

**Risk assessment Preparation of the Church for Clergy, Livestreaming, Private prayer public worship and Rites of passage services**

<b>Church:</b> St. Margaret Prestwich	<b>Assessor's name:</b> Church Wardens LA & DM	Clergy DSP	Webmaster CP	<b>Date completed:</b> 09/07/2020	<b>Review date:</b> 23/07/2020
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified and separate from public entry if possible	Via the Vestry door	Church wardens	05/06/2020 LA & DM
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here.</a>	Not Applicable	
	Buildings have been aired before use.		Church wardens	25/042020 LA & DM
	Check for animal waste and general cleanliness.		Church wardens	Weekly LA
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	Church wardens	Weekly LA
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		Church wardens	23/04/2020 LA
	Holy water stoups and the font are empty.	Emptied after every use	Church wardens	11/06/2020 LA & DM
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		St Margaret's WebMaster	07/07/2020 CP

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<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.		Church wardens	11/06/2020 LA & DM
	Update your website, A Church Near You, and any relevant social media.	Website updated.	St Margaret's WebMaster	11/07/2020 CP
	Consider if a booking system is needed, whether for general access or for specific events/services		Clergy	08/07/2020 DSP
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	<a href="#">Apply here.</a>	Not applicable	
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		Church wardens	11/06/2020 LA & DM
	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>	Church wardens	11/06/2020 LA & DM
	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.	Main entrance divided by traffic cones	Church wardens	11/06/2020 DM
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Parishoners to confirm attendance in advance to minimise exceeding capacity	Church wardens	11/06/2020 DM
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Church wardens	11/06/2020 LA & DM
	Remove Bibles/literature/hymn books/leaflets		Church wardens	11/06/2020 LA & DM
	Cordon off or remove from public access any devotional objects or items (if they are liable to be		Church wardens	11/06/2020 LA & DM

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	touched or closely breathed on)			
	Consider if pew cushions/kneelers need to be removed as per government guidance	Removed	Church wardens	11/06/2020 LA & DM
	Remove or isolate children’s resources and play areas	Removed	Church wardens	11/06/2020 LA & DM
	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).		Church wardens	11/06/2020 LA & DM
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Church wardens	11/06/2020 DM
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Church wardens	11/06/2020 DM
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.		Church wardens	11/06/2020 LA & DM
	Determine placement of hand sanitisers available for visitors to use.	Register with <a href="#">Parish Buying</a> for procurement options.	Church wardens	11/06/2020 DM
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> .	Not Applicable	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		Church wardens	25/06/2020 DM
	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> .	Church wardens	11/06/2020 LA & DM

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	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.	Already in place	
	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.	Already in place	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Already in place	
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Regulars confirm in advance. Visitors recorded on day	Clergy Church wardens	07/07/2020 DSP LA DM
	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 on weekly news sheet and website. Walk-through video on social media platforms,	Worship team	01/07/2020 DSP & CP
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here.</a>	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.		Church wardens	24/06/2020 LA
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		In Place	01/07/2020
	Set up a cleaning rota to cover your opening arrangements.		In Place	17/06/2020
	All cleaners provided with gloves (ideally disposable).	Register with <a href="#">Parish Buying</a> for procurement options.	In place	17/06/2020 LA
	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.	In place	17/06/2020 LA

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	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Church wardens	11/06/2020 LA & DM
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Church wardens	11/06/2020 LA & DM
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.	<b>Discussed and strategy in place</b>	Church wardens	11/06/2020 LA & DM
	If 72-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>		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>		