

## Risk Assessment for Opening Church Buildings to the Public

### Version Control

Issue Date	Version Number	Issued by
6 <sup>th</sup> August 2020	5	The House of Bishops COVID-19 Recovery Group

*This update includes risk factors around the requirement to wear face coverings in places of worship from 8<sup>th</sup> August.*

Churches and cathedrals have been legally permitted to open for purposes of individual private prayer from 13<sup>th</sup> June. House of Bishops guidance provided for churches to open for funerals from 15<sup>th</sup> June. Public worship, with measures in place for social distancing, are allowed from 4<sup>th</sup> July. Other activities, except for a few still prohibited by law, may also take place in churches, subject to the government guidance in place for the relevant sector.

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for any permitted purposes. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. You should read the advice on re-opening buildings and the guidance on public worship before completing this assessment. Both are available on the [Church of England Coronavirus pages](#).

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

A separate risk assessment relating to contractors and construction workers is available on the [Church of England Coronavirus pages](#).

## Carrying out a risk assessment

1. Agree what activities you are planning for:
  - Private prayer (clergy only)
  - Livestreaming services (clergy only)
  - Private prayer (general public)
  - Public worship
  - Rites of passage services
  - Opening for visitors and tourists

2. Consider the hazards:
  - Transmission of COVID-19
  - Hazards arising from the temporary closure of the church
  - Hazards arising from now using the church in a different way

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 so long as they are properly managed, but having more people coming through your building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
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**

<b>Church:</b> <b>All Saints High Wycombe</b>	<b>Assessor's name: Lis Burns</b> Opening team: Phase 1 - Sue Lord (SL) , Thistle Martin (TM), Lis (LB) , Jenny Cartledge (JC), John Lord (JL) + Phase 2 - Penny Justice (PJ)	<b>Date completed:</b> <b>07/08/20</b>  <b>V4.1 completed 08/07/20</b> <b>V5 completed 07/08/20</b>	<b>Next Review date:</b> <b>01/12/20</b>  <b>Last reviewed:</b> <b>12/10/2020</b>
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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	Choir door on south side	JC/LB	May 2020 JC/LB
	A suitable lone working policy has been consulted if relevant. An example can be <a href="#">found here</a> .	Door latch dropped when one person in church – standard practice.	JC/LB	May 2020 JC/LB
	Buildings have been aired before use.		Opening team	13/06/20 JC/LB
	Check for animal waste and general cleanliness.	Weekly checks	JL/TM  Activities team	March – May 2020 JL/TM +Ongoing
	Ensure water systems are flushed through before use. See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	Weekly checks during lockdown	JL/TM	March – May 2020 JL/TM
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Neil Lamb completed check	JL/TM	March – May 2020 JL/TM + Ongoing
	Holy water stoups and the font are empty.		Opening team	13/06/20 LB

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Set up by Derek Lancaster	13/06/20 JC/LB + Ongoing
<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.	N/A – low footfall through churchyard and plenty of outside space	N/A	01/07/20 LB
	Update your website, A Church Near You, and any relevant social media.		LB/TM	March – May 2020 LB/TM + Ongoing
	Consider if a booking system is needed, whether for general access or for specific events/services	Bookings by phone/email to office	LB/TM	Ongoing
	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark <a href="#">Apply here</a> .	To be completed	LB/TM	
	Include details on requirements such as bringing a face covering in communications.	Website, facebook, weekly newsletter, what to expect guide updates	LB/TM	07/08/20 LB/TM
<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.		Opening team	13/06/20 JC/LB
	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> .	Clean completed 13/06/20	Opening team	13/06/20 JC/LB
	Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.		Opening team	07/08/20 LB

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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.	West End entrance – social distance marked. Standard emergency exits to be opened as per usual procedures	Opening team	13/06/20 JC/LB
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Sidesperson(s) outside West End for services – social distance spacers marked in West End entrance	Opening team	Not required to date + Ongoing
	Where possible, doors and windows should be opened temporarily to improve ventilation.	West End door left open	Opening team	13/06/20 JC/LB + Ongoing
	Remove Bibles/literature/hymn books/leaflets	Stored in cupboards by south porch/office	Opening team	13/06/20 JC/LB
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Stored in cupboards by south porch/office	Opening team	13/06/20 JC/LB
	Consider if pew cushions/kneelers need to be removed as per government guidance	Stored in chest & in closed off area	Opening team	13/06/20 JC/LB
	Remove or isolate children’s resources and play areas	Stored in closed quiet garden	Opening team	13/06/20 JC/LB
	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).	Phase 1 private prayer  Phase 2 services layout update 04/07/20	Opening team  SL/LB	Phase 1 13/06/20 JC/LB

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	Clearly mark out seating areas including exclusion zones to maintain distancing.	Phase 1 – 6 seats for private prayer  Phase 2 services layout – revised. Spaced rows with seats in groups of 1, 2, 3, 4 or 5	Opening team  SL/LB	Phase 1 13/06/20 JC/LB  08/07/20 LB
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Phase 1 - Temporary floor arrows/boards/paper signs  Phase 2 services layout – revised	Opening team  SL/LB	Phase 1 13/06/20 JC/LB  08/07/20 LB
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Phase 1 chairs used  Phase 2 services layout - revised 08/07/20	Opening team  SL/LB	Phase 1 13/06/20 JC/LB  LB
	Determine placement of hand sanitisers available for visitors to use. Register with <a href="#">Parish Buying</a> for procurement options	By entrance	Opening team	Phase 1 13/06/20 JC/LB
	Determine if temporary changes are needed to the building to facilitate social distancing Consult <a href="#">advice on gaining temporary permissions</a> .	N/A	N/A	N/A

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	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	By entrance	Opening team	13/06/20 TM/SL
	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>		Opening team	Phase 1 13/06/20 JC/LB
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. Register with <a href="#">Parish Buying</a> for procurement options.		Opening team	Phase 1 13/06/20 JC/LB
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. Register with <a href="#">Parish Buying</a> for procurement options.	Phase 1 – toilets closed to public  Phase 2- open main doors to limit human touch	Opening team	Phase 1 13/06/20 JC/LB
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Opening team then cleaner	Phase 1 13/06/20 JC/LB
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Take details when booking – slips into sealed box where advance not possible	LB/TM	Phase 2 08/07/20 LB
	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.	Details to be shared by email, post and online	LB/TM	Phase 2 08/07/20 LB

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<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.	Each time church is open wipe down surfaces, fabric chairs (and toilets)	Welcomers/ activities/sidespersons	Phase 1 13/06/20 JC/LB +Ongoing
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	New cleaner August 2020	OK – activities team providing cover if needed	Phase 1 13/06/20 JC/LB 30/07/20 PJ
	Set up a cleaning rota to cover your opening arrangements.	New cleaner August 2020	Activities team	Phase 1 13/06/20 JC/LB 30/07/20 PJ
	All cleaners provided with gloves (ideally disposable). Register with <a href="#">Parish Buying</a> for procurement options.	Cleaning materials purchased	Activities team to monitor – TM to reorder	Phase 1 13/06/20 JC/LB + Ongoing
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. Register with <a href="#">Parish Buying</a> for procurement options.	Cleaning materials purchased	Activities team to monitor – TM to reorder	Phase 1 13/06/20 JC/LB + Ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Key holder who locks up church	Phase 1 13/06/20 JC/LB + Ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Each day the church is open		Phase 1 13/06/20 JC/LB



Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<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.	Building will be closed to ALL	Hugh/JC/LB	No cases at present
	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>		Cleaner	No cases at present
	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>		Cleaner	No cases at present