Risk Assessment for Opening Church Buildings to the Public: individual prayer and funerals

|  |  |  |  |
| --- | --- | --- | --- |
| **Church:**  Tynemouth, St Paul’s Cullercoats | **Assessor’s name:**  The Rev’d John Vilaseca, Vicar | **Date completed:**  13/06/20 | **Review date:**  04/07/20 |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
| --- | --- | --- | --- | --- |
| **Access to church buildings for clergy for purposes of private prayer and/or livestreaming**  [General advice on accessing church buildings can be found here.](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches) | One point of entry to the church building clearly identified and separate from public entry if possible | Church main entrance (north door) | The Vicar | 10/05/20  JV |
| A suitable lone working policy has been consulted if relevant. | St Pauls’ PCC lone policy has been consulted. | The Vicar | 10/05/20  JV |
| Buildings have been aired before use. |  | The Vicar | 10/05/20  JV |
| Check for animal waste and general cleanliness. |  | The Vicar | 10/05/20  JV |
| Ensure water systems are flushed through before use. | See [Government Guidance for organisations on supplying safe water supplies](https://www.gov.uk/government/publications/guidance-for-organisations-on-supplying-safe-water-supplies?utm_source=a85cd421-5f76-4767-95f7-da69aa76fe3d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) | The Vicar | 10/05/20  JV |
| Switch on and check electrical and heating systems if needed. |  | The Vicar | 10/05/20  JV |
| Holy water stoups and the font are empty. |  | The Vicar | March 2020  JV |
| **Preparation of the Church for individual prayer and funerals** | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. |  | The Vicar | 08/06/20  JV |
| 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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | The Vicar &  Standing Committee | 13/06/20  JV & SC |
| 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. | **Entry:** Church main entrance (North door).  **Exit:** Church South door through the Parish Hall entrance. | The Vicar & Chruchwardens | 13/06/20  JV/AL/SG |
| Where possible, doors and windows should be opened temporarily to improve ventilation. |  | The Vicar | 10/05/20  JV  Ongoing |
| Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user. |  | The Vicar | 28/05/20  JV |
| Cordon off or remove from public access any devotional objects or items |  | The Vicar | 11/06/20  JV |
| Consider if pew cushions/kneelers need to be removed as per government guidance | All kneelers have been stored. | The Vicar | 11/06/20  JV |
| Remove or isolate children’s resources and play areas | Children’s resources have been stored. | The Vicar | 11/06/20  JV |
| 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. |  | The Vicar | 11/06/20  JV |
| Clearly mark out seating areas including exclusion zones to maintain distancing. |  | The Vicar | 11/06/20  JV |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. |  | The Vicar | 13/06/20  JV |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed. |  | The Vicar | 11/06/20  JV |
| Determine placement of hand sanitisers available for visitors to use. |  | The Vicar | 13/06/20  JV |
| Determine if temporary changes are needed to the building to facilitate social distancing | Consult [advice on gaining temporary permissions](https://www.churchofengland.org/media/20647). | The Vicar &  Standing Committee | 08/06/20  SC |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. |  | The Vicar & Churchwardens | 13/06/20  JV/AL/SG |
| If the church has been used in the last 72 hours 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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | The Vicar & Churchwardens | 13/06/20  JV  Ongoing |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. |  | The Vicar & Churchwardens | 13/06/20  JV  Ongoing |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. |  | The Vicar & Churchwardens | 13/06/20  JV  Ongoing |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  | The Vicar & Churchwardens | 13/06/20  JV  Ongoing |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)**  Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | 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. |  | The Vicar & Churchwardens | Ongoing |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. |  | The Vicar & Churchwardens | Ongoing |
| Set up a cleaning rota to cover your opening arrangements. |  | The Vicar & Churchwardens | 08/06/20  JV/AL/SG |
| All cleaners provided with gloves (ideally disposable). |  | The Vicar & Churchwardens | 13/06/20  JV/AL/SG |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. |  | The Vicar &  Standing Committee | 08/06/20  SC |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Ann Laing  Sandra Graham | Churchwardens | 13/06/20  AL/SG |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site. | After every time the church is opened for private prayer: Wednesdays and Sundays. | The Vicar & Churchwardens | 13/06/20  JV/AL/SG |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. |  | The Vicar & Churchwardens | Ongoing |
| If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | [**Public Health England guidance** available here.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | The Vicar & Churchwardens | Ongoing |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | The Vicar & Churchwardens | Ongoing |