

## Risk Assessment for Opening Church Buildings to the Public

### Version Control

Issue Date	Version Number	Issued by
22 <sup>nd</sup> May 2020	1	The House of Bishops COVID-19 Recovery Group
8 <sup>th</sup> June 2020	2	The House of Bishops COVID-19 Recovery Group
12 <sup>th</sup> June 2020	3	The House of Bishops COVID-19 Recovery Group
1st July 2020	4	The House of Bishops COVID-19 Recovery Group

Churches and cathedrals have been legally permitted to open for purposes of individual private prayer from 13<sup>th</sup> June. House of Bishops guidance provided for churches to open for funerals from 15<sup>th</sup> June. Public worship, with measures in place for social distancing, are allowed from 4<sup>th</sup> July. Other activities, except for a few still prohibited by law, may also take place in churches, subject to the government guidance in place for the relevant sector.

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, it is also intended to help parishes decide on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. You should read the advice on re-opening buildings and the guidance on public worship before completing this assessment. Both are available on the [Church of England Coronavirus pages](#).

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.

A separate risk assessment relating to contractors and construction workers is available on the [Church of England Coronavirus pages](#).

## Risk assessment for Covid Secure Public Worship

<b>Church:</b> Crosscrake Church	<b>Assessor's name:</b> Mat Ineson and Julie Blackburn	<b>Date updated:</b> 22nd July	<b>Review date:</b> 27 <sup>th</sup> July 2020
-------------------------------------	---	-----------------------------------	---

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <b>Actions required prior to opening to parishioners</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified and separate from public entry if possible	Each key holder knows to use the vestry door. The main door is locked with the key	Mike C	May 2020
	Buildings have been aired before use.		Mike C	weekly
	Check for animal waste and general cleanliness.		Mike C	weekly
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	Mike C	weekly
	Switch on and check electrical and heating systems if needed. Commission system checks, as necessary.		Mike C	weekly
	Holy water stoups and the font are empty.		Mike C	May 2020
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Not being done currently	Mike C / Mat	May 2020
<b>Deciding whether to open to the public</b>	Update your website, A Church Near You, and any relevant social media and email updates	PCC agreed to open the Church for worship wef 26 <sup>th</sup> July	Mat	8th July 2020 PCC and ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Consider if a booking system is needed, whether for general access or for specific events/services	Agreed not booking but ask people to indicate whether or not they will attend	Mat	15th July 2020 - Mat via email
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		Mike C	Mat July 2020
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here</a> .	Wardens	
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Not thought to be necessary with our numbers currently	Wardens	N/A
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Front doors will be propped open and vestry doors propped open	Warden / Mat	each service
	Remove Bibles/literature/hymn books/leaflets/seat covers and kneelers		Mike and Mat	01 July 2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		Mike	01 July 2020
	Inform worshippers that face coverings are advisable but not compulsory	Message to be placed on website and email	Mat and Rob	23rd July 2020
	Remove or isolate children's resources and play areas		Wardens	01 July 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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).		Wardens and Mat	22nd July 2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Also remove some chairs at the front to be distanced	Wardens and Mat	22nd July 2020 Mat
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	This will be done by greeters at the door and instruction during the service	Warden	each service
	Determine placement of hand sanitisers available for visitors to use.	Register with <a href="#">Parish Buying</a> for procurement options.	Wardens and Mat	22nd July 2020
	Determine if temporary changes are needed to the building to facilitate social distancing	To ensure social distancing remove sufficient chairs from the front the seating areas and clearly distinguish between available and unavailable pews	Wardens and Mat	22nd July 2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Relevant posters produced and to be displayed throughout the Church	Mike	23rd July 2020
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here</a> .	Warden	Prior to each service
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Signs to be placed informing hand dryers are not to be used	Mat	22nd July 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Mat	22nd July 2020
	Provide safe means for worshippers and visitors to record their name and contact details and retain each day's record for 21 days. This is to enable Test and Trace to be effective	Duty warden/welcomer the details as people come in so only one pen is used by one person.	Marlene	
	Ensure a process is in place for GDPR requirements to be met. A form will be produced and available at the door to be filled in after people have sanitised their hands.	Personal data will be treated as strictly confidential. It will only be shared with NHS test and trace if requested After 21 days all personal data obtained will be destroyed securely	Mat	23rd July 2020
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)  <a href="#">Advice on cleaning church buildings can be found here.</a>	If the church building has been closed for 72 hours between periods of being open, then there is no need for extra cleaning. If the building is used in this period then cleaning of surfaces and touch points will be carried out.		Wardens / Mat	
	Set up a cleaning rota to cover your opening arrangements.	If needed.	Wardens and Mat	
	All cleaners provided with disposable gloves. Available in the Narthex.		Mat	22 July 2020
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. Available in the Narthex		Wardens / Mat	22 July 2020
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Mat	22nd July

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Will be removed before and after services	Mat/wardens	
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted. We will keep the door locked with key and not on the automatic system.		Mike C	
	If 72-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>	Wardens / Mat	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. Ideally Wednesdays only if the church being used on Sundays only	Advice on <a href="#">cleaning church buildings can be found here.</a>	Marlene's team	
Celebration of Holy Communion - see note Covid 19 - Administration of Holy Communion	No singing or sharing of the peace. Only single wafers will be shared with worshippers - see below. Notice will need to be given at the beginning of the service. No procession of the elements - elements on the communion table prior to the beginning of the service.		Mat	
	Celebrant/priest to sanitise hands and wear a mask before preparing the ciborium and cup and laying the table. All elements to be covered - Ciborium lid to be secure for whole service. Only single wafers to be used for the people.	Only the celebrant in the 'sanctuary'.	Priest	
	At the breaking of bread only the elements to be consumed by the priest are to be uncovered. Only the president receives bread and wine and bread must not come from the ciborium for this.		priest	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	<p>Celebrant hygiene. Once consecration is complete and celebrant has received, celebrant puts on a mask, cleans the ciborium lid with anti-viral wipes, cleanses hands and takes ciborium to step where celebrant removes ciborium lid and shares wafers with the people by dropping wafers into the hands of the people.</p>	<p>hand sanitiser needed at the communion table and wipes.</p> <p>table needed for ciborium lid at the step.</p>	priest	
	<p>During the receiving of Communion all worshippers to remain in their designation seat and the celebrant will go the worshippers at their seats. The celebrant will drop the wafer into the hand of the worshipper</p>		warden	
	<p>If priest and people touch hands then both need to sanitise hands immediately.</p>	<p>table needed near front with sanitiser on it</p>	priest	
	<p>cleansing of cup, ciborium and paten to be done by the priest and then cup, ciborium and paten to be placed in safe and left for at least 72 hours prior to re-use.</p>		priest and warden	