

## Risk Assessment for Opening Church Buildings to the Public – Christ Church West Didsbury July 2020

Christ Church will be open to the general public from 10 a.m. – 12 noon on Wednesdays and Saturdays for private prayer and on Sunday mornings at 11 a.m. for public worship.

We will adhere to the guidelines issued by HMG and the Church of England to ensure that all those who come into our buildings are kept safe.

On Sunday mornings there will be a celebration of the Eucharist and the guidance issued by the Church of England will be strictly adhered to.

<b>Church:</b> Christ Church West Didsbury	<b>Assessor's name:</b> Anne Pilkington	<b>Date completed:</b> 2 <sup>nd</sup> July 2020	<b>Review date:</b> 9 <sup>th</sup> July 2020, weekly reviews thereafter
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified and separate from public entry if possible		AP	
	A suitable lone working policy has been consulted if relevant.	We will have a minimum of 2 people 'staffing' the building at any one time.	AP	
	Buildings have been aired before use.		AP/BSB	
	Check for animal waste and general cleanliness.		AP/BSB	
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	BSB	

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	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Heating systems and electrics have not been switched off		
	Holy water stoups and the font are empty.		AP	
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	No live streaming is taking place at the moment. We will review this as and when necessary. We will ensure the same use of radio mics.	AP/RL/TS	
<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.	No venues in the immediate vicinity that are open on Sundays		
	Update your website, A Church Near You, and any relevant social media.		BM, RL, CL	
	Consider if a booking system is needed, whether for general access or for specific events/services	We do not consider a booking system is necessary.		
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	<a href="#">Apply here.</a>		
<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.		AP/MA	Twice weekly. Wed. and Sat.
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here.</a>	MA	
	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.		AP	16 <sup>th</sup> June 2020

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	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	We will have a steward on duty on Sunday mornings	TP	
	Where possible, doors and windows should be opened temporarily to improve ventilation.		BSB/AP	
	Remove Bibles/literature/hymn books/leaflets		BM/AP	16 <sup>th</sup> June 2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Lady Chapel and Baptistry cordoned off	AP	16 <sup>th</sup> June 2020
	Consider if pew cushions/kneelers need to be removed as per government guidance	All kneelers removed	BM/AP	16th June 2020
	Remove or isolate children’s resources and play areas	All items have been removed	AP`	16 <sup>th</sup> June 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).	Chairs rearranged and one way system in place.	AP/MA	29 <sup>th</sup> June 2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.		RL/AP	
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Arrows in place	AP	16 <sup>th</sup> June 2020
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Baptistry and Lady Chapel not accessible	AP	29 <sup>th</sup> June 2020

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	Determine placement of hand sanitisers available for visitors to use.	Hand Sanitisers available in the porch, at main entrance into the worship space and at the rear door, with relevant notices	AP/BM	29 <sup>th</sup> June 2020
	Determine if temporary changes are needed to the building to facilitate social distancing	Furniture has been rearranged to comply with social distancing recommendations		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices on display in the porch, the toilet and the main body of the church	BM/AP	16 <sup>th</sup> June 2020
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here.</a>	AP/TP/CL/TS	Wed. and Sat.
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	.	BM/AP	Wed. and Sat.
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		BM/AP	Wed. and Sat.
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		BM/AP	Wed. and Sat.
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days		TP/BM	Wed., Sat., and Sun.
	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers	Check list on how to 'keep safe in church' available	AP	3 <sup>rd</sup> July 2020

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	will know what to expect when they come.			
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here.</a>	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.			
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		BM/AP	Protection provided for cleaners
	Set up a cleaning rota to cover your opening arrangements.	Those on the Opening Up Rota to be responsible for cleaning	AP/TP/CL/TS	
	All cleaners provided with gloves (ideally disposable).		AP	Gloves and masks available
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		AP/BM	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		AP	Daily
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Daily	AP	
<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.	Not possible		
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a>	AP	

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	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here</a> .	AP	