

**Risk assessment**

<b>Church:</b> St Michael & All Angels, Chell	<b>Assessor's name:</b> Revd Chris Coupe	<b>Date completed:</b> 3 /4/2021	<b>Review date:</b> When current restrictions alter
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present)</b>  <b>Risk:</b> 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 <a href="#">here</a> .	Revd Chris Coupe	24 <sup>th</sup> March 2021
	Identify one point of entry to the church building, and a separate exit if possible.		Revd Chris Coupe	24/3/2021
	A suitable lone working policy has been consulted if relevant.	An example can be found <a href="#">here</a> .		
	Consider staggered arrival times if multiple people from different households are coming into the building.	Revs Chris Coupe & Paul Lucking recorded on different days	Revd Chris Coupe	26/3/2021
	Holy water stoups and the font are empty.		N/A	N/A

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	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Run on battery – no mains input Tripod used away from person recording	Revds Coupe & Lucking	26/3/2021
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	These were installed in 2020	Revd Chris Coupe	June 2020
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found <a href="#">here</a> .	Church cleaning team – done weekly	Each Monday
	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 <a href="#">here</a> . Signage & masks in place since June 2020	Revd Chris Coupe	June 2020
	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.	Done each time church is entered to allow fresh air flow	Revd Chris Coupe & all users	Each time the building is entered
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult <a href="#">advice on complying with Track and Trace</a> . Done June 2020	Revd Chris Coupe	Each time anyone uses the building
<b>Deciding whether to open to the public for private prayer, public worship and other permitted activities</b>	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.			

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	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.			
	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.	No member of the Church cleaning team is in a vulnerable category and have had their coronavirus vaccine.	Revd Chris Coupe	Ongoing from June 2020
	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.	All known attendees will have had one if not both coronavirus vaccinations before we reopen on 4/4/2021	Revd Chris Coupe	Ongoing form when we reopen on Easter day 2021
	Consider if a booking system is needed, whether for general access or for specific events/services	N/A other than for funerals & weddings	Revd Chris Coupe	Ongoing
	Communicate with nearby churches to ensure offered provisions are complementary.			
<b>Deciding whether to have a choir or music group singing/performing</b>  <b>Risk:</b> Aerosol spread of coronavirus may be increased by singing and playing of wind instruments	Check current guidance on singing to establish what is permitted. This can be found in the Church of England <a href="#">guidance</a> on conducting public worship and on in the Government guidance for <a href="#">places of worship</a> .	No choral singing		
	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).	No choral singing		

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	Put in place measures to create a physical barrier between singers and any congregation.	No choral singing		
	Remind any members of congregation present that at present they are not allowed to sing indoors.	Announced at the start of the service	Revds Coupe & Lucking	Each time of public worship
<b>#Preparation of the Church for access by members of the public for any permitted purposes</b>  <b>Risk:</b> Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.	Done	Revd Chris Coupe	25/3/2021
	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 <a href="#">this document</a> ).	Done	Revd Chris Coupe	3/4/21
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found <a href="#">here</a> .	Revd Chris Coupe	Ongoing since June 2020
	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 <a href="#">here</a> .		
	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.			
	Make any temporary arrangements for people to wait or queue outside the building (taking into			

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	account any consequential risks arising from people gathering outside).			
	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).			
	Where possible, doors and windows should be opened temporarily to improve ventilation.			
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on <a href="#">church heating can be found here</a> .		
	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.		
	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.			
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)			
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.			
	Remove or isolate children’s resources and play areas.			

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	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 <a href="#">here</a> .		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Done	Revd Chris Coupe	June 2020
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Done	Revd Chris Coupe	June 2020
	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.	Done	Revd Chris Coupe	June 2020
	Determine placement of hand sanitisers available for visitors to use.	Register with <a href="#">Parish Buying</a> for procurement options.	Revd Chris Coupe	June 2020
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> .	Revd Chris Coupe	June 2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Done	Revd Chris Coupe	June 2020
	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 <a href="#">here</a> .	Church cleaning team	Ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with <a href="#">Parish Buying</a> for procurement options.	Church cleaning team	Ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with <a href="#">Parish Buying</a> for procurement options.	Church cleaning team	Ongoing

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	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Done – and waste bin in church is foot operated and lided	Church cleaning team	Ongoing
<b>Use of the church for baptisms, weddings, funerals, commemorative services and ordinations</b>	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	<p>Advice on baptisms can be found <a href="#">here</a>.</p> <p>Advice on weddings can be found <a href="#">here</a> (scroll down to Can weddings go ahead?).</p> <p>Advice on funerals can be found <a href="#">here</a>.</p> <p>The government’s advice on commemorative events can be found <a href="#">here</a>.</p>	<p>Revd Chris Coupe</p> <p>Funerals done in line with current government guidance. NO weddings or Baptisms booked until after lockdown is due to lifted.</p>	25/3/21
<b>Use of the church for permitted activities other than private prayer or worship</b>	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>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 <a href="#">here</a>.</p> <p>Advice on use of churches as vaccination centres can be found <a href="#">here</a>.</p>		

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		The government’s guidance on the use of hospitality spaces can be found <a href="#">here</a> .		
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here</a> .  <b>Risk:</b> Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	Done	Revd Chris Coupe	Ongoing monitoring of church use
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Done – we book funerals to allow 48 hours plus between different groups entering the church building	Revd Chris Coupe	Ongoing
	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.	Done – touched surfaces re-cleaned with anti-bac products	Church cleaning team	Ongoing
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Done	Church cleaning team	Ongoing
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	N/A – service materials are projected onto a screen	Revds Coupe & Lucking	Ongoing
	All cleaners provided with gloves (ideally disposable).	Register with <a href="#">Parish Buying</a> for procurement options.	Church cleaning team	Ongoing
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with <a href="#">Parish Buying</a> for procurement options.	Church cleaning team	Ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Church cleaning team	Ongoing



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	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	We also have a commercial waste collection service	Church cleaning team	Ongoing
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 48 hours with no access permitted.		Revd Chris Coupe	As and when and if someone is identified
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a>	Revd Chris Coupe	As and when and if someone is identified
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>	Revd Chris Coupe	As and when and if someone is identified

**NOTE – Before the Church building reopened in July 2020, a professional cleaning company was engaged to clean all the building on site, including the church building to ensure covid compliance and our Church Cleaning team have maintained this deep clean since then and to date.**