

## Risk Assessment for Opening Church Buildings to the Public

<b>Church:</b> Christ Church, Dartford	<b>Assessor's name:</b> Michael Smith	<b>Date completed:</b> 06/07/2020 <i>Reviewed: 11/09/2020</i>	<b>Review date:</b> <i>01/12/2020 or prior to being used for home group meetings</i>
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>	One point of entry to the church building clearly identified and separate from public entry if possible	Entrance & exit via glass porch	Done	06/07/2020
	A suitable lone working policy has been consulted if relevant.	Already agreed by PCC. Lone working sign in / out Handgel provided	Done	18/06/2020
	Buildings have been aired before use.		Done	18/06/2020
	Check for animal waste and general cleanliness.		Done	18/06/2020
	Ensure water systems are flushed through before use.	All systems flushed regularly during lockdown. Log in place.	Done	18/06/2020
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		Done	18/06/2020
	Holy water stoups and the font are empty.	Not applicable		
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Not applicable		
<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not applicable		

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	Update your website, A Church Near You, and any relevant social media.	Website & Facebook updated	Done	06/07/2020
	Consider if a booking system is needed, whether for general access or for specific events/services	<i>Currently not required. Being kept under review</i>	Leadership team	
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Not applicable		
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		Done	18/06/2020
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).		Done	18/06/2020
	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.	<i>General Entrance &amp; Exit via Main door Staff access via glass porch door. Access to toilets &amp; office restricted Signage in place</i>		06/07/2020 11/09/2020
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Currently not applicable		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors to be kept open during periods when church is open	Done	18/06/2020
	Remove Bibles/literature/hymn books/leaflets		Done	16/06/2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Altar rail closed to prevent access to altar. Chapel screened off	Done	18/06/2020

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	Consider if pew cushions/kneelers need to be removed as per government guidance	Pew cushions removed & stored in chapel	Done	18/06/2020
	Remove or isolate children’s resources and play areas		Done	18/06/2020
	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).	Written proposal for safe system of work agreed by PCC	Done	27/06/2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Agreed locations on pews marked.	Done	03/07/2020
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Signage & flipchart instructions	Done	03/07/2020
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	<i>Signage in place for office &amp; toilets</i> Chapel screened off	Done	18/06/2020 11/09/2020
	Determine placement of hand sanitisers available for visitors to use.	<i>At Entrances, outside toilets &amp; at the front of the pew area</i>	Done	18/06/2020 11/09/2020
	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, practice hand washing etc.	Flipchart at entrance	Done	03/07/2020
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		Done	03/07/2020
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	<i>Only available in toilets</i>	<i>Done</i>	<i>11/09/2020</i>

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	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	<i>Done. Disabled toilet available for visitors, Other toilets restricted for staff use only.</i>	<i>Done</i>	<i>11/09/2020</i>
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Bin provided, with liner, by flipchart	Done	03/07/2020
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	<i>Warden on duty or deputy records names of attendees @ private prayer &amp; 9am worship. Lists stored in office</i>	<i>Done</i>	<i>11/09/2020</i>
	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.	Notices displayed on gates & fence	<i>Done</i>	<i>11/09/2020</i>
<b>Arrangements for Worship and Private Prayer</b>	<i>Lighting of Candles, used for memorial / remembrance</i>	<i>Tea lights are provided, lit by a steward and placed on one of the sand trays. They are blown out at the end of the session and are disposed of at the start of the next session</i>	<i>Done</i>	<i>11/09/2020</i>
	<i>Clergy leading public acts of worship</i>	<i>Clergy will comply with relevant guidance from CofE</i>	<i>Done</i>	<i>11/09/2020</i>
	<i>Staffing in support of public access to church</i>	<i>Two stewards will be available for all service sessions, to guide visitors and worshippers, as required.</i>	<i>Rota arranged by Administrator</i>	<i>11/09/2020</i>
	<i>Use of chancel area</i>	<i>Social distancing will be maintained in positioning on chancel area, including the</i>	<i>Done</i>	<i>11/09/2020</i>

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		<i>use of 2 lecterns, where appropriate</i>		
	<i>Use of microphones</i>	<i>Lectern microphone used by multiple users, without contact and at a suitable distance. Individual microphones will be provided for all other service participants, with 72 hrs between use</i>	<i>Done</i>	<i>11/09/2020</i>
	<i>AV / PA Systems</i>	<i>Operated by a single operator for each system, with 72 hrs between operator.</i>	<i>Rota arranged by M Smith</i>	<i>11/09/2020</i>
	<i>Sung worship during services</i>	<i>Keyboard, piano &amp; singers all positioned to ensure social distancing, in accordance with government guidance</i>	<i>Done</i>	<i>11/09/2020</i>
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	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.	Useage no less than 72 hours apart	Done	18/06/2020
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	<i>All cleaning agreed / approved by Wardens / Administrator</i>	<i>Done</i>	<i>11/09/2020</i>
	Set up a cleaning rota to cover your opening arrangements.	<i>Ad-hoc cleaning to be arranged by Wardens / Administrator</i>		<i>11/09/2020</i>
	All cleaners provided with gloves (ideally disposable).	<i>Available in cleaning cupboard</i>	<i>Done</i>	<i>11/09/2020</i>

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	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	<i>Available in cleaning cupboard</i>	<i>Done</i>	<i>11/09/2020</i>
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	<i>Wardens / Administrator</i>	<i>Done</i>	<i>11/09/2020</i>
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	<i>Checked &amp; removed as necessary</i>	<i>Wardens / Administrator</i>	<i>11/09/2020</i>
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.	Agreed	Done	18/06/2020
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.			
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Agreed	Done	18/06/2020