

Risk assessment for opening church during Corona Virus period

Church: St Michael the Archangel, Mere	Date completed: 23/6/20	Review date: 5/8/20
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or livestreaming https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches	One point of entry to the church building clearly identified.	Under the tower	LE and Rev C	Rev Carol, LE, JR, LD 23/6/20
	A suitable lone working policy has been consulted if relevant.	Previously agreed		As above
	Buildings have been aired before use.		LE and Rev C	As above
	Check for animal waste and general cleanliness.			As above
	Ensure water systems are flushed through before use.		NA	NA
	Switch on and check electrical and heating systems if needed.			Rev Carol, LE, JR, LD 23/6/20
	Holy water stoups and the font are empty.			NA
Preparation of the Church for individual prayer	Confirm that all steps (above) for access by clergy have been carried out			Rev Carol, LE, JR, LD 23/6/20

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	before anyone else accesses the building.			
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Not needed see below. Church only to open on Sunday allowing 72 hours to pass.		
	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.	Entrance under tower to also allow disabled access. Exit the same way with passing places en route		Rev Carol, LE, JR, LD, EB 23/6/20
	Where possible, doors and windows should be opened to improve ventilation.	Few windows in this big building	LE and Rev C	Rev Carol, LE, JR, LD 23/6/20
	Remove Bibles/literature/hymn books/leaflets.	No access to these		Rev Carol, LE, JR, LD 23/6/20
	Consider if pew cushions/kneelers need to be removed.	Removed or access denied		Rev Carol, LE, JR, LD, EB 23/6/20
	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		Rev Carol, LE, JR, LD 23/6/20	Rev Carol, LE, JR, LD, EB 23/6/20

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	directions from each person.		0	
	Determine placement of hand sanitiser available for visitors to use.	Between tower and glass door.	LE and Rev C	Rev Carol, LE, JR, EB 23/6/20
	Determine if temporary changes are needed to the building to facilitate social distancing	Tower and curtain door to be ajar and open glass door closed. “Passing place” at front by pulpit and screen	Rev Carol, LE, JR, LD 23/6/20	Rev Carol, LE, JR, LD 23/6/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	No pews to be used for seating only individual chairs which will be labelled with a sign to be turned over indicating “used” for that day		Rev Carol, LE, JR, LD 23/6/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		LE & Rev C	LE & Rev C
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		LE and Rev C	LE & Rev C
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable	Surfaces to be left for 72 hours to “self clean” from Corona virus	Rev Carol, LE, JR, LD	Rev Carol, LE, JR, LD 23/6/20

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	wipes		23/6/20	
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Sanitiser only		Rev Carol, LE, JR, LD 23/6/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.			NA
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.			NA
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.			Rev Carol, LE, JR, LD 23/6/20
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			NA

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	Set up a cleaning rota to cover your opening arrangements.	Cleaner to come in on Wed	LE	LE
	All cleaners provided with gloves (ideally disposable).		LE	LE
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		LE	LE
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	NA		
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	NA		
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	This is be preferred choice		Rev Carol, LE, JR, LD 23/6/20
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings This would only need to be considered if church required for weddings or funerals		

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	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	.	LE	LE and Rev C