

Risk assessment template

Church: St Margaret's Church, Downham	Assessor's name: Nicholas Mills supported by Robert Andrews and Church Wardens	Date completed: 19 th July 2020	Review date: 19 th August 2020
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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	One point of entry to the church building clearly identified and separate from public entry if possible	Alternative access is available for clergy / Church Officers / Key Holders	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	A suitable lone working policy has been consulted if relevant.	Lone working policy in process.	Nick Mills	I/P
	Buildings have been aired before use.	Currently there are no plans to have any services without a 72 hour gap. To aid airflow in the church kitchen door and the porch door will be left open before the service starts	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Check for animal waste and general cleanliness.	The church will be inspected before each service	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Ensure water systems are flushed through before use.	Water system will be run each time the church is opened up. Only bottled water to be used at the moment	Church Wardens	19 th July 2020 Nick Mills and Church Wardens

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	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	System is maintained on a regular basis	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Holy water stoups and the font are empty.	These will be checked that they are empty before each service	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	No current live streaming in use. All electrical equipment appropriately stored and tested	Church Wardens	No current live streaming in use. All electrical equipment appropriately stored.
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 or businesses adjacent to church. No requirement for additional consultation currently. To be monitored.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Update your website, A Church Near You, and any relevant social media.	Website to be updated	Jean Andrews	19 th July 2020 Nick Mills and Church Wardens
	Consider if a booking system is needed, whether for general access or for specific events/services	Booking system not planned but will be	Church Wardens	19 th July 2020

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		considered if necessary. Church Wardens currently responsible for bookings as no resident incumbent. Government guidance re: maximum limit of 30 attendees to be adhered. All new requests to be risk assessed in line with current government guidance. Ongoing monitoring and updated as required.		Nick Mills and Church Wardens
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	N/A	N/A	N/A
booksPreparation 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.	Church Wardens will complete a check sheet to confirm that all precautions have been taken before worshipers enter.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Currently the church services will be greater than 72 hours apart. When the church is cleaned commonly touched surfaces will be disinfected using normal cleaning products. Cleaner will be	Lee Baxter	19 th July 2020 Nick Mills and Church Wardens

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		advised to wear face mask and disposable gloves		
	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.	A manageable entry/exit is in place via the main door. Doors will be fixed open to support visual social distancing and staggered entry/exit. When the service is finished Church Wardens will manage how individuals leave the church enabling them to manage social distancing	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Queuing is not normally an issue, but worshipers will be asked to sanitise their hands and complete the Track & Trace record at point of entry. Social distancing tape has been placed on the floor to remind people of the requirement if ques form. A notice will also be placed outside the porch door.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Main door and Kitchen external door to be left open before services to improve air circulation	Church Wardens	19 th July 2020 Nick Mills and Church Wardens

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	Remove Bibles/literature/hymn books/leaflets	Service books and Hymn books will be taped off. The service will be on a single sheet of A4 paper and congregation will be asked to take sheets away with them	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Bell tower will be cordoned off. Access to kitchen will only be by clergy and Church Wardens. Water will be available in bottles if required by congregation.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Consider if pew cushions/kneelers need to be removed as per government guidance	All removed	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Remove or isolate children’s resources and play areas	No play areas	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	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).	Exclusion zones and appropriate social distancing [1-2 metres] enabled with risk mitigation - seating arranged to prevent members of the	Church Wardens	19 th July 2020 Nick Mills and Church Wardens

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		congregation facing each other during services. Directional arrows and distance marking tape applied to the floor.		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	As above	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Markings on floor and chairs and Church Wardens will give verbal instructions about order of movement	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Signs in place	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitisers at entry & exit points and approaching the altar. Checked before each service to ensure adequate stock in place.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Determine if temporary changes are needed to the building to facilitate social distancing	No temporary changes required.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens

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	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices are in place to inform visitors to maintain safe distance. Verbal instruction given at services.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Church services will be a minimum of 72 hours apart. Weekly cleaning will focus on touch points using normal cleaning products. The normal cleaning regime will be enhanced whilst in this current Covid 19 period	Church Warden Lee Baxter to advise cleaner.	19 th July 2020 Nick Mills and Church Wardens
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Toilets will be managed by the Church Wardens to ensure only one person in toilet area at any one time. Only paper towels to be used. Only liquid soap to be available. Notices placed on toilet door about limited access. Waste bin provided for paper towels. Waste bins will be removed by person wearing disposable gloves.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	As above	Church Wardens	19 th July 2020 Nick Mills and Church Wardens

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	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	As above	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Once worshippers have sanitised their hands on entry to the church they will be invited to enter their, contact details and date of visit date of visit. Records to be kept for 21 days. Register of attendees to be kept for all church services.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	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 will be going out in the church magazines and on the church web site.	Robert Andrews	19 th July 2020 Nick Mills and Church Wardens
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	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.	Currently there are no plans to open the church with a gap less than 72 hours	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	To be monitored regularly.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens

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	Set up a cleaning rota to cover your opening arrangements.	Cleaning routine to be increased and discussed with the cleaner.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	All cleaners provided with gloves (ideally disposable).	Gloves available. Cleaning materials readily available and monitored for replenishment.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	As above	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Church Wardens responsible for removing potentially contaminated waste from site.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After each service if needed due to volume.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	Recommended guidance to be followed in the event of contamination.	Church Wardens and Nick Mills	19 th July 2020 Nick Mills and Church Wardens
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Recommended guidance to be followed in the event of contamination.	Church Wardens and Nick Mills	19 th July 2020 Nick Mills and Church Wardens

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	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Recommended guidance to be followed in the event of contamination.	Church Wardens	19 th July 2020 Nick Mills and Church Wardens