

Risk Assessment for Opening Church Buildings to the Public

Risk assessment template

| | | | |
|--|--|---|---------------------------------|
| Church: St Alkmund's, Shrewsbury | Assessor's name: Stuart Sutton | Date completed: 02/07/2020: reviewed 24/07/2020: 21/01/21: 01/06/2021: 13/06/2021 | Review date: 21/09/21 |
|--|--|---|---------------------------------|

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|---|---|--|-----------------|---------------------------|
| 1. Access to church buildings for clergy for purposes of private prayer and/or live streaming General advice on accessing church buildings can be found here. | One point of entry to the church building clearly identified and separate from public entry if possible | Key holder access only | CT | 15/06/2020 |
| | A suitable lone working policy has been consulted if relevant. | All entrants are required to sign in on entry and out on departure | CT | 30/06/2020 |
| | Buildings have been aired before use. | Not necessary building well ventilated | | |
| | Check for animal waste and general cleanliness. | Visual inspection | CT/AC/JSS | 01/07/2020 |
| | Ensure water systems are flushed through before use. | Run taps and flush toilet | JSS/AC | 01/07/2020 |
| | Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | Lights and power only | AC | 01/07/2020 |
| | Holy water stoups and the font are empty. | Does not apply | | |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|--|---|--|-----------------|---------------------------|
| | Ensure safe use of equipment needed for live streaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | Does not apply | | |
| 2.Deciding whether to open to the public | Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible. | No impact on nearby venues or business | | |
| | Update your website, and any relevant social media. | To be noted on website | CT | 03/07/2020 |
| | Consider if a booking system is needed, whether for general access or for specific events/services | Through website (events) and St Chad's office (services) | CT/Office | Ongoing |
| | If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark | Considered but not deemed necessary | PCC | 03/07/2020 |
| 3.Preparation of the Church for access by members of the public for any permitted purposes, including worship, private prayer, events and tourism | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. | All complete | CT | 02/07/2020 |
| | Review C of E guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below). | Cleaning rota for action as required | JSS | 02/07/2020 |
| | 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 through west door and if necessary exit via northeast door, clearly signed | AC | 01.07/2020 |
| | Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | Unlikely but adequate space available in churchyard to be arranged by stewards on duty as required | Stewards | Action as need arises |
| | Where possible, doors and windows should be opened temporarily to improve ventilation. | Ventilation is not a problem | | |
| | Cordon off or remove from public access any | Removed to vestry | CT | 01/07/2020 |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|---------------|---|---|-----------------|---------------------------|
| | 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 | Removed to southeast store room restored on resumption of indoor services | AC | 15/05/2021 |
| | Remove or isolate children’s resources and play areas | None present | | |
| | 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 necessary). | Inspected and agreed | CT/AC/JSS | 01/07/2020 |
| | Clearly mark out seating areas including exclusion zones to maintain distancing. | Relevant signage in place | AC | 03/07/2020 |
| | Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Signage and directional arrows in place | AC | 01/07/2020 |
| | Limit access to places were the public does not need go, maybe with a temporary cordon in needed. | Notices,, barriers and locked doors in place | AC/CT/JSS | 01/07/2020 |
| | Determine placement of hand sanitizers, wipes and waste disposal bins available for visitors to use. | Purchased and placement agreed. | AC/CT/JSS | 01/07/2020 |
| | Determine if temporary changes are needed to the building to facilitate social distancing | No changes necessary. | | |
| | Put up notices to remind visitors about important safe practices | Notices in place | AC | 01/07/2020 |
| | Ensure high-risk surfaces and touch points have been wiped with appropriate sanitizer spray or disposable | Bleach, sprays and wipes in place and ready for use. | CT | 01/07/2020 |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|---|---|--|-----------------|---------------------------|
| | wipes | | | |
| | Check that hand washing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Hand washing facilities accessible to stewards only | | |
| | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | No publicly available toilet facilities in the building. | | |
| | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Bags and bins in lace | CT | 01/07/2020 |
| | If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days | Stewards will maintain register, visitors advised of requirement by displayed notice | All | On-going |
| | Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come. | Public notices displayed, e-mails will be sent and website updated | CT/JSS/AC | 03/07/2020 |
| | If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces. | | | |
| 4.Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) | If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | Cleaners/stewards from rota of volunteers from the congregation | | |
| | Set up a cleaning rota to cover your opening arrangements. | Rota established for stewards/cleaners | JSS | 02/07/2020 |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|--|---|---|---|---------------------------|
| Advice on cleaning church buildings can be found here. | All cleaners provided with gloves (ideally disposable). | Disposable gloves in place. | CT | 01/07/2020 |
| | Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Cleaning materials in place | CT | 01/07/2020 |
| | Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Removed by stewards after each opening | JSS/AC | 21/01/2021 |
| | Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | To be removed after each opening | JSS/AC | 21/01/21 |
| | Maintaining social distancing in churchyard | Total area available for worship is approximately 500 sq.m. allowing 100 sq.m. as ‘chancel’ the remaining 400 sq.m. provides room for 80 persons at 5 sq.m. per person which is sufficient to maintain a 2m social distancing. Attendance greater than 50 is not anticipated social distancing is therefore practicable | All PCC members responsible to ensure social distancing is maintained | 21/01/2021 (JSS) |
| 5.Provision for External Worship | Procedures and controls for worship and distribution of the Eucharist to follow those identified for services inside the church | | Churchwardens and officiant | 21/01/2021 |
| | If possible close the church building for 72 hours with no access permitted. | | | |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|---|---|--|---------------------|--------------------------------------|
| 6. Cleaning the church after known exposure to someone with Coronavirus symptoms | If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | Public Health England guidance available here. | | |
| | If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | Advice on cleaning church buildings can be found here. | | |
| 7. Events (from 15.05.2021) | Ensure stewarding rota is in place and stewards and event manager identified | CT designated as Events Manager | SS | Rota prepared monthly and circulated |
| | Ensure all steps detailed in 'Preparation of Church for Access' have been completed before arrival of performers and audience | For details see Section 3 above | Designated stewards | Ongoing |
| | Record attendees (names and contact details) and restrict numbers to comply with relevant regulations and capacity as restricted by social distancing | Booking required and attendees registered | JL/CT and stewards | Ongoing |
| | Maintain social distancing and ensure masks worn | All events stewarded | Stewards on duty | Ongoing |
| | | | | |
| | | | | |
| | | | | |