

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 Mary the Virgin, Witney	Assessor's name: Jeremy Lasman	Date completed: 22 June 2021	Review date: 19 July 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 services	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.	At present, livestreaming of services is not taking place. Upon easing of restrictions, attendees required for any livestreamed services will be reviewed to address this control	Toby Wright/Jeremy Lasman	
	Identify one point of entry to the church building, and a separate exit if possible.	The public will enter via the West Door. This entry point will be roped off to create entry and exit lanes. The North Door will be used by clergy, wardens and vergers. Access to the Parish Office is only permitted for clergy and officers of the church. Notices have been put on the North Door to advise the public to enter via the West Door.	Jeremy Lasman/Michelle Bailey-Wells	Michelle Bailey-Wells 17 th July 2020 Reviewed 26 April 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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
	Consider staggered arrival times if multiple people from different households are coming into the building.	Attendees are asked to wait outside the West Door until 10 mins before the start of any service, maintaining social distancing rules. The on duty warden manages the flow of attendees into and out of the building to maintain social distancing	Duty Wardens. Notices to that effect are in place.	Jeremy Lasman 13 th July 2020 Reviewed 26 April 2021
	Holy water stoups and the font are empty.	Done at start of lockdown. A final check was completed to support risk assessment sign off.	Jeremy Lasman	Jeremy Lasman 14 th July 202 Reviewed 26 April 2021
	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.	Kayleigh Lucas	Kayleigh Lucas 22 nd July 2020 Reviewed Kate Banks 26 April 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Hand sanitisers have been placed at the West and North Doors and inside the Toilet block. These are regularly checked and refilled accordingly	Jeremy Lasman	Jeremy Lasman 14 th July 2020 Reviewed 26 April 2021
	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.	Jeremy Lasman	Jeremy Lasman 14 th July 2020 and on-going
	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 . Notices have been put up to remind visitors. Signage is in place at the West Door (used by attendees). An informational video has also been created	Jeremy Lasman/Kayleigh Lucas/Michelle Bailey Wells	Kayleigh Lucas 22 nd July 2020
	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.	Services are paper free. Access doors opened and closed only by the duty warden. Chairs will be used in alternating rows, rows A on one occasion and rows B the next etc. Books removed. Literature stand content minimised and signage put up requesting that any literature than has been handled is taken away	Jeremy Lasman/Duty Wardens	Jeremy Lasman 14 th July 2020 Reviewed 26 April 2021 Reviewed Kate Banks 22 June 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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 . QR code in place at all entrances to the building. Paper track and trace forms completed for those not able to use the QR code, and kept for 21 days	Wardens or welcomers on duty	Jeremy Lasman/Michelle Bailey Wells October 2020 Reviewed 26 April 2021
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.	Kept under regular review by the Ministry Team.	Toby Wright – opening for public worship in line with government guidelines.	Ongoing
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not applicable		
	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.	Not currently applicable. Services Rota enables us to check those involved in physical services in due course to address this concern.	Toby Wright/Jeremy Lasman/Michelle Bailey Wells	Ongoing
	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 rector has considered it and decided that as shielding has ended, it is appropriate for individuals to make their own informed personal decision.	Toby Wright	Toby Wright 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	Where Funerals are due to take place track and trace information will be gathered in advance. A booking system for attendance at church services including Baptisms and Weddings has been implemented to ensure that we have details for track and trace purposes. Data for attendees for all types of services is being kept for a minimum of 21 days in accordance with Government Guidelines. This will be re-instated when required	Michelle Bailey-Wells	Michelle Bailey-Wells 13 th July 2020 Reviewed 26 April 2021
	Communicate with nearby churches to ensure offered provisions are complementary.	Via Deanery meetings	Toby Wright	ongoing
Deciding whether to have a choir or music group singing/performing Risk: Aerosol spread of coronavirus may be increased by singing and	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 guidance for weddings and funerals re music is that numbers should be kept to an ‘absolute minimum’.	Francis Rumsey has provided a separate risk assessment and choir placement plan to cover this, see attachment.	Francis Rumsey 27 April 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
playing of wind instruments	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).	There is room in the chancel to accommodate this.	Francis Rumsey has provided a separate risk assessment and choir placement plan to cover this, see attachment.	Francis Rumsey 27 April 2021
	Put in place measures to create a physical barrier between singers and any congregation.	Altar is a physical barrier between choir and congregation, plus ten metres between areas	N/A	
	Remind any members of congregation present that at present they are not allowed to sing indoors.		Ministry Team	
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.	Will be actioned once decision is made to allow live stream services	Ministry Team	At next full review of restrictions
	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).	The Benefice Website is updated to reflect the current position with regard to Church opening. The Parish Administrator is part of the Ministry Team and is kept up to date with changes in our operations. She is the current liaison point with Funeral Directors and will cover Covid security requirements with them to pass on to families.	Ministry Team	At next full review of restrictions

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		St Mary's is configured for 22 attendees if all are from separate household and up to 30 if there are more than one from the same household.		
	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.	Jeremy Lasman	Jeremy Lasman 14 th July 2020 Reviewed 26 April 2021
	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 . Done.	Jeremy Lasman	Jeremy Lasman 14 th July 2020 reviewed 26 April 2021
	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.	The West Door has been set up with a one-way system for entry and exit with rope divider and floor signage.	Jeremy Lasman	Jeremy Lasman 14 th July 2020 Reviewed 26 April 2021
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	The West Door has been set up with a one-way system for entry and exit with rope divider and floor signage. As the area outside of the West Door is public thoroughfare the public will be requested to queue to the right-hand side of the West Door along the railing. Guests will be advised to take into account	Kayleigh Lucas	Kayleigh 22 nd July 2020 Reviewed Kate Banks 26 April 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		members of the public who may be passing by.		
	Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).	N/A		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	The West Door, the doors into and out of the Winchester Room and the Toilet block will be opened for a period prior to the public entering, to air the building - all clergy and vergers have been made aware of this requirement.	Kayleigh Lucas	Kayleigh Lucas 22 nd July 2020 Reviewed Kate Banks 26 April 2021
	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 . The heating system remains switched on.	The heating was serviced in 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. Completed.	Jeremy Lasman/Michelle Bailey Wells	Michelle Bailey Wells 22 nd July 2020 Reviewed 26 April 2021
	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.	Signage has been produced to request that users dispose of single use materials themselves (to		

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		cover the small amount that remains in the church)		
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Completed	Jeremy Lasman	Jeremy Lasman 7 th July 2020 Reviewed 26 April 2021
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	Cushions and Kneelers removed to the chancel	Jeremy Lasman	Jeremy Lasman 7 th July 2020 Reviewed 26 April 2021
	Remove or isolate children’s resources and play areas.	Not applicable; Junior Church materials stored in cupboards in the Winchester Room as a matter of course		
	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 . Chairs have been laid out in the nave of St Mary’s observing the 2m rule, tape has been laid out to indicate the distance between rows. We will allow people from the same household to bring their chairs together on the understanding that they remain responsible for the veracity of this claim.	Jeremy Lasman	Jeremy Lasman 7 th July 2020 and 10 th December 2020, Reviewed 26 April 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		The chairs in St Mary’s can now be reset in rows 1m apart, and labelled as Row A and Row B throughout. On each occasion of use, the rows will be alternated. One household can be in one row, but all other people must remain socially distanced within this set up, i.e. sitting at each end of a row to remain apart, or one person per row if there is sufficient room.		Reviewed Kate banks 22 June 2021
	Clearly mark out seating areas including exclusion zones to maintain distancing.	The Nave of St Mary’s is the area that we have identified for seating. The side chapels have been roped off. We will use the North and South Aisles as exit routes.	Jeremy Lasman/Kayleigh Lucas	Kayleigh Lucas 23 rd July 2020 Reviewed Kate Banks 26 April 2021
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	A flow into the church up through the centre of the nave, turning left or right to access the socially distanced seating. Exit Flow will then be out via the respective Aisles to the West Door, where a one-way system is in place. Floor markings are laid out to this effect.	Jeremy Lasman/Kayleigh Lucas/Michelle Bailey Wells	Kayleigh Lucas 23 rd July 2020 Reviewed Kate Banks 26 April 2021

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.	Completed for the St George’s chapel, All Saints Chapel and the Chapel of the Annunciation, leading into the Winchester Room	Jeremy Lasman	Jeremy Lasman 7 th July 2020 Reviewed 26 April 2021
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitisers have been placed at the West and North Doors and inside the Toilet block	Jeremy Lasman	Jeremy Lasman 14 th July 2020 Reviewed 26 April 2021
	Determine if temporary changes are needed to the building to facilitate social distancing	Not required.		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practise hand washing etc.	Notices have been put up to remind visitors. An informational video has also been created.	Jeremy Lasman/Kayleigh Lucas/Michelle Bailey Wells	Kayleigh Lucas 22 nd July 2020 Reviewed Kate Banks 26 April 2021
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	<p>Advice on cleaning church buildings can be found here.</p> <p>All events less than 48 hours apart will need to have a designated person responsible for sanitising frequently used surfaces, including, but not limited to, light switches, communal keys, door handles, lavatory flushes, sound systems, lighters, pens etc.</p>	Michelle Bailey Wells	Michelle Bailey Wells 22 nd July 2020, reviewed 26 April 2021 Reviewed Kate Banks 22 June 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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.	Kayleigh Lucas	Kayleigh Lucas 22 nd July 2020 Reviewed Kate Banks 26 April 2021
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Toilets will be opened for Sunday Services only. Hand sanitiser is available in the entrance to the toilet block, together with associated notices requiring use. Welcomers will ensure that any queue for the toilets will adhere to the 2m social distancing requirement. The cleaning rota will be revised to ensure the safety of the contract cleaner	Jeremy Lasman	Jeremy Lasman 5 th October 2020 Reviewed 26 April 2021
	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 existing provision. Melissa is aware of the requirement for all bins to have liners.	Michelle Bailey Wells	Michelle Bailey Wells 22 nd July 2020, reviewed 26 April 2021
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.	Advice on baptisms can be found here . Advice on weddings can be found here (scroll down to Can weddings go ahead?).	Rector and wardens Ness B-E and wardens	Toby Wright 20 April 2021 Ness B-E 20 April 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>Advice on funerals can be found here.</p> <p>The government's advice on commemorative events can be found here.</p>	<p>Rector, Michelle B-W And wardens</p> <p>N/A</p>	Toby Wright 20 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 4 July 2021.	Rector	Toby Wright 20 April 2021
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 . Risk: Getting or spreading coronavirus by not cleaning surfaces,	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.	This is our agreed approach	No further action required.	
	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.	
	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.	Door handles in the toilet block and toilet/hand washing facilities. Cleaned in line with existing rota, and as above for usage less than 48 hours apart	Melissa twice weekly, vergers after each event or service	Kate Banks 26 April 2021 Reviewed Kate Banks 22 June 2021
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Completed		

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equipment and shared facilities.	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	N/A		
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.		
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Cleaning products are already sourced that meet these requirements.	No further action required.	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Confirmed with Melissa that she this as her responsibility (see below)	Michelle Bailey Wells	Michelle Bailey Wells 22 nd July 2020, reviewed 26 April 2021
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	A schedule has been agreed with Melissa that reflects timings of usage of the church building, such that waste removal takes place within 24 hrs of the event.	Michelle Bailey Wells	Michelle Bailey Wells 22 nd July 2020, reviewed 26 April 2021
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	This is our agreed approach.	Rector and Wardens	Kate Banks 26 April 2021
	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.		
	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.		