

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

### Version Control

| Issue Date                    | Version Number | Issued by                                    |
|-------------------------------|----------------|--|
| 4 <sup>th</sup> November 2020 | 6              | The House of Bishops COVID-19 Recovery Group |

*This update has been reviewed in the light of new guidance from the [Health and Safety Executive](#) and is intended for use during the period of national lockdown from 5<sup>th</sup> November. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly. The additions here are to support parishes in make decisions around remaining open for private prayer and other permitted purposes.*

From 5<sup>th</sup> November churches are permitted to open for specific purposes:

- Private prayer
- Funerals and commemorative events celebrating the life of a person who has died
- To broadcast an act of worship, whether over the internet or as part of a radio or television broadcast
- To provide essential voluntary services or urgent public support services
- For childcare provided by a person registered under Part 3 of the Childcare Act 2006

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](#).

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
  - Livestreaming or recording services
  - Funerals
  - Formal childcare or where part of a school
  - Essential voluntary and public services
  - Other exempted activities such as some support groups
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 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><br>All Churches in the Uplands Group | <b>Assessor's name:</b><br>Allison Twigg | <b>Date completed:</b><br>6 <sup>th</sup> November | <b>Review date:</b><br>3 <sup>rd</sup> December |
|---|--|--|---|

| Area of Focus   | Controls required   | Additional information   | Action by whom?        | Completed – date and name |
|---|---|--|------------------------|---------------------------|
| <b>Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present)</b><br><br><b>Risk:</b> 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. Ensure you have enough people who are safely able and willing to attend the church building to allow for livestreaming or recording to take place. | Only AT, JCP, CM and TD<br>Will be entering to pre record for services | Monitored by AT and CW | AT 6.11.2020              |
|   | Identify one point of entry to the church building, and a separate exit if possible.  | Church main door   | Monitored by AT and CW | AT 6.11.2020              |
|   | A suitable lone working policy has been consulted if relevant.  | An example can be <a href="#">found here</a> .                         | Monitored by AT and CW | AT 6.11.2020              |
|   | Consider staggered arrival times if multiple people from different households are coming into the building.   | Low numbers means this should not be an issue                          | Monitored by AT and CW | AT 6.11.2020              |
|   | Holy water stoups and the font are empty.   | N/A  |                        |                           |
|   | Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard  | Only AT, JCP, CM and TD<br>Will be entering                            | Monitored by AT and CW | AT 6.11.2020              |
|   | Provide adequate hand cleansing stations. Provide   | Available at church door   | Monitored by           | AT 6.11.2020              |

| Area of Focus   | Controls required   | Additional information   | Action by whom?        | Completed – date and name |
|---|---|--|------------------------|---------------------------|
|   | hand sanitiser for the occasions when people can't wash their hands.  |  | AT and CW              |                           |
|   | 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>   | Monitored by AT and CW | AT 6.11.2020              |
|   | 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.  | Wearing of Face covering mandatory except when leading worship.  | Monitored by AT and CW | AT 6.11.2020              |
|   | 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.  | Doors left open when accessing Church  | Monitored by AT and CW | AT 6.11.2020              |
|   | Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.  | Consult <a href="#">advice on complying with Track and Trace.</a><br>QR codes available – list also kept for T&T purposes.<br>Destryed after 3 weeks | Monitored by AT and CW | AT 6.11.2020              |
| <b>Deciding whether to open to the public for private prayer and other permitted activities</b> | Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.   | N/A  |                        |                           |
|   | 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. | No CEV volunteers.<br>Prayer Sessions time limited and Supervised.<br>Seats clearly marked.<br>Buildings closed for 72 hours after use.              | Monitored by AT and CW | AT 6.11.2020              |
|   | Consider if a booking system is needed, whether for general access or for specific events/services  | Low numbers in attendance in last lockdown – indicates this  | Monitored by AT and CW | AT 6.11.2020              |

| Area of Focus   | Controls required   | Additional information   | Action by whom?        | Completed – date and name |
|---|---|--|------------------------|---------------------------|
|   |   | is not needed.   |                        |                           |
|   | Communicate with nearby churches to ensure offered provisions are complementary.  | N/A  |                        |                           |
| <b>Preparation of the Church for access by members of the public for any permitted purposes</b><br><br><b>Risk:</b> 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.   |  | Monitored by AT and CW | AT 6.11.2020              |
|   | 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.              | KJ to complete   | Monitored by AT and CW | AT 6.11.2020              |
|   | 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>     | Monitored by AT and CW | AT 6.11.2020              |
|   | 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 <a href="#">face coverings can be found here.</a>                | Monitored by AT and CW | AT 6.11.2020              |
|   | 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. | Low numbers in attendance in last lockdown – indicates this is not needed. | Monitored by AT and CW | AT 6.11.2020              |
|   | Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).                   | Low numbers in attendance in last lockdown – indicates this is not needed. | Monitored by AT and CW | AT 6.11.2020              |
|   | Where possible, doors and windows should be opened temporarily to improve ventilation.  |  |                        |                           |
|   | If heating is required check your system is safe to use   | Guidance on <a href="#">church heating</a>                                 | Monitored by           | AT 6.11.2020              |

| Area of Focus | Controls required  | Additional information  | Action by whom?        | Completed – date and name |
|---------------|--|---|------------------------|---------------------------|
|               | and test it before people are allowed in.  | <a href="#">can be found here.</a>  | AT and CW              |                           |
|               | Remove Bibles/literature/hymn books/leaflets.  |   | Monitored by AT and CW | AT 6.11.2020              |
|               | Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)  | N/A   | Monitored by AT and CW | AT 6.11.2020              |
|               | Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.  | Removed   | Monitored by AT and CW | AT 6.11.2020              |
|               | Remove or isolate children’s resources and play areas.   | Removed   | Monitored by AT and CW | AT 6.11.2020              |
|               | 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). | No CEV volunteers.<br>Prayer Sessions time limited and Supervised.<br>Seats clearly marked.<br>Buildings closed for 72 hours after use. | Monitored by AT and CW | AT 6.11.2020              |
|               | Clearly mark out seating areas including exclusion zones to maintain distancing.   | Low numbers in attendance in last lockdown – indicates this is not needed   | Monitored by AT and CW | AT 6.11.2020              |
|               | Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.   | Low numbers in attendance in last lockdown – indicates this is not needed   | Monitored by AT and CW | AT 6.11.2020              |
|               | Limit access to places were the public does not need go, maybe with a temporary cordon in needed.  | Low numbers in attendance in last lockdown – indicates this is not needed   | Monitored by AT and CW | AT 6.11.2020              |
|               | Determine placement of hand sanitisers available for visitors to use.  | Hand Sanitisers by entrance door  | Monitored by AT and CW | AT 6.11.2020              |

| Area of Focus   | Controls required  | Additional information  | Action by whom?        | Completed – date and name |
|---|--|---|------------------------|---------------------------|
|   | Determine if temporary changes are needed to the building to facilitate social distancing  | Consult <a href="#">advice on gaining temporary permissions.</a>                  | Monitored by AT and CW | AT 6.11.2020              |
|   | Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.  |   | Monitored by AT and CW | AT 6.11.2020              |
|   | 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>            | Monitored by AT and CW | AT 6.11.2020              |
|   | 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.              | Monitored by AT and CW | AT 6.11.2020              |
|   | 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.              | Monitored by AT and CW | AT 6.11.2020              |
|   | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.   |   | Monitored by AT and CW | AT 6.11.2020              |
| <b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b><br><br>Advice on <a href="#">cleaning church buildings can be found here.</a> | If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.  |   | Monitored by AT and CW | AT 6.11.2020              |
|   | If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.  |   | Monitored by AT and CW | AT 6.11.2020              |
|   | 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. | Door handles and light switches wiped regularly and before and after prayer times | Monitored by AT and CW | AT 6.11.2020              |

| Area of Focus  | Controls required   | Additional information   | Action by whom?        | Completed – date and name |
|--|---|--|------------------------|---------------------------|
| <b>Risk:</b> Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities. | Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.                            |  | Monitored by AT and CW | AT 6.11.2020              |
|  | All cleaners provided with gloves (ideally disposable).   | Gloves available in all churches.                                      | Monitored by AT and CW | AT 6.11.2020              |
|  | 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.   | Monitored by AT and CW | AT 6.11.2020              |
|  | Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.                      | Person Supervising the session or CW                                   | Monitored by AT and CW | AT 6.11.2020              |
|  | Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Each time the building is used   | Monitored by AT and CW | AT 6.11.2020              |
| <b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>                     | If possible close the church building for 48 hours with no access permitted.  |  | Monitored by AT and CW | AT 6.11.2020              |
|  | If 48-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>         | Monitored by AT and CW | AT 6.11.2020              |
|  | If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.              | Advice on <a href="#">cleaning church buildings can be found here.</a> | Monitored by AT and CW | AT 6.11.2020              |