

Risk Assessment for Opening Church Buildings to the Public – St. Christopher Withington – July 2020

St. Christopher's will be open for public worship and on Sunday mornings at 9.30 a.m.

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.

Church: St. Christopher Withington	Assessor's name: Anne Pilkington	Date completed: 2 nd July 2020	Review date: 9 th July 2020, weekly reviews thereafter
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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	Access through 'office' door.	AP	
	A suitable lone working policy has been consulted if relevant.	We will have a minimum of 2 people in the building at any one time.	AP	
	Buildings have been aired before use.		AP	
	Check for animal waste and general cleanliness.		AP	
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	AP	Tues., Thurs., and Saturdays

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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	20 th June 2020
	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		
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.	No venues in the immediate vicinity.		
	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	Not applicable		
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.		AP	Twice weekly. Tues. and Thurs.
	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.	AP/BM	
	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/BM	30 th 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/TS	
	Where possible, doors and windows should be opened temporarily to improve ventilation.		AP	
	Remove Bibles/literature/hymn books/leaflets		BM/AP	4th July 2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Not applicable	AP	
	Consider if pew cushions/kneelers need to be removed as per government guidance	All kneelers removed	AP	4 th July 2020
	Remove or isolate children’s resources and play areas	All items have been removed	AP`	2 nd July 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).	Instructions will be given as people enter church and service books and leaflet placed, at a safe distance on chairs.	AP/TP/TS	Weely
	Clearly mark out seating areas including exclusion zones to maintain distancing.	See above	AP/TS/TP	Weekly
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	See above	AP/TS/TP	
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Not applicable		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Determine placement of hand sanitisers available for visitors to use.	Hand Sanitisers available near the main entrance and near the office door, with the relevant notices	AP	29 th June 2020
	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.	Notices on display in the entrance area, the toilet, the hall and the worship area	AP	29 th June 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.	AP/TP/TS	Tues. and Thurs.
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	.	BM/AP/TS/TP	Tues. and Thurs.
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		BM/AP/TS/TP	Tues. and Thurs.
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		BM/AP/TS/TP	Tues. and Thurs.
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days		AP	Sundays
	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.	Check list on how to 'keep safe in church' available	AP	3 rd July 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
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.			
	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.		AP/TP/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	Tues., Thurs and Sundays
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Daily	AP	
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.			
	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 .	AP	
	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 .	AP	