

Risk assessment template

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| Church: ST MARY THE VIRGIN STANTON DEW | Date completed: 12/6/2020 | Review date: 12/7/2020 |
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| 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 <u>here</u> . | One point of entry to the church building clearly identified. | | AB | Anne 12/6/20 |
| | A suitable lone working policy has been consulted if relevant. | An example can be found <u>here</u> . | - | - |
| | Buildings have been aired before use. | | GA | 10/6/20 |
| | Check for animal waste and general cleanliness. | | GA | 10/6/20 |
| | Ensure water systems are flushed through before use. | See <u>Government Guidance for organisations on supplying safe water supplies</u> | GA | 10/6/20 |
| Preparation of the Church for individual prayer | Switch on and check electrical and heating systems if needed. | | - | - |
| | Holy water stoups and the font are empty. | | AB ✓ | 12/6/20 |
| | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. | | AB | 12/6/20 |
| | Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below). 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. | Advice on <u>cleaning church buildings can be found here</u> . | GA | 10/6/20 |
| | | | AB | 13/6/20 |

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| | Where possible, doors and windows should be opened to improve ventilation. | | - | - |
| | Remove Bibles/literature/hymn books/leaflets. | | GA | 12/6/20 |
| | Consider if pew cushions/kneelers need to be removed. | | - | - |
| | 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. | | AB+CRB | 13/6/20 |
| | Determine placement of hand sanitiser available for visitors to use. | Register with <u>Parish Buying</u> for procurement options. | AB+CRB | 13/6/20 |
| | Determine if temporary changes are needed to the building to facilitate social distancing | Consult advice on gaining temporary permissions (link to be added when guidance is live). | AB | 13/6/20 |
| | Clearly mark out seating areas including exclusion zones to maintain distancing. | | AB+CRB | 13/6/20 |
| | Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | | CRB+AB | 13/6/20 |
| | Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | | AB | 13/6/20 |
| | Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | Advice on <u>cleaning church buildings can be found here.</u> | GA | 10/6/20 |

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| <p>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</p> <p>Advice on <u>cleaning church buildings can be found here.</u></p> | <p>Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.</p> <p>Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.</p> <p>Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.</p> <p>If the church building has been closed for 72 hours between periods of being open then there is no need for cleaning.</p> <p>If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.</p> <p>Set up a cleaning rota to cover your opening arrangements.</p> <p>All cleaners provided with gloves (ideally disposable).</p> <p>Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.</p> <p>Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.</p> <p>Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.</p> | <p>Register with <u>Parish Buying</u> for procurement options.</p> <p>Register with <u>Parish Buying</u> for procurement options.</p> | <p>AB</p> <p>AB</p> <p>AB</p> <p>GA</p> <p>GA</p> <p>GA</p> <p>GA AB</p> <p>GA</p> <p>DAILY</p> | <p>13/6/20</p> <p>13/6/20</p> <p>13/6/20</p> <p>13/6/20</p> <p>13/6/20</p> <p>13/6/20</p> <p>13/6/20</p> <p>13/6/20</p> <p>13/6/20</p> |

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| <p>Cleaning the church after known exposure to someone with Coronavirus symptoms</p> | <p>If possible close the church building for 72 hours with no access permitted.</p> <p>If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p> <p>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</p> | <p>Public Health England guidance available here.</p> <p>Advice on <u>cleaning church buildings can be found here.</u></p> | <p>GA/JS.</p> <p>GA.</p> | |