

Risk Assessment for Public use of Church Buildings

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 13/12/2021	Review date: 31/01.2022
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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.	Access through main (west) door when open to public or by key through rear southeast door.	Church open to public daily	Opening rota by JSS	Ongoing from 09/20
	Logging in by choice with NHS App on display	In west porch	CT	From 05/20
	Buildings have been aired before use.	Not necessary building well ventilated		
	Check for animal waste and general cleanliness.	Visual inspection	CT/AC/JSS	On going
	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.	Gas lights and power systems checked and maintained	AC	01/07/2020
	Holy water stoups and the font are empty.	Does not apply		

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	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	Open to public from October 2020	See PCC minutes	PCC	12/08/2020
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.		Stewards and churchwardens	Action as need arises
	Review C of E guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).		PCC members	Ongoing
	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.	Emergency exits available at east end	PCC	Ongoing
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Adequate space available in churchyard		
	Where possible, doors and windows should be opened temporarily to improve ventilation.			
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		PCC	01/07/2020
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Notices in place and relevant doors locked		01/07/2020
	Determine placement of hand sanitizers, wipes and waste disposal bins available for visitors to use.	Bleach, sprays and wipes in place and ready for use.	Stewards	01/07/2020
	Display mask requirement notice	Notice on entrance door	JSS	13/12/2021
Determine if temporary changes are needed to the building to facilitate social distancing	No modifications necessary			

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	Put up notices to remind visitors about important safe practices	Notices at entry		12/12/21
	Check that hand washing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Bags and bins in place	All	On-going
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		Stewards	Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Stewards and wardens	Ongoing
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	NHS App and visitors book on display	PCC	Ongoing
4.Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here.	Clean as necessary using appropriate cleaning materials and equipment including surface sterilisation	Cleaning materials available	PCC	Ongoing
	Set up a cleaning rota.		PCC	Ongoing
	All cleaners provided with gloves (ideally disposable).	Available in kitchen	PCC	Ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Following services and events	Stewards and PCC	21/01/2021
5.Provision for Worship	Procedures and controls for worship and distribution of the Eucharist to follow those identified by the C of E	Follow regular guidance updates	Officiant and churchwardens	Ongoing
6.Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible ensure 72 hour closure. If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.		Designated stewards	Ongoing
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.		JL/CT and stewards	Ongoing

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7. Concerts and Events (from 15.05.2021)	Ensure stewarding rota is in place and stewards and event manager identified	All events stewarded	Stewards on duty	Ongoing
	Ensure all steps detailed in 'Preparation of Church for Access' have been completed before arrival of performers and audience	Concert manager is a trained musician and steward: he is responsible with Health & Safety lead for monitoring the safety of concerts and events. Events manager is experienced steward. Both managers co-ordinate their efforts and ensure stewards are briefed	Managers, musicians (i.e. organists) and stewards	Ongoing
	Record attendees (names and contact details), restrict numbers to comply with relevant regulations and capacity as restricted by social distancing		Organists, Concert and Events Managers,	Ongoing
	Maintain social distancing and ensure masks worn. Require immediate departure from church after events.			
	Ensure preparation and use of instruments reduces or eliminates as far as possible risk of infection. Good spacing between performers, identification and avoidance of crowding issues (doorways) and if there is any sharing of equipment or instruments, this should follow deep cleansing and comply with all relevant guidance. Special care			

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	with instruments that involve human lungs to operate.			
Instruments – specific restrictions	<p>There is no choral singing in any of the church services or concerts or events. The congregation will not sing hymns or other sung material until the restriction on singing in groups of more than 6 has been lifted.</p> <p>Wind instruments – the restrictions on the use of blown wind instruments have been unnecessarily draconian – see https://www.sciencedaily.com/releases/2021/06/210629120841.htm. It is hoped therefore that restrictions on the use of wind instruments for concerts (as solos and in groups of less than seven) will be lifted from July 19th, and planning for future concerts is proceeding on that basis. If restrictions remain, we shall of course comply.</p>			