

Risk assessment

Church:	Assessor's name:	Date completed:	Review date:
All Saints, Scraftoft	Martin Court/Gillian Graham	14 th August 2020	Revised 1 st April 2021

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	North Door	MC	1/4/21
	A suitable lone working policy has been consulted if relevant.	Document consulted		
	Buildings have been aired before use.		MC/GG	ongoing
	Check for animal waste and general cleanliness.		MC/GG	ongoing
	Ensure water systems are flushed through before use.	Follow guidance	MC/GG	1/4/21
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		MC/GG	Serviced 12/3/21
	Holy water stoups and the font are empty.		MC	27/3/20
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	N/A		
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.	N/A		
	Update your website, A Church Near You, and any relevant social media.		MC/JH	ongoing

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	Consider if a booking system is needed, whether for general access or for specific events/services	Initiated and in place for Easter 2021	MC	ongoing
	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark	N/A		
	Include details on requirements such as bringing a face covering in communications.	Included in newsletters	MC	
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.		MC	16/8/20
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Keeping Church Buildings Clean Document		ongoing
	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.		MC	16/8/20 & ongoing
	Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	Steps to south door preclude use as safe exit, so one point of entry and exit, but managed to prevent queue	MC/GG	ongoing
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		MC/GG	ongoing
	Where possible, doors and windows should be opened temporarily to improve ventilation.		MC/GG	ongoing
	Remove Bibles/literature/hymn books/leaflets	Removed		16/8/20

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	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		MC/GG	
	Consider if pew cushions/kneelers need to be removed as per government guidance	Removed	MC/GG	16/8/20
	Remove or isolate children’s resources and play areas	Isolated	MC/GG	16/8/20
	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).		MC/GG	16/8/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.		MC	16/8/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Before each opening	MC/GG	16/8/20
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Closed or cordoned off with barrier tape	MC/GG	16/8/20
	Determine placement of hand sanitisers available for visitors to use.	Provided	MC/GG	16/8/20
	Determine if temporary changes are needed to the building to facilitate social distancing	N/A		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Posted and will be checked before each opening	MC/GG	16/8/20

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	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	After each opening	GG	ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Before each opening	GG	ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	In use, adequately supplied and cleaned after service	MC/GG	ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		GG	ongoing
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Contact form provided & QR code prominent	GG	ongoing
	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.	Emailing, post and posters and social media	MC	ongoing
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.		MC/GG	
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		MC/GG	
	Set up a cleaning rota to cover your opening arrangements.		MC/GG	

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	All cleaners provided with gloves (ideally disposable).	Purchased and provided	GG	ongoing
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Purchased and provided.	GG	ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		GG	ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		GG	ongoing
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.		MC	
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Follow public health England advice	MC	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	'Keeping Church Buildings Clean document followed	MC	