Risk Assessment Template for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
25th March 2021	9	The House of Bishops COVID-19 Recovery Group

This update has been reviewed to reflect the roadmap to ease restrictions issued by the UK government and is intended for use from 29th March onwards ('phase 1b'). It incorporates sections on singing, workplace testing, and planning for wider use of buildings including for non-worship puproses. At all times churches should check national and, if relevant, local restrictions to ensure the activity planned is currently permitted. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly and checked against this latest version of the risk assessment.

England entered the government's roadmap out of lockdown on 8th March with the re-opening of schools and other education settings, and an increase in permitted reasons to leave home to meet one person outside for social purposes. As they have been throughout the third lockdown (from 5th January) churches are permitted to open for communal worship, private prayer and a number of essential purposes where they can be carried out in a Covid-safe way. There may be specific local regulations recommended by local authorities, that place additional restrictions on certain activities. Before completing this risk assessment you can see what is permitted by checking the guidance on permitted activities on the national church coronavirus webpage. Guidance on opening cathedral and church buildings to the public during COVID-19 can also be found there.

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, the template 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. Specific guidance linking to advice on the lockdown period is available on the Church of England Coronavirus pages.

The government acknowledges that places of worship play an important role in providing spiritual leadership for many individuals, and in bringing communities and generations together. However, their communal nature also makes them places that are particularly vulnerable to the spread of the virus. In drawing up a risk assessment for your church, or revising it in the light of the current situation, you will need to think carefully whether the public benefits you achieve by opening are justified by the risks involved, however much you can mitigate them. This judgement will vary depending on the

location and nature of your church building and the make up of your congregation and visitor profile. You will need to discuss the factors with your governing body, whether the PCC or chapter. Remember that this is your collective choice whether to open: while our churches are permitted by government to open, they are not obliged to do so. If you decide not to open, you can continue to have a valuable role serving the community in a number of ways. Guidance on this can be found on the Church of England Coronavirus pages.

Guidance indicating how churches might arrange access and events in a Covid-safe way has been produced as part of a government initiative to encourage re-opening in a safe and reasonable way. This includes a number of case studies that may help you think about your church building.

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.

Separate risk assessments for outdoor worship and for access by contractors and construction workers are available on the Church of England Coronavirus pages.

Carrying out a risk assessment

1. Agree what activities you are planning for:
    - Private prayer
    - Public worship
    - Funerals, weddings, baptisms, ordinations
    - Livestreaming or recording services
    - A choir or music group singing indoors as part of a public, livestreamed or recorded service (congregational singing may take place outside, but at present is not permitted indoors)
    - Formal childcare or where part of a school
    - Essential voluntary and public services
    - Use as a vaccination centre
    - Other exempted activities such as support groups
    - Provision of youth services
    - Opening shops/cafes (may be permitted in Step 2, depending on access arrangements)
    - Opening for visitors/tourists/educational visits as a heritage attraction (not permitted until Step 3)
    - Opening for concerts, plays etc (not permitted until Step 3)

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

    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 and go against the general guidance that people should stay local for any activities outside the home. 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

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)	**Date completed:** V4.1 completed 08/07/20 V5 completed 07/08/20 V6 completer 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	**Next review:** 21/06/21

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present) **Risk:** contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role in the recording/livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church.	Advice on livestreaming and recording can be found here.	JC/LB/DL	04/11/20 JC/LB+ongoing
	Identify one point of entry to the church building, and a separate exit if possible.	Choir door on south side	JC/LB	May 2020 JC/LB
	A suitable lone working policy has been consulted if relevant.	Door latch dropped when one person in church – standard practice.	JC/LB	May 2020 JC/LB

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Consider staggered arrival times if multiple people from different households are coming into the building.	All bookings via parish office so iknow can be updated	Shared leadership team	04/11/20 JC/LB
	Holy water stoups and the font are empty.		JC/LB	06/03/21 JC/LB
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Set up by DL	July 2020 DL+ongoing
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.		Activities team/LB/JC	July 2020 JC/LB+ongoing
	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.	Activities team/LB/JC	July 2020 JC/LB+ongoing
	Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	Advice on face coverings can be found here.	Activities team/LB/JC	July 2020 JC/LB+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.		Activities team/LB/JC	July 2020 JC/LB+ongoing
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult advice on complying with Track and Trace.	Activities team/LB/JC	July 2020 JC/LB+ongoing
Deciding whether to open to the public for private prayer, public worship	Consider how the national lockdown applies to the particular circumstances of the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider the implications of	Consulted Public Health Bucks & Diocesan guidance. Private prayer restarted on 04/03/21. In-person	Shared Leadership team	06/03/21 JC/LB/HE

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
and other permitted activities	where people travel from and the distance involved.	communal worship restarted 28/03/21		
	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		06/03/21/JC/LB
	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.		Activities team/Shared Leadership team	06/03/21 Activities team/JC/LB
	Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a time for them to attend for individual devotions.	Size of building allows for social distancing	Activities team/Shared Leadership team	06/03/21 Activities team/JC/LB
	Consider if a booking system is needed, whether for general access or for specific events/services	Not required for private prayer – reinstated for communal worship	LB/TM	06/03/21 +for 28/03/21 onwards
	Communicate with nearby churches to ensure offered provisions are complementary.	Shared at benefice meeting	LB/JC	10/20 & 03/21
Deciding whether to have a choir or music group singing/performing **Risk:** Aerosol spread of coronavirus may be increased by singing and playing of wind instruments	Check current guidance on singing to establish what is permitted. This can be found in the Church of England guidance on conducting public worship and on in the Government guidance for places of worship.	Small number of singers (up to 6) where essential for worship	DL/LB	18/05/21 DL/LB
	Ensure that singers from different households can be socially distanced from one another, and from anyone else present (including a conductor, camera or microphone operator or, if present, a congregation).	Singers 2m apart on chancel platform	DL/LB	18/05/21 DL/LB

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Put in place measures to create a physical barrier between singers and any congregation.	Enough space without physical barrier	DL/LB	18/05/21 DL/LB
	Remind any members of congregation present that at present they are not allowed to sing indoors.	Different service sheets for in person/online	Liturgy team	28/03/21 DL/LB
#Preparation of the Church for access by members of the public for any permitted purposes **Risk:** Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.			13/06/20 DL+ongoing
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for weddings, funerals, commemorative events and any other permitted activities where upper limits apply (or provide a link to this document).	Details shared by email, post and online	LB/TM	LB/TM+ongoing
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).		LB	06/03/21+ongoing as necessary
	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.	Advice on face coverings can be found here.	Activities team/LB/JC	July 2020 JC/LB+ongoing
	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.		Activities team/LB/JC	July 2020 JC/LB+ongoing
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).			

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).	N/A – very limited parking	Activities team/LB/JC	July 2020 JC/LB+ongoing
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Activities team/LB/JC	July 2020 JC/LB+ongoing
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on church heating can be found here.	Activities team/LB/JC	Sep 2020 JC/LB+ongoing
	Remove items such as Bibles, prayer and hymn books that are used by multiple people.	You could consider a long-term loan system for Bibles and other books to ensure people have access to these.	Opening team	13/06/20 JC/LB + 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.	All visitors asked to sanitised hands on arrival prior to picking up service sheets		July 2020 JC/LB+ongoing
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		Opening team	13/06/20 JC/LB + Ongoing
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.		Opening team	13/06/20 JC/LB + Ongoing
	Remove or isolate children's resources and play areas.		Opening team	13/06/20 JC/LB + Ongoing
	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).	Safer churches guidance, including ideas on floor plans, is available here.	Opening team	13/06/20 JC/LB + Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Opening team	13/06/20 JC/LB + Ongoing
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Opening team	13/06/20 JC/LB + Ongoing
	Limit access to places were the public does not need go, maybe with a temporary cordon is needed.		Opening team	13/06/20 JC/LB + Ongoing
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	Opening team	13/06/20 JC/LB + Ongoing
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions.	Not required	13/06/20 JC/LB
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		Opening team/Activities team	13/06/20 JC/LB + Ongoing
	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.	Opening team/Activities team	13/06/20 JC/LB + Ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	Opening team/Activities team	13/06/20 JC/LB + Ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	Opening team/Activities team	13/06/20 JC/LB + Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Opening team/Activities team	13/06/20 JC/LB + Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Use of the church for baptisms, weddings, funerals, commemorative services and ordinations	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	Advice on baptisms can be found here. Advice on weddings can be found here (scroll down to Can weddings go ahead?). Advice on funerals can be found here. The government's advice on commemorative events can be found here.	Ministry team/Activities team	06/03/21 JC/LB + Ongoing
Use of the church for permitted activities other than private prayer or worship	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.	The government's guidance on the safe use of multi-purpose community facilities for permitted activities (including formal childcare and support groups) can be found here. Advice on use of churches as vaccination centres can be found here. The government's guidance on the use of hospitality spaces can be found here.	Not currently applicable	06/03/21 - ongoing review
Cleaning the church before and after general	If the church building has been closed for 48 hours between periods of being open then there is no		Cleaner/ activities team	Nov 2020 +ongoing PJ/LS

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here. **Risk:** Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	need for extra cleaning to remove the virus from surfaces.			
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		Cleaner/ activities team	Nov 2020 +ongoing PJ/LS
	Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.		Cleaner/ activities team	Nov 2020 +ongoing PJ/LS
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		Cleaner/ activities team	Nov 2020 +ongoing PJ/LS
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.		Sidespeople/ wardens	06/03/21 + ongoing JC/LB
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	Cleaner/ activities team	Nov 2020 +ongoing PJ/LS
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	Cleaner/ activities team	Nov 2020 +ongoing PJ/LS
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Cleaner/ activities team	Nov 2020 +ongoing PJ/LS
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Cleaner/ activities team	Nov 2020 +ongoing PJ/LS
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

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
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

Risk Assessment Template for Outdoor Worship

Version Control

Issue Date	Version Number	Issued by
25th March 2021	3	The House of Bishops COVID-19 Recovery Group

This update has been reviewed to reflect the roadmap to ease restrictions issued by the UK government and is intended for use from 29th March onwards ('phase 1b'). It incorporates sections on singing, workplace testing, and planning for wider use of buildings including for non-worship purposes. At all times churches should check national and, if relevant, local restrictions to ensure the activity planned is currently permitted. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly and checked against this latest version of the risk assessment.

England entered the government's roadmap out of lockdown on 8th March with the re-opening of schools and other education settings, and an increase in permitted reasons to leave home to meet one person outside for social purposes. As they have been throughout the third lockdown (from 5th January) churches are permitted to open for communal worship, private prayer and a number of essential purposes where they can be carried out in a Covid-safe way. There may be specific local regulations recommended by local authorities, that place additional restrictions on certain activities. Before completing this risk assessment you can see what is permitted by checking the guidance on permitted activities on the national church coronavirus webpage. Guidance on opening cathedral and church buildings to the public during COVID-19 can also be found there.

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, the template 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. Specific guidance linking to advice on the lockdown period is available on the Church of England Coronavirus pages.

The government acknowledges that places of worship play an important role in providing spiritual leadership for many individuals, and in bringing communities and generations together. However, their communal nature also makes them places that are particularly vulnerable to the spread of the virus. In drawing up a risk assessment for your church, or revising it in the light of the current situation, you will need to think carefully whether the public benefits you achieve by opening are justified by the risks involved, however much you can mitigate them. This judgement will vary depending on the

location and nature of your church building and the make up of your congregation and visitor profile. You will need to discuss the factors with your governing body, whether the PCC or chapter. Remember that this is your collective choice whether to open: while our churches are permitted by government to open, they are not obliged to do so. If you decide not to open, you can continue to have a valuable role serving the community in a number of ways. Guidance on this can be found on the Church of England Coronavirus pages.

Guidance indicating how churches might arrange access and events in a Covid-safe way have been produced as part of a government initiative to encourage re-opening in a safe and reasonable way. This includes a number of case studies that may help you think about your church building.

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.

Separate risk assessments for outdoor worship and for access by contractors and construction workers are available on the Church of England Coronavirus pages.

Carrying out a risk assessment

1. Agree what activities you are planning for:
    - Public worship
    - Congregational singing as part of an act of worship
    - Other public outdoor activities e.g. fetes, concerts etc.

2. Consider the hazards:
    - Transmission of COVID-19
    - Hazards arising from using the church and churchyard in a different way to usual, especially uneven outdoor areas and use when it is dark

    Read the guidance and think about how it relates specifically to your church and/or the outdoor setting you will be using. What constraints are there? Consider how people will arrive and move across the site; circulation around the churchyard; also access to other areas or the interior of the church 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 real but they are in many ways less than those for indoor worship as long as they are properly managed, but having more people coming to an event 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. Gathered congregations and major services may attract people from far afield, which is likely to add to the risk profile and go against the general guidance that people should stay local for any activities outside the home. 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

Church: **All Saints High Wycombe**	**Assessor's name: Lis Burns (LB)** Jenny Cartledge (JC), Thistle Martin (TM), Derek Lancaster (DL) Activities team Penny Justice (PJ) & Louise Simmons (LS),	**Date completed:** V3 completed 24/04/21, reviewed 23/05/21	**Next review:** 21/06/21

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Deciding whether it is safe to hold outdoor worship **Risk:** contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for the running of the service is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role? Ensure that the people who need to attend the site to enable the service to take place are willing to do so and can do so safely.		HE/JC/LB + ministry team	24/04/21+ongoing JC/LB
	Consult the guidance on what is permitted at the different steps of the lockdown in relation to the particular circumstances of the site and the worship envisaged. For gathered congregations or one-off services drawing people from a wide area, consider the implications of where people travel from and the distance involved.	Guidance on Permitted Activities from the 29th March can be found here.	HE/JC/LB + ministry team	24/04/21+ongoing JC/LB
	Assess the site, taking into account the need for people from different households to remain 2m apart from each other, and the	Enough space for people to distance on SW side of the church	LB	16/04/21 LB

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	recommendation that outdoor events have seats for audiences. Consider if the capacity of the site will work with the service(s) you are planning.			
	Assess the availability of utilities such as electricity that might be needed, especially for services taking place in the hours of darkness e.g. for lights, microphones. Do you have the correct safety equipment for outdoor use?	Not currently applicable	Tech team	24/04/21 DL
	Consider accessibility issues such as access to the site for those who use wheelchairs or have difficulty walking, and also how people who are deaf or hearing impaired will be able to participate (make use of microphones and good lighting).	Churchyard path adjacent to grass is accessible	LB	16/04/21 LB
	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	LB	16/04/21 LB
	Consider if a booking and seat- or place-allocation system is needed; consider staggered arrival times.	Bookings taken for communal worship	TM	23/04/21 TM
	Communicate with nearby churches to ensure offered provisions are complementary.	Shared at benefice meeting	LB/JC	03/21 JC/LB
Congregational singing as part of a public act of worship	Check current guidance on singing to establish what is permitted. This can be found in the Church of England guidance on conducting public worship and on in the Government guidance for places of worship.	Final part of Sunday 10am service to move outside to enable congregational singing of final hymn	Liturgy team	24/04/21 JC/LB

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure that singers from different households can be socially distanced from one another, and from anyone else present (including a conductor, camera or microphone operator or, if present, a congregation).	Families/bubbles to be 2m apart – congregation can also remain seated in the building if they prefer	Liturgy team	24/04/21 JC/LB
	Put in place measures to create a physical barrier between singers and any congregation.	Enough space without physical barrier	LB	24/04/21 LB
Preparation of the site for access by members of the public for outdoor worship or any other permitted public event **Risk:** Getting or spreading coronavirus in common use or high traffic areas such as entry points; ensuring safe operation of service.	Check the guidance on permitted activities to ensure that the event you are planning is permitted under the current step of the roadmap.	Guidance on Permitted Activities from the 29th March and on the Government's four step roadmap can be found here.	LB	24/04/21 LB
	Set up a one-way route around the site to aid distancing measures. Indicate this with notices, keeping emergency exits available at all times.	Socially distanced bubbles to leave church building after receiving communion	Liturgy/ministry team + sidespoeple	24/04/21 JC/TM
	If relevant, clearly mark out seating or (if seating is not possible) standing areas, including exclusion zones to maintain distancing.	Seating will not be used – sidespeople will direct social distancing	Sidespeople	24/04/21 JC/TM
	If ticketing/booking is being used, decide how best to manage that process e.g. specific points of entry, barriers.	Limited attendance as per in building worship	Sidespeople	24/04/21 JC/TM
	Ensure safe use of equipment needed, e.g. lighting, microphone: avoid exceeding safe load on sockets or cables/equipment causing trip hazard		Tech team	24/04/21 DL
	Make any temporary arrangements for managing the approaches to the entry points	Limited attendance as per in building worship	Sidespeople	24/04/21 JC/TM

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).			
	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.	Masks only to be removed once outside the building	Sidespeople	24/04/21 JC/TM
	Identify where you can reduce the contact of people with surfaces, e.g. by using electronic documents rather than paperwork. If paper service sheets are to be used agree a process for handing them out safely and encourage people to take them home with them.	Each person will have their own service sheet	Sidespeople	24/04/21 JC/TM
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Names collected when booking for service or on arrival	TM/sidespeople	24/04/21 JC/TM
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Remind people who are clinically extremely vulnerable to COVID-19 to stay at home as much as possible and observe social distancing guidance, and either strongly discourage them from attending services in person during this time or indicate a time for them to attend for individual devotions.	Covered by in building service notifications	TM	April 21+ongoing TM

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Limit access to places were the public does not need go, maybe with a temporary cordon if needed.	Not applicable	LB	16/04/21 LB
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		In building - Activities team	April 2021 JC/LB + Ongoing
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Register with Parish Buying for procurement options.	In building - Activities team	April 2021 JC/LB + Ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	In building - Activities team	April 2021 JC/LB + Ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	In building - Activities team	April 2021 JC/LB + Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		In building - Activities team	April 2021 JC/LB + Ongoing
	If other organisations are part of the event – e.g. stallholders at a fete (when permitted) – ensure they have completed their own risk assessments for their setup and you have a copy. If in doubt, check with your insurer.		Not currently applicable	LB
Closing the site down after outdoor worship and events	Ensure that safety procedures are in place for closing the site down – e.g. providing gloves and masks to those stacking chairs or moving electrical/staging equipment.		Tech team	24/04/21 DL

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Risk: Getting or spreading coronavirus among event organisers.				