

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

| Issue Date | Version Number | Issued by |
|----------------------------|----------------|--|
| 16 th July 2021 | 10 | The House of Bishops COVID-19 Recovery Group |

This update has been reviewed to reflect step 4 of the [roadmap to ease restrictions](#) issued by the UK government and is intended for use from 19th July onwards. As step 4 sees the easing of all legal restrictions it is recommended that risk assessments currently in place are re-run to ensure they fit the new circumstances. The Church of England's [guidance on step 4](#) may be a helpful reference point.

It is recommended that you carry out a separate risk assessment for each activity type e.g. public worship, use by community groups, concerts etc. and that these are regularly reviewed with reference to local Covid infection rates and other relevant circumstances. You may decide to have different mitigations or safety measures in place for different events. Where activities run simultaneously or back-to-back, each iteration of the risk assessment should address the shared or consequential risk.

Risk assessment templates for outdoor worship and for contractors and construction workers are also available on the [Church of England Coronavirus page](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer
 - Public worship with or without congregational singing
 - Funerals, weddings, baptisms, ordinations
 - Livestreaming or recording services
 - A choir or music group singing indoors as part of a public, livestreamed or recorded service
 - Formal childcare or where part of a school
 - Essential voluntary and public services
 - Use as a vaccination or testing centre
 - Community and support groups
 - Provision of youth services
 - Opening shops/cafes
 - Opening for visitors/tourists/educational visits as a heritage attraction
 - Opening for concerts, plays etc
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual
 - Shared or consequential risks of activities running simultaneously or back-to-back (eg crossover of people at entry/exit points)

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how. Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches as long as they are properly managed, but having any significant numbers of people coming through your building makes the possible impact – in particular someone with COVID-19 coming into contact with others – higher than in smaller churches with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate. Gathered congregations and major services may attract people from far afield, which is likely to add to the risk profile. Consider whether you need to consult your wider membership and users.

4. Using the risk assessment checklist below as a template:

- add in mitigations for any risks that are particular to your circumstances that may not be on the list;
- record what you need to do for each activity to go ahead safely;
- consider any equipment you need and any temporary changes you might need to make to the church;
- check back against your list of activities to confirm which ones can go ahead and when.

Risk assessment template

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|---|---|--|---------------------------------|
| Church: All Saints High Wycombe | Assessor's name: Lis Burns Opening team: Phase 1 -Sue Lord (SL) , Thistle Martin (TM), Lis (LB) , Jenny Cartledge (JC), John Lord (JL) + Phase 2 onwards Activities team Penny Justice (PJ) & Louise Simmons (LS), Derek Lancaster (DL), Robyn Connelly (RC) | Date completed: V4.1 completed 08/07/20 V5 completed 07/08/20 V6 completed 08/11/20 V7 completed 13/12/20 V8 completed 06/03/21 V9 completed 28/03/21, reviewed 24/04/21, 23/05/21, 24/06/21 V10 completed 22/07/21, reviewed 11/09/21 | Next review: 14/10/21 |
| Event or service this assessment relates to: | Sunday and weekday services / building open | | |

| Risk | Controls to consider (delete or detail as appropriate to your location and event) | Additional information | Action by whom? | Completed – date and name |
|--|---|--|-----------------------|----------------------------|
| Aerosol or droplet transmission of Covid-19 | Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary. Consult HSE guidance on identifying poorly ventilated areas Do not prop open fire doors. | One door in large west end entrance usually left open - except in windy conditions During choir practice – inner south porch doors open | Activities team/LB/JC | July 2021 JC/LB+ongoing |

| Risk | Controls to consider (delete or detail as appropriate to your location and event) | Additional information | Action by whom? | Completed – date and name |
|---|---|---|--|----------------------------------|
| | Use outdoor spaces if appropriate and available. | Not appropriate for most services – building is large and well ventilated | Ministry team/LB+JC | July 2021 LB/JC |
| | Request or consider requiring people to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing. | Face coverings optional but encouraged. Will be worn when in close proximity of others e.g. communion, baptism etc. | Ministry team/welcomers | July 2021 LB/JC |
| | Put in place measures to reduce contact between people e.g. retaining social distancing | Socially distanced seating in the south aisle, encourage distanced sharing of peace etc | Ministry team LB/JC/Activities team | July 2021 LB/JC |
| | If practical in your building, 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 door for exit. | West end entrance South door for choir and north door for bellringers practice | Activities team/LB/JC | July 2021 LB/JC+ongoing |
| | For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings. | Offer distanced options where possible if inside | Ministry team /Activities team | July 2021 LB/JC+ongoing |
| Surface transmission of Covid-19 | Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands. | Hand sanitiser available at all entrances when in use | Activities team/LB/JC | July 2021 LB/JC+ongoing |
| | Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork. | West doors open as people arrive and leave. | Activities team/LB/JC Office/LB | July 2021 LB/JC+ongoing |

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|-------------|--|--|-------------------------|----------------------------------|
| | | Service sheets and news sheets available electronically | Office / Comms | July 2021 TM/LB+ongoing |
| | Good hygiene and cleaning of the building. | Building is cleaned multiple times during the week | Activities team | July 2021 Activities+ongoing |
| | Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people. | Items not usually shared but can be put away for 48 hours between use | Welcomers | July 2021 LB/JC+ongoing |
| | If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them. | Weekly sheets printed for Sunday Eucharist. Reusable sheets for other services – put away for at least 48 hours between services | Office Welcomers | July 2021 LB/JC+ongoing |
| | Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on). | Items to remain stored during August | LB/JC | July 2021 LB/JC |
| | Put in place a cleaning rota/system for children's materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children). | Colouring and books/puzzles made available but no soft toys | RC | July 2021 RC |
| | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | | Cleaner/Activities team | July 2021 JC/LB + Ongoing |

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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. | | Cleaner/Activities team | July 2021 JC/LB + Ongoing |
| Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending. | Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. Encourage visitors to use one or other of these options. | QR code and forms to remain in place - optional | Activities team/welcomers | July 2021 LB/JC+ongoing |
| | Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious. | Updated ACNY, website, what to expect document | LB + office | July 2021 LB/TM+ongoing |
| | Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. | Guidance will be online, some printed copies and announcement made when relevant | LB + office | July 2021 LB/TM+ongoing |
| | Consider if a booking system is needed, whether for general access or for specific events/services. | Enough space for standard and socially distanced seating | LB/JC | July 2021 LB/JC |
| | Communicate with nearby churches to ensure offered provisions are complementary. | Shared at team benefice meetings | Ministry team | Ongoing |
| | Provide welcoming notices that outline safety measures. | Update signage | LB + office /activities team | |
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| Cleaning the church after known exposure to | If possible close the church building for 48 hours with no access permitted. | | Activities team to arrange deep clean | Ongoing |

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|--|---|--|---------------------------------------|---------------------------|
| someone with Coronavirus symptoms | If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | Public Health England guidance available here. | Activities team to arrange deep clean | Ongoing |
| | If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. | Advice on cleaning church buildings can be found here. | Activities team to arrange deep clean | Ongoing |