**Risk assessment template**

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| **Church:**  **St Peter’s Church Minsterworth** | **Assessor’s name:**  **Joanna Stait, Churchwarden** | | **Date completed:**  **23/7/2021** | **Review date:**  **31 August 2021** |
| **Event or service this assessment relates to:** | | **Public Worship** | | |

| **Risk** | **Controls to consider (delete or detail as appropriate to your location and event)** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **Aerosol or droplet transmission of Covid-19** | Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary. | Consult HSE [guidance on identifying poorly ventilated areas](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm)  Do not prop open fire doors. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/21  Jo Stait |
| Use outdoor spaces if appropriate and available. | Refreshments, socialising and congregational singing to be encouraged outside whenever possible to reduce risks. Reminders at beginning of each service by the churchwardens or preacher. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| Request or consider requiring people to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing. | Take guidance on each service from the preacher or lay reader. Depending on the number of attendees, plus any clinically vulnerable people attending the service. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| Put in place measures to reduce contact between people e.g. retaining social distancing | We will continue to retain social distancing and place guidance in pews to maintain that. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| If practical in your building, 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 door for exit. | Worshippers reminded prior to each service to follow social distancing when entering or exiting the church. For larger services of over 30 attendees both doorways will be opened and the congregation guided to the exit. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
|  | For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings. | Social distancing is to be followed at all services.  For specific events which have larger congregations of over 30 people we will in consultation with the preacher advice on face coverings at each service.  We will consult with any clinically vulnerable people and encourage them to sit in a designated safe are. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| **Surface transmission of Covid-19** | Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can’t wash their hands. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options.  There is a station at the church entrance. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| 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. | Door handles and surfaces can be cleaned after each service. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| Good hygiene and cleaning of the building. | See advice on [cleaning church buildings](https://www.churchofengland.org/media/24767). | Jo Stait, Anne Cowdrey  Churchwardens | 23/7/2021  Jo Stait |
| Consider hygiene around shared 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.  There is only one service a week and this gives time for shared items to have over 72 hours clear before being used. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| 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. | Sanitiser is provided at the entrance to the church | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on). | A designated person deals with devotional objects to reduce contact. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| Put in place a cleaning rota/system for children’s materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children). | Family services will commence in September. Cleaning material are kept in a locked are which children cannot access. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
| 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](https://www.parishbuying.org.uk/) for procurement options.  Checked weekly or before each service. | Jo Stait, Anne Cowdrey  Churchwardens at each service | 23/7/2021  Jo Stait |
|  | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  | Jo Stait, Anne Cowdrey  Churchwardens | 23/7/2021  Jo Stait |
| **Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.** | Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. Encourage visitors to use one or other of these options. | Consult [advice on Track and Trace](https://www.churchofengland.org/media/21016).  Churchwardens or a designated person will keep a record of attendees and their contact details for the required period of time. | Jo Stait, Anne Cowdrey  Churchwardens at each service or activity | 23/7/2021  Jo Stait |
| Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious. | Delegated responsibility | Mervyn Cowdrey, Treasurer |  |
| Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. | To be discussed individually. | Jo Stait, Anne Cowdrey  Churchwardens | 23/7/2021  Jo Stait |
| Consider if a booking system is needed, whether for general access or for specific events/services. | Review for each service/event in accordance with updated information on Covid 19 |  | 23/7/2021  Jo Stait |
| Communicate with nearby churches to ensure offered provisions are complementary. | Benefice Joint PCC meetings and Churchwarden meetings | Jo Stait, Anne Cowdrey  Churchwardens at each service |  |
| Provide welcoming notices that outline safety measures. |  | Churchwardens |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 48 hours with no access permitted. | **Churchwardens will take a decision to lock the church and a notice will be displayed to explain why.** Advice noted and will be carried out if and when the situation arises | Jo Stait, Anne Cowdrey  Churchwardens | 23/7/2021  Jo Stait |
| 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.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | Jo Stait, Anne Cowdrey  Churchwardens | 23/7/2021  Jo Stait |
| 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.**](https://www.churchofengland.org/media/24767) | Jo Stait, Anne Cowdrey  Churchwardens | 23/7/2021  Jo Stait |