

## Risk Assessment Template for Opening Church Buildings to the Public

### Version Control

Issue Date	Version Number	Issued by
21 <sup>st</sup> March 2022	11	The House of Bishops COVID-19 Recovery Group

*This update has been reviewed to reflect the removal of restrictions from 24<sup>th</sup> February 2022 and the publication of the Government's [Living With Covid](#) guidance. The Church of England's [guidance](#) may also be a helpful reference point.*

*Completing a risk assessment is still a recommended step in deciding on uses of church buildings, even though legal restrictions on activities and gatherings of people have ended. You can use this template, or one provided by the [Health and Safety Executive](#), or one of your own devising, so long as it identifies risks and assigns suitable mitigations so everyone is clear who is responsible for which steps and activities.*

*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.*

*More information is available on the [Church of England Coronavirus page](#) and on the Government's [website](#).*

## 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 (e.g. 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**

<b>Church:</b> <b>All Saints High Wycombe</b>	<b>Assessor's name: Lis Burns</b> Venue management team: Lis Burns (LB), Jenny Cartledge (JC), Thistle Martin (TM) Church Ops: Stephen Linger (SL) Ministry team: Hugh Ellis (HE), Jackie Lock (JL), Gareth Morley (GM) Derek Lancaster (DL), Robyn Connelly (RC)	<b>Date completed:</b>  Prior versions available on request V10.1 completed 15/12/21, reviewed 22/01/22. Revised 16/03/22, V11 completed 04/06/22	<b>Review date:</b> <b>31/07/22</b>
<b>Event or service this assessment relates to:</b>			

<b>Risk</b>	<b>Controls to consider (delete or detail as appropriate to your location and event)</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<b>Aerosol or droplet transmission of Covid-19</b>	Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary.	Consult HSE <a href="#">guidance on identifying poorly ventilated areas</a> Do not prop open fire doors.	Ministry team LB/JC/Church Ops/Welcomers	June 2022 JC/LB+ongoing
	Use outdoor spaces if appropriate and available.	Not appropriate for most services – building is large and well ventilated	Ministry team/LB+JC	June 2022 LB/JC/HE
	Consider if you will ask attendees to wear a face covering (unless exempt). This is no longer a legal requirement but remains recommended by government guidance.	Website and entrance signage – but is personal choice		June 2022 LB/TM

<b>Risk</b>	<b>Controls to consider (delete or detail as appropriate to your location and event)</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
	Put in place measures to reduce contact between people e.g. retaining social distancing.	Socially distanced seating in the south aisle, distanced sharing of peace etc	Ministry team LB/JC/Church Ops/Welcomers	June 2022 LB/JC + ongoing
	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	Ministry team LB/JC/Church Ops/Welcomers	June 2022 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.	No services/events planned where there will be 500+ in building at same time	Ministry team /Church Ops	June 2022 LB/JC+ongoing
<b>Surface transmission of Covid-19</b>	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Hand sanitiser available at west end and choir door entrance	Church Ops	June 2022 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 – inner doors closed during service Online service sheets and news sheets available electronically	Church Ops/LB/JC  Office/LB	June 2022 LB/JC+ongoing  June 2022 TM/LB+ongoing
	Good hygiene and cleaning of the building.	See the cleaning section of <a href="#">Church of England guidance</a> .	Building is cleaned multiple times during the week – kitchen wiped down	Church Ops ongoing

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
			after each café shift / event use	
	Consider hygiene around shared 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.		
	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.	Items not usually shared but are put away between use	Ministry team /Church Ops/Welcomers	June 2022 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).	Some items remain in storage	LB/JC	June 2022 LB/JC+ongoing
	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	June 2022 RC+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 <a href="#">Parish Buying</a> for procurement options.	Cleaner/Church Ops	June 2022 LB/JC+ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Cleaner/Church Ops	June 2022 LB/JC+ongoing
<b>Visitors are unclear on requirements for attending church or visiting the building for</b>	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 and website	LB + office	LB/TM+ongoing

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
<b>other purposes, or anxious about attending.</b>	Communicate with nearby churches to ensure offered provisions are complementary.	Shared at team benefice meetings	Ministry team	Ongoing LB/JC/HE
	Provide welcoming notices that outline safety measures.	Signage at door and online	LB + office /Church Ops	LB/TM/Church ops ongoing
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	Ventilate the building as fully as possible to disperse aerosol particles.		Church Ops /cleaner	Ongoing
	Clean all touchable surfaces, with reference to the cleaning section of the <a href="#">Church of England guidance</a>		Church Ops /cleaner	Ongoing
	If ventilation and cleaning is not possible then close the church building for 48 hours.	<a href="#">Public Health England guidance available here.</a>	HE/LB/JC	Ongoing