# **Risk Assessment for Opening St Mary’s Church**

This Risk Assessment will be displayed in church and checked off by wardens and vicar when preparing for opening.

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| **Church:**  **Beverley St Mary** | **Assessor’s name:**  **Becky Lumley, Beverley Lawrence and David Warren** | **Date completed:**  **3rd July 2020** | **Review date:**  **10th July 2020** |

| **Area of Focus** | **Controls required** | **Further details** | **Action by whom?** | **Completed – date** |
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| **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 | This is not possible | N/A | 10th July 2020 |
| A suitable lone working policy has been consulted if relevant. | Welcomers work in pairs (suitably socially distanced) and lone worker device is to be used when people are alone. This has been clearly communicated to welcomers and staff. | Becky | 10th July 2020 |
| Buildings have been aired before use. | No windows due to building project. Main doors opened. | Becky | 10th July 2020 |
| Check for animal waste and general cleanliness. | Pigeon waste, human waste, needles and general waste cleaned up.  Police alerted and asked to monitor area outside the hall due to the level of debris | Becky  David | 10th July 2020 |
| Ensure water systems are flushed through before use. | Toilets flushed weekly (due to sump system) and water flushed through at the same time | David Warren | 10th July 2020 |
| Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | Full electrical survey conducted and work scheduled.  Fire alarm system and magnetic door system in the hall to be checked | David Warren | 10th July 2020 |
| Holy water stoups and the font are empty. | Font is empty |  | 10th July 2020 |
| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | Not needed at the moment |  | 10th July 2020 |
| **Deciding whether to open to the public** | Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible. | Monitored the traffic flow / pedestrians along North Bar. We have selected quieter times for services. |  | 10th July 2020 |
| Update your website, A Church Near You, and any relevant social media. | Church Website and Social Media updated. Need access to ACNY and posters outside church. | Becky | 10th July 2020 |
| Consider if a booking system is needed, whether for general access or for specific events/services | No applicable given the size of the building but we will monitor and if necessary introduce a booking system. | Becky and wardens | 10th July 2020 |
| If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark | [Apply here](https://goodtogo.visitbritain.com/). | TBC | 10th July 2020 |
| **Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism** | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. |  |  | 10th July 2020 |
| 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) **.** Has been shared with the cleaner and volunteers and will be displayed on the notice board |  | 10th July 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. | Entry through West door and out of porch door (wheelchair access is through porch door and those who need help are asked to call out to the welcomers who can make sure the way is clear). Signage has been made and we have communicated the system to welcomers. | Becky | 10th July 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). | Church doors will be opened ½ hour before services start. Wardens will encourage people into the building and this will be communicated to congregation members | Becky | 10th July 2020 |
| Where possible, doors and windows should be opened temporarily to improve ventilation. | The West door is to be kept open and welcomers are aware of this. Congregation members and visitors will be reminded to wear warm clothing | Becky | 10th July 2020 |
| Remove Bibles/literature/hymn books/leaflets | One off leaflets will be used for the service. These will be laid out before the service starts indicating where people can sit. They will be printed 72 hours before the services and placed on pews by people wearing disposable gloves. All other material has been removed. | Becky and wardens | 10th July 2020 |
| Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | North side of church and south transept cordoned off | Becky and David Warren | 10th July 2020 |
| Consider if pew cushions/kneelers need to be removed as per government guidance | All cushions and kneelers have been removed | Becky and David Warren | 10th July 2020 |
| Remove or isolate children’s resources and play areas | All have been removed | Becky and David Warren | 10th July 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). | Capacity in church is 60 for sitting as individuals (more for couples /family groups) | David Warren | 10th July 2020 |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | Pews have been marked out where people can sit. | David Warren and Becky Lumley | 10th July 2020 |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Signage has been made and is displayed. People will be directed where to sit (filling up from the front). Pews will be numbered and people will be directed to the pews accordingly. At the end of the service people will leave from the back row by row | Becky Lumley and David Warren | 10th July 2020 |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed. | North side of church and south transept cordoned off | Becky Lumley and David Warren | 10th July 2020 |
| Determine placement of hand sanitisers available for visitors to use. | Hand sanitisers and tissues placed at the entrance to church. | Beverley Lawrence | 10th July 2020 |
| Determine if temporary changes are needed to the building to facilitate social distancing | N/A | N/A | 10th July 2020 |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Clear signage displayed at entrance and in toilets | Becky Lumley | 10th July 2020 |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | Information has been passed onto Jane (cleaner) who has returned to work. Volunteers (not in vulnerable groups) have been recruited to help with the clean. Disposable gloves have been provided for those undertaking this work as well as spray and blue paper | Wardens | 10th July 2020 |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Communicated to Jane (cleaner) and checked by wardens | Beverley Lawrence | 10th July 2020 |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Communicated to Jane (cleaner) and checked by wardens | Beverley Lawrence | 10th July 2020 |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Liners are found in the cleaners cupboard. Any waste that might have come into contact with bodily fluids should be double bagged and left 74 hours before putting in the external waste bins. | Beverley Lawrence | 10th July 2020 |
| There will be no singing or communion until there is a clearer understanding and guidance about how this might be done safely. Plexi-glass has been ordered for the musicians to sing |  | Becky Lumley | 10th July 2020 |
| If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days | People asked to bring their own pens. Card will be left on pews with service sheets for people to complete and place in a box as they leave. Some pens will be provided for those who forget but will be cleaned before handing over and returning. | Becky Lumley | 10th July 2020 |
| Worshippers to be reminded they should not attend if they have a cough or symptoms of COVID 19. They are also to let us know if they later develop symptoms.  We ask you NOT to attend the service if you have:  o A new cough  o A temperature  o Lost your sense of smell or taste  · You may want to bring your own hand sanitiser  · You are welcome to wear a mask/face covering. Please remember that face coverings protect others from your germs – they are not very good at protecting you from other people’s germs. They are not a replacement for good social distancing, hand hygiene, and self-isolating if you have symptoms |  | Becky Lumley | 10th July 2020 |
| 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. | Information including ‘what to expect’ communicated via email to congregation, on social media and on notice boards | Becky Lumley | 10th July 2020 |
|  | Microphones / lecterns will only be used by one person or members of the same household with a service. They will be carefully cleaned between services | This is to be communicated to worship leaders and readers / intercessors etc | Becky Lumley | 10th July 2020 |
|  | Sunday school will take place in the hall. Children of households sitting at individual tables 2m apart. All resources will be laid out 72 hours in advance of the session. The hall will be empty for 72 hours before the session. Hall will be thoroughly cleaned. Children under the age of 7 will be asked to stay with their parents. Experienced teachers will lead these sessions in line with government advice used by those working in education settings. Children will be reminded of social distance. There will be no unsupervised play. The main toilet doors will be propped open (not the cubicle doors), children will be reminded of the importance of handwashing when going to the toilet and leaders will check this has been done. Handles and surfaces wiped down after the facilities have been used while paying careful attention to safeguarding policy. | Beverley Lawrence will oversee the systems to make sure they comply. | Beverley Lawrence | 10th July 2020 |
| **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 service for the vulnerable will take place on Thursday (when church has been closed for 72 hours). This has been carefully communicated so those who are vulnerable have the safest possible experience. | Becky Lumley | 10th July 2020 |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. |  | David Warren | 10th July 2020 |
| Set up a cleaning rota to cover your opening arrangements. | Jane has been brought back and a team of volunteers have been identified and a rota has been drawn up | Beverley Lawrence and David Warren | 10th July 2020 |
| All cleaners provided with gloves (ideally disposable). | Available from the welcomers table at the back of church |  | 10th July 2020 |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. |  | Becky | 10th July 2020 |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Jane will remove this when on duty on other days wardens. | Beverley | 10th July 2020 |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Those locking up after church has been open will be asked to remove waste. | David Warren | 10th July 2020 |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. | From Tuesday to Thursday to allow service for the vulnerable on Thursday | Becky Lumley | 10th July 2020 |
| 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)  This has been shared with Jane (the cleaner) and wardens and our practice will be reviewed each week (initially until good habits are formed) | Beverley Lawrence | 10th July 2020 |
| 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)**.** Has been shared with Wardens and Jane reiterating that the lower level of cleaning is only applicable for the Thursday opening. | Beverley Lawrence | 10th July 2020 |