave home to meet one person outside for social purposes. As they have been throughout the third lockdown (from 5th January) churches are permitted to open for communal worship, private prayer and a number of essential purposes where they can be carried out in a Covid-safe way. There may be specific local regulations recommended by local authorities, that place additional restrictions on certain activities. Before completing this risk assessment you can see what is permitted by checking the guidance on permitted activities on the national church coronavirus webpage. Guidance on opening cathedral and church buildings to the public during COVID-19 can also be found [there](#).

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for any permitted purposes. As well as offering guidance on best practice, the template is also intended to help parishes make a decision on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. Specific guidance linking to advice on the lockdown period is available on the [Church of England Coronavirus pages](#).

The government acknowledges that places of worship play an important role in providing spiritual leadership for many individuals, and in bringing communities and generations together. However, their communal nature also makes them places that are particularly vulnerable to the spread of the virus. In drawing up a risk assessment for your church, or revising it in the light of the current situation, you will need to think carefully whether the public benefits you achieve by opening are justified by the risks involved, however much you can mitigate them. This judgement will vary depending on the

location and nature of your church building and the make up of your congregation and visitor profile. You will need to discuss the factors with your governing body, whether the PCC or chapter. Remember that this is your collective choice whether to open: while our churches are permitted by government to open, they are not obliged to do so. If you decide not to open, you can continue to have a valuable role serving the community in a number of ways. Guidance on this can be found on the [Church of England Coronavirus pages](#).

Guidance indicating how churches might arrange access and events in a Covid-safe way has been produced as part of a government initiative to encourage re-opening in a safe and reasonable way. This includes a number of case studies that may help you think about your church building.

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

Separate risk assessments for outdoor worship and for access by contractors and construction workers are available on the [Church of England Coronavirus pages](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer
 - Public worship
 - Funerals, weddings, baptisms, ordinations
 - Livestreaming or recording services
 - A choir or music group singing indoors as part of a public, livestreamed or recorded service (congregational singing may take place outside, but at present is not permitted indoors)
 - Formal childcare or where part of a school
 - Essential voluntary and public services
 - Use as a vaccination centre
 - Other exempted activities such as support groups
 - Provision of youth services
 - Opening shops/cafes (may be permitted in Step 2, depending on access arrangements)
 - Opening for visitors/tourists/educational visits as a heritage attraction (not permitted until Step 3)
 - Opening for concerts, plays etc (not permitted until Step 3)
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how. Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches as long as they are properly managed, but having any significant numbers of people coming through your building makes the possible impact – in particular someone with COVID-19 coming into contact with others – higher than in smaller churches with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate. Gathered congregations and major services may attract people from far afield, which is likely to add to the risk profile and go against the general guidance that people should stay local for any activities outside the home. Consider whether you need to consult your wider membership and users.

4. Using the risk assessment checklist below as a template:
- add in mitigations for any risks that are particular to your circumstances that may not be on the list;
 - record what you need to do for each activity to go ahead safely;
 - consider any equipment you need and any temporary changes you might need to make to the church;
 - check back against your list of activities to confirm which ones can go ahead and when.

Risk assessment template

JChurch: St John the Evangelist, Hurst	Assessor's name: The Revd Elizabeth Devall	Date completed: 22/05/21	Review date: Ongoing
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present) Risk: contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role in the recording/livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church.	Advice on livestreaming and recording can be found here .	N/A	
	Identify one point of entry to the church building, and a separate exit if possible.	One door for entry and exit into the building but entrance and exit into the	EJD	22/05/21 EJD
	A suitable lone working policy has been consulted if relevant.	An example can be found here .	EJD	22/05/21 EJD
	Consider staggered arrival times if multiple people from different households are coming into the building.	One way system with social distancing applied	EJD	22/05/21 EJD
	Holy water stoups and the font are empty.	Emptied	EJD	22/05/21 EJD
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		N/A	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	One station before entering worship area and one at exit of St John's room	EJD	22/05/21 EJD
	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 .	EJD	22/05/21 EJD
	Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	Advice on face coverings can be found here .	EJD	22/05/21 EJD
	Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.	Doors open throughout the building when a service is taking place	EJD	22/05/21 EJD
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult advice on complying with Track and Trace .	EJD	22/05/21 EJD
Deciding whether to open to the public for private prayer, public worship and other permitted activities	Consider how the national lockdown applies to the particular circumstances of the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider the implications of where people travel from and the distance involved.		EJD	22/05/21 EJD
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.		EJD	22/05/21
	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their		EJD	22/05/21

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.			
	Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a time for them to attend for individual devotions.		EJD	22/05/21 EJD
	Consider if a booking system is needed, whether for general access or for specific events/services	Contact church warden Kath Smith to book a place.	EJD	22/05/21 EJD
	Communicate with nearby churches to ensure offered provisions are complementary.		EJD	22/05/21 EJD
Deciding whether to have a choir or music group singing/performing	Check current guidance on singing to establish what is permitted. This can be found in the Church of England guidance on conducting public worship and on in the Government guidance for places of worship .	Musical Director to play and sing during services.	EJD	22/05/21 EJD
Risk: Aerosol spread of coronavirus may be increased by singing and playing of wind instruments	Ensure that singers from different households can be socially distanced from one another, and from anyone else present (including a conductor, camera or microphone operator or, if present, a congregation).		EJD	22/05/21 EJD
	Put in place measures to create a physical barrier between singers and any congregation.		EJD	22/05/21 EJD
	Remind any members of congregation present that at present they are not allowed to sing indoors.		EJD	22/05/21 EJD
#Preparation of the Church for access by members of	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.		EJD	22/05/21 EJD

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p>the public for any permitted purposes</p> <p>Risk: Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.</p>	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for weddings, funerals, commemorative events and any other permitted activities where upper limits apply (or provide a link to this document).		EJD	22/05/21 EJD
	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 .	EJD	22/05/21 EJD
	Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.	Advice on face coverings can be found here .	EJD	22/05/21 EJD
	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.		EJD	22/05/21 EJD
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		EJD	22/05/21 EJD
	Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).		EJD	22/05/21 EJD

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where possible, doors and windows should be opened temporarily to improve ventilation.	All doors open	EJD	22/05/21 EJD
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on church heating can be found here .	EJD	22/05/21 EJD
	Remove items such as Bibles, prayer and hymn books that are used by multiple people.	You could consider a long-term loan system for Bibles and other books to ensure people have access to these.	EJD	22/05/21 EJD
	If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them.		EJD	22/05/21 EJD
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Lady Chapel closed	EJD	22/05/21 EJD
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	Removed	EJD	22/05/21 EJD
	Remove or isolate children’s resources and play areas.	Creche area closed	EJD	22/05/21 EJD
	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).	Safer churches guidance, including ideas on floor plans, is available here .	EJD	22/05/21 EJD
	Clearly mark out seating areas including exclusion zones to maintain distancing.		EJD	22/05/21 EJD

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		EJD	22/05/21 EJD
	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.	Cordon in place	EJD	22/05/21 EJD
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	EJD	22/05/21 EJD
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	EJD EJD	22/05/21 EJD
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		EJD	22/05/21 EJD
	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 .	EJD	22/05/21 EJD
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	EJD	22/05/21 EJD
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	EJD	22/05/21 EJD
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		EJD	22/05/21 EJD
Use of the church for baptisms, weddings, funerals, commemorative services and ordinations	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	Advice on baptisms can be found here . Limit 30	EJD	22/05/21 EJD

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>Advice on weddings can be found here (scroll down to Can weddings go ahead?). Limit 30</p> <p>Advice on funerals can be found here. Limit 30 – after risk assessment</p> <p>The government’s advice on commemorative events can be found here.</p>		
Use of the church for permitted activities other than private prayer or worship	<p>Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.</p>	<p>The government’s guidance on the safe use of multi-purpose community facilities for permitted activities (including formal childcare and support groups) can be found here.</p> <p>Advice on use of churches as vaccination centres can be found here.</p> <p>The government’s guidance on the use of hospitality spaces can be found here.</p>	EJD	22/05/21 EJD
Cleaning the church before and after general use (no	<p>If the church building has been closed for 48 hours between periods of being open then there is no</p>		EJD	22/05/21 EJD

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here . Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	need for extra cleaning to remove the virus from surfaces.			
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		EJD	22/05/21 EJD
	Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.		EJD	22/05/21 EJD
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		EJD	22/05/21 EJD
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.		EJD	22/05/21 EJD
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	EJD	22/05/21 EJD
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	EJD	22/05/21 EJD
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		EJD	22/05/21 EJD
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		EJD	22/05/21 EJD
Cleaning the church after known exposure to	If possible close the church building for 48 hours with no access permitted.		EJD	22/05/21 EJD

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
someone with Coronavirus symptoms	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.	EJD	22/05/21 EJD
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.	EJD	22/05/21 EJD

COVID 19 Recovery: Safely Resuming Public Worship Prepared for Sunday 5th July 2020 to be reviewed weekly alongside Risk Assessment

Numbers are limited

- Baptisms, weddings and funerals
- Update 10th May 2021: from 17th May 2021: Weddings = 30 people, funerals = Covid-safe capacity which is 30, Baptisms 30.

Public Worship: Numbers and Distancing

- With 1.5m distance (recommended unless unavoidable) Maximum number 32
- Wearing of face-coverings is mandatory.
- As per Government advice “While those at extra risk and the ‘clinically extremely vulnerable’ should be advised of the risks of attending public worship, a decision to do so is theirs alone.” This includes those over 70, those shielding and in vulnerable categories.
- Doors are to remain open for ventilation
- It is a national requirement by Ecclesiastical Insurance (EIG) that those involved in cleaning, must not be in the shielding/Clinically Very vulnerable category

Service Times

- Sundays 10am
- weekday Eucharists remain suspended.

- Booking system for worship – E-mail, ring or text Kath Smith (Churchwarden) on 07759278762 or kathrynannsmith30@btinternet.com by midday on the Saturday before the Sunday worship.

Orders of Service

- To be single use. From 13 June onwards a service booklet will be in place on each seat and will be quarantined for at least 48 hours before next use.
- Will contain bible readings and notice sheet in one document. These will be published in advance of Sundays, those who wish can download them to tablets/phones if they do not wish to use a printed copy. From 13 June a single use sheet will be placed in each seat with readings and notices on.
- Other books removed from church/not in use.

Length

- Services are to be kept short and this will be borne in mind when compiling them. It is important to recognise that we are not yet returning to “normal” Sunday worship. This is the first step along the way!

Collection

- A plate is to be left at the door and handled by one person only. Online/standing orders continue to be encouraged where possible.

Singing

- The musical director plays music and sings solo.

At the Altar

- No servers and no offertory procession.
- The chalice will not be shared. People will receive in one kind only.
- Individual hosts will be used. These will be placed in vessels with sanitised hands.
- The bread will be covered during the Eucharistic prayer and not touched until distributed.
- The priest will wear a mask for the distribution and drop wafers into people’s hands to reduce possibility of touching.
- The priest will sanitise their hands before and after distributing Holy Communion.

Receiving Holy Communion/Blessing

- People are to go into St John's Room row by row, (back row first) and queue at a social distance in St John's room before entering the porch to receive Holy Communion (bread only) standing then return to their seats via the door into the worship area.
- People should sanitise their hands using the gel in St John's Room before receiving Holy Communion.
- Communicants and those who wish to receive a blessing are asked to stand behind the chair in front of the priest and stretch their hands out to receive Holy Communion.
- Blessings will be given without touching the person
- When the priest receives the bread and wine, those who intend to receive Holy Communion are invited to respond together, ***Amen***. Holy Communion will then be given to individuals in silence.

Services sent by e-mail with prayers, readings, hymns, reflection and prayer for Spiritual Communion will continue to be sent each week. After 13 June a service sent on 6th June will be used weekly.