# Risk Assessment for Opening Church Buildings to the Public

**Version Control**

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| Issue Date | Version Number | Issued by |
| 6th August 2020 | 5 | The House of Bishops COVID-19 Recovery Group |

*This update includes risk factors around the requirement to wear face coverings in places of worship from 8th August.*

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](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-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](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches).

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](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches).

**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).

1. 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.
2. 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**

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| **Church:**  **St Margaret’s, Burnage** | **Assessor’s name: Rector and Wardens**  **Approved by PPC on 13 July 2020**  **Updated by Mark Stansfield (Warden)**  **Approved by PCC 0n 14 September 2020** | **Date completed: 13 July 2020**  **Updated: 14 September 2020** | **Review date:**  **16 November 2020** |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **Access to church buildings for clergy for purposes of private prayer and/or livestreaming**  [General advice on accessing church buildings can be found here.](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches) | One point of entry to the church building clearly identified and separate from public entry if possible |  | Clergy access via Clergy Vestry, public entry via main entrance | 13/07/2020 |
| A suitable lone working policy has been consulted if relevant. | An example can be [found here](https://www.ecclesiastical.com/documents/lone-working.pdf). | Lone worker policy approved by PCC 14/07/2014 | 13/07/2020 |
| Buildings have been aired before use. |  | Aired before private prayer on 2, 9, and 12 July | 13/07/2020 |
| Check for animal waste and general cleanliness. |  | Checked during cleaning/preparing for private prayer, none found | 13/07/2020 |
| Ensure water systems are flushed through before use. | See [Government Guidance for organisations on supplying safe water supplies](https://www.gov.uk/government/publications/guidance-for-organisations-on-supplying-safe-water-supplies?utm_source=a85cd421-5f76-4767-95f7-da69aa76fe3d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) | All taps have been thoroughly flushed | 13/07/2020 |
| Switch on and check electrical and heating systems if needed. Commission system checks as necessary. |  | All relevant electrical systems checked | 13/07/2020 |
| Holy water stoups and the font are empty. |  | N/A | 13/07/2020 |
| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard |  | N/A | 13/07/2020 |
| **eciding 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. |  | N/A | 13/07/2020 |
| Update your website, A Church Near You, and any relevant social media. |  | Website (and noticeboard) updated | 13/07/2020 |
| Consider if a booking system is needed, whether for general access or for specific events/services |  | N/A | 13/07/2020 |
| If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark | [Apply here](https://goodtogo.visitbritain.com/). | N/A | 13/07/2020 |
|  | Include details on requirements such as bringing a face covering in communications. |  | Included in In Contact | 14/09/2020 |
| **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. |  | Confirmed | 13/07/2020 |
| 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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | Reviewed | 13/07/2020 |
| 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. |  | CofE guidance read and included on notices as enter Church | 14/09/2020 |
| 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. |  | Everyone should enter and exit via the main door which should be propped open before and after the service. The main door, door from the car park into the Parish Centre and the door through to church from the Parish centre should also be propped open. | 13/07/2020 |
| Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). |  | Not considered necessary at present | 13/07/2020 |
| Where possible, doors and windows should be opened temporarily to improve ventilation. |  | Doors will be propped open before and after services | 13/07/2020 |
| Remove Bibles/literature/hymn books/leaflets |  | All bibles, hymn books and notices have been removed from the back of chairs | 13/07/2020 |
| Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) |  | N/A | 13/07/2020 |
| Consider if pew cushions/kneelers need to be removed as per government guidance |  | N/A | 13/07/2020 |
| Remove or isolate children’s resources and play areas |  | Crèche area has been covered to prevent use. | 13/07/2020 |
| 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). |  | Access to every other rows has been blocked. Seating is available in rows 1, 3, 5 etc.  Notice at entrance to remind people of social distancing. | 14/09/2020 |
| Clearly mark out seating areas including exclusion zones to maintain distancing. |  | See above | 13/07/2020 |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. |  | Notice at entrance to remind people of social distancing | 13/07/2020 |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed. |  | Door into Hyde Fold to be locked | 13/07/2020 |
| Determine placement of hand sanitisers available for visitors to use. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | Hand sanitisers (and notices) to be available at entrance into Church | 13/07/2020 |
| Determine if temporary changes are needed to the building to facilitate social distancing | Consult [advice on gaining temporary permissions](https://www.churchofengland.org/media/20647). | None other than restricting access to chairs – see above | 13/07/2020 |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. |  | Notices at entrance including:   * hand sanitising * social distancing | 13/07/2020 |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | Not necessary if Church has not been used for 72 hours | 13/07/2020 |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | Toilets to be checked before each service to ensure adequate supply of soap and hand towels | 13/07/2020 |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | See above | 13/07/2020 |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  | To be checked before each service | 13/07/2020 |
| If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days |  | Record name and contact details of all worshippers and retain for 21 days | 13/07/2020 |
| 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. |  | Advertise restarting of services on website and noticeboard | 13/07/2020 |
| **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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | 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. |  | Don’t use Church for 72 hours before or after services. If church has to be used full cleaning is undertaken | 13/07/2020 |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. |  | Noted | 13/07/2020 |
| Set up a cleaning rota to cover your opening arrangements. |  | Anne and Wayne Jackson started cleaning church weekly (as before lockdown) from 26/06/2020.  Karen Preston started cleaning the Parish Centre from 10/07/2020. | 13/07/2020 |
| All cleaners provided with gloves (ideally disposable). | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | Anne and Wayne have been provided with gloves and reminded of good hygiene.  Discussed with Karen who provides her own. | 13/07/2020 |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. | Suitable cleaning materials are in church and the Parish Centre. | 13/07/2020 |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. |  | An individual will be named before each service and have responsibility for emptying all bins into outside bins after each service. | 13/07/2020 |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. |  | To be removed after each service | 13/07/2020 |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. |  | Not intended having Church open within 72 hours | 13/07/2020 |
| 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.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | Noted | 13/07/2020 |
| 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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | Noted | 13/07/2020 |