

Risk Assessment for Opening Church Buildings to the Public

Version Control

| Issue Date | Version Number | Issued by |
|----------------------------|----------------|--|
| 22 nd May 2020 | 1 | The House of Bishops COVID-19 Recovery Group |
| 8 th June 2020 | 2 | The House of Bishops COVID-19 Recovery Group |
| 12 th 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 13th June. House of Bishops guidance provided for churches to open for funerals from 15th June. Public worship, with measures in place for social distancing, are allowed from 4th 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 make a decision 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](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer (clergy only)
 - Livestreaming services (clergy only)
 - Private prayer (general public)
 - Public worship
 - Rites of passage services
 - Opening for visitors and tourists

2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from the temporary closure of the church
 - Hazards arising from now using the church in a different way

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches so long as they are properly managed, but having more people coming through your building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
4. Using the risk assessment checklist below as a template:
 - add in mitigations for any risks that are particular to your circumstances that may not be on the list;
 - record what you need to do for each activity to go ahead safely;
 - consider any equipment you need and any temporary changes you might need to make to the church;
 - check back against your list of activities to confirm which ones can go ahead and when.

Risk assessment template

| | | | |
|--------------------------------|--|--|---|
| Church: Holy Trinity | Assessor's name: Chris Riley | Date completed: 16 th August 2020 | Review date: 31 st August 2020 |
|--------------------------------|--|--|---|

| 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 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 | External access to the building is only possible via the South door. The verger responsible for arriving prior to the attendees of the service, will enter via the South Door and then open the vestry door for access by clergy and staff. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | A suitable lone working policy has been consulted if relevant. | The Witney PCC Health and Safety policy agreed in 2019 includes a section on lone working in all of our buildings. This remains applicable through the current pandemic. | Completed 2019 | Agreed Witney PCC 8 th October 2019 |
| | Buildings have been aired before use. | The building must be aired one hour prior to use. The South Door and Vestry door will be propped open during this time. All clergy and vergers have been made aware of this requirement. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|---|---|--|-------------------|--|
| | Check for animal waste and general cleanliness. | Completed. The church has been cleaned regularly through lockdown. There is no evidence of animal waste in the building. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Ensure water systems are flushed through before use. | The water systems are flushed once a week and will be flushed whilst the building is being aired. All vergers are aware of this requirement. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | Electrical checks are completed. Heating is not needed during summer months. To be reconsidered by DCC/PCC in September / October 2020. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Holy water stoups and the font are empty. | Completed. Font lid remains on at all times. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | Where equipment is brought in from outside of the building, this must be cleaned prior to use and only used by the owner. Equipment must be manned at all times to minimise the trip hazard. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| 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. | Not applicable | | |
| | Update your website, A Church Near You, and any relevant social media. | | | Kayleigh Lucas 20 th July 2020 |

| 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 | Not applicable – where Baptisms, Weddings or Funerals are due to take place track and trace information will be gathered in advance. | Michelle Bailey-Wells | Michelle Bailey-Wells 13 th July 2020 |
| | If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark | Not applicable – we are not opening to tourists currently. | | |
| Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. | As part of sign off | Kayleigh Lucas | Kayleigh Lucas 22 nd August 2020 |
| | Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). | Done | Charlotte Tremain | Charlotte Tremain 22 nd August 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. | Entry and exit to the church, by members of the public will be via the South Door. | Charlotte Tremain | Charlotte Tremain 22 nd August 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). | Members of the public will be asked to queue outside the South Door, until granted access. To minimise the risk of gathering on exit, members of the public will be invited to leave a row at a time. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Where possible, doors and windows should be opened temporarily to improve ventilation. | The South Door and Vestry Door will be opened for an hour prior to the service to allow for improved ventilation. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|---------------|---|--|-------------------------------|---|
| | Remove Bibles/literature/hymn books/leaflets | Completed. The bookcase is covered to discourage access. | Charlotte Tremain/Chris Riley | Charlotte Tremain/Chris Riley/Martin Kettle 22 nd August 2020 |
| | Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | Any accessible devotional objects or items have been removed. Access to the chancel is restricted. | Charlotte Tremain/Chris Riley | Charlotte Tremain/Chris Riley/Martin Kettle 22 nd August 2020 |
| | Consider if pew cushions/kneelers need to be removed as per government guidance | Hassocks have been removed from the chairs and stored in the balcony. | Charlotte Tremain/Chris Riley | Charlotte Tremain/Chris Riley/Martin Kettle 22 nd August 2020 |
| | Remove or isolate children’s resources and play areas | Access to the cupboards outside the Trinity Room have been temporarily blocked. | Charlotte Tremain/Chris Riley | Charlotte Tremain/Chris Riley/Martin Kettle 22 nd August 2020 |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
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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). | A side aisle has been created on either side of the church. Every other row has been cordoned off and every third chair marked to indicate usage. Those marked as Do Not Use can be used by members of the same household, with that household taking sole occupancy of the row. Members of the public will access their seats from the side aisles and exit via the central aisle. | Charlotte Tremain/Chris Riley | Charlotte Tremain/Chris Riley/Martin Kettle 22 nd August 2020 |
| | Clearly mark out seating areas including exclusion zones to maintain distancing. | As above | Charlotte Tremain/Chris Riley | Charlotte Tremain/Chris Riley/Martin Kettle 22 nd August 2020 |
| | Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | As above | Charlotte Tremain/Chris Riley | Charlotte Tremain/Chris Riley/Martin Kettle 22 nd August 2020 |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|---------------|---|---|-------------------------------|---|
| | Limit access to places where the public does not need go, maybe with a temporary cordon in needed. | Access to the chancel, vestry and Trinity Room will be restricted and signs indicating staff only. Access to the Trinity Room will be available in the case of emergencies. | Charlotte Tremain/Chris Riley | Charlotte Tremain/Chris Riley/Martin Kettle 22 nd August 2020 |
| | Determine placement of hand sanitisers available for visitors to use. | Hand sanitiser will be available in the porch before entering the building. | Charlotte Tremain/Chris Riley | Charlotte Tremain/Chris Riley/Martin Kettle 22 nd August 2020 |
| | Determine if temporary changes are needed to the building to facilitate social distancing | Not applicable | | |
| | Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | 'Rules for entering the building' will be placed along the path whilst airing the building. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | The current planning assumption is that we will space events in the church by 72 hours. Vergers will be informed to wipe all door handles as they exit the building. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |

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| | Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Hand sanitiser will be available in the porch before entering the building. Vergers will be instructed to check levels and top up as required prior to opening to the public. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Toilets will not be open during occasional offices, except for emergencies. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Already part of provision. | Charlotte Tremain | Charlotte Tremain 22 nd August 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 | For Baptisms, Weddings and Funerals, a Track and Trace form, which includes all guests, will be completed and returned prior to the service. This will be held in the Parish Office for 21 days. | Michelle Bailey-Wells | Michelle Bailey-Wells 20 th July 2020 |
| | 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. | Following PCC decision to open for Baptisms, Weddings and Funerals an update was distributed to the congregation, posted on the website and shared on social media. | Kayleigh Lucas | Kayleigh Lucas 22 nd July 2020 |

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| 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 . | 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. | Normal church cleaning will take place at least 72 hours before the next use of the church for an occasional office. Cleaners should also wipe frequent touch surfaces that have been probably used at the last service with anti-bacterial wipes (chairs, handles etc.) | Holy Dusters | Charlotte Tremain 22 nd August 2020 |
| | If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | Only Holy Dusters who do not fall into these categories will be allowed to clean | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Set up a cleaning rota to cover your opening arrangements. | Normal church cleaning will take place at least 72 hours before the next use of the church for an occasional office. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | All cleaners provided with gloves (ideally disposable). | Disposable gloves are available. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Current cleaning materials meet this requirement. Additional sanitation materials will be stored in the Trinity Room. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Normal church cleaning will take place at least 72 hours before the next use of the church for an occasional office. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |

| 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. | Normal church cleaning will take place at least 72 hours before the next use of the church for an occasional office. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| 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 will be our preferred approach. Track and trace forms are completed for all visitors. Should we be alerted to known exposure the church building would be closed for 72 hours with no access and all visitors contacted. | Charlotte Tremain | Charlotte Tremain 22 nd August 2020 |
| | 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. | | |

Approved by:

Rev. Toby Wright, Team Rector
 Kayleigh Lucas, Churchwarden
 Jeremy Lasman, Churchwarden

22nd August 2020