

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
25 th March 2021	9	The House of Bishops COVID-19 Recovery Group

This update has been reviewed to reflect the [roadmap to ease restrictions](#) issued by the UK government and is intended for use from 29th March onwards ('phase 1b'). It incorporates sections on singing, workplace testing, and planning for wider use of buildings including for non-worship purposes. At all times churches should check national and, if relevant, local restrictions to ensure the activity planned is currently permitted. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly and checked against this latest version of the risk assessment.

England entered the government's roadmap out of lockdown on 8th March with the re-opening of schools and other education settings, and an increase in permitted reasons to leave home to meet one person outside for social purposes. As they have been throughout the third lockdown (from 5th January) churches are permitted to open for communal worship, private prayer and a number of essential purposes where they can be carried out in a Covid-safe way. There may be specific local regulations recommended by local authorities, that place additional restrictions on certain activities. Before completing this risk assessment you can see what is permitted by checking the guidance on permitted activities on the national church coronavirus webpage. Guidance on opening cathedral and church buildings to the public during COVID-19 can also be found [there](#).

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, the template 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. Specific guidance linking to advice on the lockdown period is available on the [Church of England Coronavirus pages](#).

The government acknowledges that places of worship play an important role in providing spiritual leadership for many individuals, and in bringing communities and generations together. However, their communal nature also makes them places that are particularly vulnerable to the spread of the virus. In drawing up a risk assessment for your church, or revising it in the light of the current situation, you will need to think carefully whether the public benefits you achieve by opening are justified by the risks involved, however much you can mitigate them. This judgement will vary depending on the location and nature of your church building and the make up of your congregation and visitor profile. You will need to discuss the factors with your governing body, whether the PCC or chapter. Remember that this is your collective choice whether to open: while our churches are permitted by government to open, they are not obliged to do so. If you decide not to open, you can continue to have a valuable role serving the community in a number of ways. Guidance on this can be found on the [Church of England Coronavirus pages](#).

Guidance indicating how churches might arrange access and events in a Covid-safe way has been produced as part of a government initiative to encourage re-opening in a safe and reasonable way. This includes a number of case studies that may help you think about your church building.

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.

Separate risk assessments for outdoor worship and for access by contractors and construction workers are available on the [Church of England Coronavirus pages](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer
 - Public worship
 - Funerals, weddings, baptisms, ordinations
 - Livestreaming or recording services
 - A choir or music group singing indoors as part of a public, livestreamed or recorded service (congregational singing may take place outside, but at present is not permitted indoors)
 - Formal childcare or where part of a school
 - Essential voluntary and public services
 - Use as a vaccination centre
 - Other exempted activities such as support groups
 - Provision of youth services
 - Opening shops/cafes (may be permitted in Step 2, depending on access arrangements)
 - Opening for visitors/tourists/educational visits as a heritage attraction (not permitted until Step 3)
 - Opening for concerts, plays etc (not permitted until Step 3)
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual

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 as long as they are properly managed, but having any significant numbers of people coming through your building makes the possible impact – in particular someone with COVID-19 coming into contact with others – higher than in smaller churches with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate. Gathered congregations and major services may attract people from far afield, which is likely to add to the risk profile and go against the general guidance that people should stay local for any activities outside the home. Consider whether you need to consult your wider membership and users.

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: St John the Evangelist, Hailey	Assessor's name: Elpie Lewis and Robin Carr	Date completed: 26/06/2021	Review date: 26/07/2021
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present) Risk: contracting or spreading the virus by not social distancing or by touching contaminated surfaces	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role in the recording/livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church.	Not applicable, no Live Streaming from St. John's	N/A	N/A
	Identify one point of entry to the church building, and a separate exit if possible.	The public will enter via the main door, with clear signage situated on the walkway. The vestry door will be used by clergy. This is clearly signposted.	Elpie Lewis	10 th August
	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

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Consider staggered arrival times if multiple people from different households are coming into the building.	Staggered arrival times have been considered to be overly burdensome for the very small number of parishioners who attend. Physical distancing, and escorted seating in marked seating enables no risk of contact between different households.	Robin Carr	Robin Carr 31 st December 2020
	Holy water stoups and the font are empty.	Emptied	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Not Applicable	N/A	N/A
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Hand sanitiser has been placed at each entrance.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found here . Done	Elpie Lewis	Elpie Lewis 19 th August 2020
	Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	Advice on face coverings can be found here . CofE guide on face coverings Version 3.1 read. Printed and laminated signs from CofE put outside the entrance of the church	Elpie Lewis Robin Carr	Elpie Lewis Robin Carr 26 th November 2020

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	Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.	The only door to the church is left open, from 1 hour before the service. QR smartphone login is available in the porch. Booking a place on the day is done by email or phone to the church administrator. The on the day check in is done by a church warden on arrival.	Elpie Lewis Robin Carr	Elpie Lewis Robin Carr 26 th November 2020
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult advice on complying with Track and Trace . Track and Trace QR codes are posted outside and inside the church for use by those who visit.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
In the event of requiring the building to be used more than once in 48 hours	Identification of touch points in the building to be sanitised. Cleaning will take place ahead of the following service by one or other of the deputy church wardens. Clinnell Antibacterial wipes will be used https://www.nu-careproducts.co.uk/brands/clinell.htm Persons will wear disposable gloves to perform the cleaning https://aspirationlife.com/product/blue-disposable-gloves-approved-en455-200-box/	Main church door handle inside and out Vestry external door handle inside and out Vestry door handle inside and out Loo door handle inside and out Light switches on entry into the church Light switches by the organ Organ blower on and off switch in the vestry		

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		The safe controls The ends of each pew used The places on each pew people sit (currently marked with an “X”) The organ lid		
Deciding whether to open to the public for private prayer, public worship, and other permitted activities	Consider how the national lockdown applies to the particular circumstances of the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider the implications of where people travel from and the distance involved.	Possibility considered and regarded to be a low risk.	Robin Carr	Robin Carr 31 st December 2020
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not Applicable	N/A	N/A
	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.	Done. No clergy or staff in shielded groups. Four volunteers, including deputy church wardens have made themselves available to open the church	Elpie Lewis Robin Carr	Elpie Lewis Robin Carr 26 th November 2020
	Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a time for them to attend for individual devotions.	The congregation has a number of vulnerable members in it who are keen to attend and have capacity to make this decision on their own behalf.	Robin Carr Elpie Lewis	Robin Carr Elpie Lewis 20 th April 2021

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	Pre booking of a place is now mandatory through the parish office only for Baptisms, Weddings or Funerals are due to take place, where track and trace information will be gathered in advance. Mourners at funerals will be limited to 12, this does not include clergy, vergers or funeral staff.	Michelle Bailey-Wells Robin Carr Elpie Lewis	Michelle Bailey-Wells Robin Carr 9 th January 2020
	Communicate with nearby churches to ensure offered provisions are complementary.	Communication with sister churches is through Witney Benefice website, and weekly letter with all services published	Michelle Bailey-Wells	Michelle Bailey-Wells Weekly, most recent 16 th December 2020
Deciding whether to have a choir or music group singing/performing Risk: Aerosol spread of coronavirus may be increased by singing and playing of wind instruments	Check current guidance on singing to establish what is permitted. This can be found in the Church of England guidance on conducting public worship and on in the Government guidance for places of worship .	The risk for singing is well known and the church has opted to avoid community singing for the time being. The guidance for weddings and funerals is that numbers should be kept to an absolute minimum. The rector suggests that this would be organist + up to 4 singers as a maximum (as per S George’s Windsor)	Robin Carr Elpie Lewis	20 th April 2021

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	Ensure that singers from different households can be socially distanced from one another, and from anyone else present (including a conductor, camera or microphone operator or, if present, a congregation).	Not applicable as no singing	N/A	N/A
	Put in place measures to create a physical barrier between singers and any congregation.	Not applicable as no singing	N/A	N/A
	Remind any members of congregation present that at present they are not allowed to sing indoors.	Will be reminded each service	Robin Carr Elpie Lewis	Robin Carr Elpie Lewis 20 th April 2021
Preparation of the Church for access by members of the public for any permitted purposes Risk: Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.	Not Applicable	N/A	N/A
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for weddings, funerals, commemorative events, and any other permitted activities where upper limits apply (or provide a link to this document).	Local media	Michelle Bailey-Wells	Michelle Bailey-Wells 13 th July 2020
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Advice on cleaning church buildings can be found here . Done	Elpie Lewis	Elpie Lewis 19 th August 2020
	Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.	Advice on face coverings can be found here .	Elpie Lewis Robin Carr	20 th April 2021

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	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.	Access for the public will be via the main door. Due to the nature of the building, it is not possible to use a different exit. The public will wait outside before entering the building together and leaving together to ensure that members of the public are not coming in and out towards one another.	Elpie Lewis	Elpie Lewis 10 th July 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).	Along the walkway leading up to the main door will be signs indicating the requirements to queue 2 metres apart. On leaving the building, members of the public will be reminded not to congregate outside the door and to continue moving along the path. A sign on the door to ask individuals to check by looking into the church before entering.	Elpie Lewis	Elpie Lewis 19 th August 2020
	Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed	The public will enter via the main door, with clear signage situated on the walkway. The vestry door will be used by	Elpie Lewis Robin Carr	April 20 th 2021

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	(taking into account any consequential risks arising from changes to circulation).	clergy. This is clearly signposted.		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	The main door and vestry door will be opened for an hour prior to the public entering the building – vergers have been made aware of this requirement.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on church heating can be found here . Tested on automatic timer all ok during the following 7 days. Left on automatic Thursday and Sunday to keep church from freezing. Manual check directly before each Church Service.	John Haskell	10 th November 2020
	Remove items such as Bibles, prayer and hymn books that are used by multiple people.	You could consider a long-term loan system for Bibles and other books to ensure people have access to these. All physical objects not in use have been packed away at the back of the church and covered.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them.	Single use service sheets or no service sheets are used. The Order of Service sheets can be individually issued	Robin Carr Elpie Lewis	April 20 th 2021

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		and then taken home and brought to each subsequent service.		
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Not Applicable	N/A	N/A
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	All physical objects not in use have been packed away at the back of the church and covered.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Remove or isolate children’s resources and play areas.	All physical objects not in use have been packed away at the back of the church and covered.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	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).	Safer churches guidance, including ideas on floor plans, is available here . Pews have been marked out to indicate spatially distanced seating. Members of the public will be asked to sit on the marked seats only. Where households are attending, they are able to sit on marked pews, but only that household may occupy that pew. Seats have been spaced out to allow an unoccupied pew between each occupied pew. Vergers	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		will assist with showing people to their an available spatially distanced seat.		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Pews have been marked out to indicate spatially distanced seating. Members of the public will be asked to sit on the marked seats only. Where households are attending, they are able to sit on marked pews, but only that household may occupy that pew. Seats have been spaced out to allow an unoccupied pew between each occupied pew. Vergers will assist with showing people to their an available spatially distanced seat.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Along the walkway leading up to the main door will be signs indicating the requirements to queue 2 metres apart. On leaving the building, members of the public will be reminded not to congregate outside the door and to continue moving along the path.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 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 is needed.	Not Applicable	N/A	N/A
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitiser has been placed at each entrance.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 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.	Notices have been put up to remind visitors.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Please see above for details	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Hand sanitiser is available at all entrances and exits. Vergers will be instructed to check levels and top up as required prior to opening to the public.	Elpie Lewis Sue Drew	Sue Drew 11 th 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 to the public during this time. Hand sanitiser is available at all entrances and exits.	Elpie Lewis Sue Drew	Sue Drew 11 th August 2020
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	All waste receptacles have disposable liners.	Sue Drew	Sue Drew 11 th August 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Use of the church for baptisms, weddings, funerals, commemorative services and ordinations	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	<p>Advice on baptisms can be found here.</p> <p>Advice on weddings can be found here (scroll down to Can weddings go ahead?).</p> <p>Advice on funerals can be found here.</p> <p>The government’s advice on commemorative events can be found here.</p>	Elpie Lewis Robin Carr	Advice specific to the named service is strictly followed by Elpie Lewis Robin Carr 20 th April 2021
Use of the church for permitted activities other than private prayer or worship	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.	The church will not be used for permitted activities before 21 June.	Rector	Toby Wright 20 April 2021
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	Clare Bethel, our cleaner, is now cleaning the church each week. The church will be cleaned as per protocol above if it needs to be used in less than 48 hours from the last use.	Claire Bethel	Confirmed by EL
Advice on cleaning church buildings can be found here .	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	An external cleaner is hired, they are not in a vulnerable group or self-isolating.	No further action required.	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.	Cleaner has been instructed. No shared equipment. Clergy bring their own Home Communion sets. Toilets are not open. Clergy are asked to sanitise the door handle to the vestry.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Books, leaflets and paperwork have all been removed. Surfaces now have mandatory Covid-19 alert messages, hand sanitiser and QR code poster.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	Bibles and leaflets have been removed from circulation during Covid	Elpie Lewis Sue Drew Robin Carr	Elpie Lewis Sue Drew Robin Carr 10 th July 2020
	All cleaners provided with gloves (ideally disposable).	Gloves available	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Cleaning products are already sourced that meet these requirements.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Clare Bethel, our cleaner, is now cleaning the church each week.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Low risk at present as we are intending to keep the toilets closed for such events.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Cleaning the church after known exposure to someone with Coronavirus symptoms		Track and Trace QR codes are posted outside and inside the church for use by those who visit.	Elpie Lewis Sue Drew	Elpie Lewis Sue Drew 10 th July 2020
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.	Elpie Lewis, Robin Carr	
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.	Elpie Lewis, Robin Carr, Claire Bethel as necessary	