# Risk Assessment for Church of the Epiphany

### Version 4.8 Revised template from Church of England for use in Stage 4

**Risk assessment template**

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| **Church: St Andrew’s (Church of the Epiphany)** | **Assessor’s name:**  **Version 4.8: Jo Farnworth + PCC consultation** | | **Date completed:**  **29.07.21** | **Review date:**  **As circumstances change** |
| **Event or service this assessment relates to:** | | **General use of the building + Anglican services** | | |

| **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. | Before use of room, ventilation is required by opening windows and an external door. For services where there is singing, the doors from hall to outside are to remain open. For services where there is no singing, less ventilation is needed during the service. | Group leaders/ wardens |  |
| Use outdoor spaces if appropriate and available. |  |  |  |
| Request 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. |  | Group leaders/ wardens |  |
| Put in place measures to reduce contact between people by retaining social distancing | Seats to be spaced to provide social distancing. Coffee Room not available for use by groups due to lack of social distancing | Group leaders/ wardens |  |
| 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. | The person opening up and locking the building enters through main doors. The outer door and the door from the lobby into church to be kept open at all times.. The inner main door should be kept open for the ventilation period and then set to open automatically to minimise hand contact. For public worship, exit will be through the front fire door; for private prayer, exit will be through the main doors so that fire doors can remain closed, avoiding multiple contact through touch. | Group leaders/ wardens |  |
|  | 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. |  | Group leaders/ wardens |  |
| **Surface transmission of Covid-19** | Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can’t wash their hands. | Sanitising stations placed around church and these need to be regularly checked. They should be used on entering and leaving the building and as appropriate during time spent in the building. | Group leaders/ wardens |  |
| 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 which can be set to automatic should be put onto this setting, alternatively they should be propped open. Frequently touched areas should be regularly cleaned | Group leaders/ wardens |  |
| Good hygiene and cleaning of the building. | All users to sanitise items that have been used before and after use, in addition to regular programmed cleaning. | Group leaders/ wardens |  |
| Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people. | After a service, hymn books and service booklets that have been used are to be placed on trolley by the door as people leave. | Wardens |  |
| 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 | Single use sheets may also be left in box by the door as people leave | Wardens |  |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Continue to use disabled toilet for all building users except preschool | Group leaders/ wardens |  |
|  | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  | Group leaders/ wardens |  |
| **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. | Group leaders are responsible for this. For those attending church services, we will continue to use the sign in sheets left on each person’s chair | Group leaders/ wardens |  |
| 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. |  | Jo |  |
| Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. | Not applicable at present |  |  |
| Provide welcoming notices that outline safety measures. |  | Jo |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 48 hours with no access permitted. |  |  |  |
| 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) |  |  |
| 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) |  |  |

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| **SPECIFIC REQUIREMENTS FOR WORSHIP (Church of England)** | | | | |
|  | Children in services | Children are most welcome at our services but need to respect the social distancing requirements |  | Ongoing |
|  | Microphones | Lapel microphones should only be touched by the person using them. | Minister/ wardens | Ongoing |
|  | Specific guidance for Morning Prayer | If the Peace is part of the service, people should remain in their seats | Minister/ wardens | Ongoing |
|  | Specific guidance for Holy Communion | **Singing:** Singing can take place, provided that face coverings are worn, social distancing is in place and there is good ventilation.  **Peace:** If the Peace is part of the service, people should remain in their seats  **Readers:** Those who are reading the Bible or prayers will need to either remain in their seat with a dedicated microphone that has been cleaned or stand at the front with a microphone stand but avoid touching the microphone.  **Setting up altar:** Hands must be cleaned before handling silverware, elements, etc  **Processing elements:** This will not take place  **During service:** Lid must be kept on ciborium until point of distribution; priest to consume the wafers they have touched; priest only to consume wine; priest to say from the front ‘The body and blood of Christ’ and all respond ‘Amen’ and then distribution can begin.  **Distribution:** Bread only to be used and distributed in silence and will be taken to communicants in their seats (they should remain seated); priest to wear face-covering (and also visor if desired) during distribution.  **Cleaning chalice and patten:** Hands to be cleaned before handling chalice and patten. | Minister/ wardens | Ongoing |
|  | Specific guidance for Funeral Services | There are no limits on the number of people attending, but face coverings will be required and social distancing will be maintained by spacing out the chairs. It is the decision of those attending who they choose to sit with. | Minister/ wardens | Ongoing |
|  | Specific guidance for baptisms | Baptisms may take place. The latest guidance issued by the Church of England regarding baptisms must be used to ensure the safety of all who attend | Minister/ wardens | Ongoing |
|  | Specific guidance for weddings. | Weddings may take place. The latest guidance issued by the Church of England regarding baptisms must be used to ensure the safety of all who attend | Minister/ wardens | Ongoing |
| **USE OF BUILDING BY OTHERS** | | | | |
|  | Pre-school | Pre-school have their own risk assessment and use of the building has been planned in conjunction with this risk assessment. | Rachel Hemsworth | Ongoing |
|  | Other organisations | Risk assessments must be provided by each group, including the cleaning regime that they will be following; they must adhere to this risk assessment, in terms of entry/exit to the building; use of rooms; they will be responsible for recording details for Test and Trace and must inform Church of the Epiphany immediately if any group members test positive for Covid-19.  Use of the kitchen will need to be agreed for each group.  The Coffee Room is not considered suitable for use by groups at this time due to a lack of space and difficulties in ventilating. | Group leaders | Ongoing |