

Risk Assessment for Opening Church Buildings to the Public:

Church: St Clements, Castle Bromwich	Assessor's name: Rev Stuart Carter (Incumbent)	Date completed: 13-1-2021 PCC Approved: 13-1-2021	To be reviewed as Government and CofE guidance is updated
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<u>Access to church buildings for clergy ,church wardens and lay ministers (when closed to the public) - for purposes of maintenance, private prayer and/or livestreaming</u> General advice on accessing church buildings can be found here.	Point of entry to the church building clearly identified and separate from public entry if possible	Vicarage Garden and main church entrance	Vicar / Church Wardens	SC 25/6/20
	A suitable lone working policy has been consulted if relevant.	An example can be found here .		
	Buildings have been aired before use.		Vicar / Church Wardens	SC 25/6/20
	Check for animal waste and general cleanliness.		Vicar / Church Wardens	SC 25/6/20
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	Vicar / Church Wardens	SC 25/6/20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		Vicar / Church Wardens	SC 25/6/20
	Holy water stoups and the font are empty.		Vicar / Church Wardens	SC 25/6/20
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Vicar / Church Wardens / lay minister	SC 25/6/20

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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.	n/a The church is set back in its own grounds.		
	Update your website, A Church Near You, and any relevant social media.		Vicar / Church Wardens	SC ongoing
	Consider if a booking system is needed, whether for general access or for specific events/services	Public Worship: Combination of phone and online booking	Vicar / Church Wardens / Deputy Warden	AS & AH ongoing
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	n/a		
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.		Vicar/ Church Wardens	SC, AS & GJ 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.		
	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.	a) Current Lane system at main entrance for "Individual Prayer" sessions or small meetings (15 or less). b) Separate exit at rear during "Public Worship" occasional services or larger groups.	Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ 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).	Tape or chalk lines on path if necessary	Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing

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	Where possible, doors and windows should be opened temporarily to improve ventilation.		Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing
	Remove Bibles/literature/hymn books/leaflets		Vicar/ Church Wardens	SC 25/6/20
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		Vicar/ Church Wardens	SC 25/6/20
	Pew cushions/kneelers removed as per government guidance		Vicar/ Church Wardens	SC 25/6/20
	Remove or isolate children’s resources and play areas		Vicar/ Church Wardens	SC 25/6/20
	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).	Note: similar preparation required for worship taking place in church grounds.	Vicar/ Church Wardens / Session Supervisors	SC, AS, GJ 26/6/20 and ongoing
	Clearly mark out seating areas including exclusion zones to maintain distancing. <i>(Allow some chairs grouped for household couples and families/bubbles)</i>		Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing
	Children in Public Worship to be supervised by parent & carers Parents should be advised that any toys should be brought and removed by the family and not shared with other children	Communicate with parents/carers	Vicar/ Church Wardens / Childrens Work Coordinator / Session Supervisors / Parents & Carers	SC, WC, AS, GJ ongoing

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	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Signage and cordons where necessary (eg. Through Bridgeman room to rear exit doors.)	Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing
	Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	‘No entry’ signs in place Some areas secured/locked when not in use	Vicar/ Church Wardens	SC, AS & GJ ongoing
	Determine placement of hand sanitisers available for visitors to use.	At entrance and exit	Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing
	Face masks to be available for people to use if they don’t have their own.	Masks are now mandatory for church attenders (where there is no health exception)	Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	n/a	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Hygiene advice at Entrance and in toilet(s). Social distancing reminders at Entrance and in worship area.	Vicar/ Church Wardens	SC, AS & GJ 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 .	Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing

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	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing
	Worship (including any music and singing) to be prepared and delivered in line with current Church of England Covid-19 guidelines.	Regular check of Church of England and CofEBirmingham websites.	Vicar / Lay minister	SC ongoing
	Holy Communion to be administered in line with Church of England’s “COVID-19 Advice on the Administration of Holy Communion”	Regular check of Church of England and CofEBirmingham websites.	Vicar	SC ongoing
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days	Display Covid-19 Privacy Notice (and on website for GDPR purposes). Sign in book to be placed at entrance as well as QR Code for Track & Trace at entrance	Vicar/ Church Wardens / Session Supervisors	SC, AS & GJ ongoing
	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.	Update Website Social Media and Church Notices.	Vicar/ Church Wardens	SC, AS & GJ ongoing
	Action to suspend services to be taken in consultation with PCC and resolutions submitted to Bishop as required by Canon Law.		Vicar/Church Wardens/PCC	SC, AS & GJ ongoing
Cleaning the church before and after general use (no known exposure to	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.			

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anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here.	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	(Any volunteers who are over 70 years old should be made aware of the risks of Covid 19.)	Vicar / Church Wardens	SC, AS & GJ ongoing
	Set up a cleaning rota to cover your opening arrangements.		Church Wardens	AS & GJ ongoing
	All cleaners provided with gloves (ideally disposable).		Church Wardens	AS & GJ ongoing
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		Church Wardens	AS & GJ ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Church Wardens	AS & GJ ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site	Remove at the end of activities on any given day	Church Wardens	AS & GJ ongoing
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.		Vicar/ Church Wardens	SC, AS & GJ 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.	Vicar/ Church Wardens	SC, AS & GJ 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.	Vicar/ Church Wardens	SC, AS & GJ ongoing

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Hall Lettings and use by other church groups.	All hirers and other church activity groups to be listed as “ <i>permitted activities</i> ” by current government guidelines.		Church Wardens / Deputy Warden	AS, GJ, AH ongoing
	For the time being Hirers are to be restricted to Tiquet Hall (<i>unless special permission is given by vicar or church wardens.</i>)		Vicar / Church Wardens / Deputy Warden	SC, AS, GJ, AH ongoing
	Main Hall to be reserved for Public Worship and Church meetings.			
	Hirers to have completed their own risk assessments in line with Government guidelines. <i>A copy to be submitted to the PCC.</i>		Church Wardens / Deputy Warden	AS, GJ, AH ongoing
	Church Groups (<i>especially those serving the local community: eg, youth and children’s groups, parent and preschool groups, discipleship groups, community café</i>), to be organized in accordance with Government and Church of England Guidelines and further risk assessments as necessary.		Vicar / Church Group Leaders	SC ongoing
	Group managers to be responsible for their own sanitization and cleaning of chairs, surfaces and touch points.		Hirer Church Group Leader	AS, GJ To check
	Group managers to be responsible for their own track and trace records.		Hirer Church Group Leader	AS GJ To check
	Church to provide sanitizer and/or washing facilities at entrance/toilet(s).		Church Wardens / Deputy Warden / Key Holder	AS, GJ, AH ongoing

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	Checking and any additional cleaning of room/toilet(s) following use by hirers		Church Wardens / Deputy Warden / Key Holder	AS, GJ, AH ongoing