

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

| Issue Date | Version Number | Issued by |
|----------------------------|----------------|--|
| 16 th July 2021 | 10 | The House of Bishops COVID-19 Recovery Group |

This update has been reviewed to reflect step 4 of the [roadmap to ease restrictions](#) issued by the UK government and is intended for use from 19th July onwards. As step 4 sees the easing of all legal restrictions it is recommended that risk assessments currently in place are re-run to ensure they fit the new circumstances. The Church of England's [guidance on step 4](#) may be a helpful reference point.

It is recommended that you carry out a separate risk assessment for each activity type e.g. public worship, use by community groups, concerts etc. and that these are regularly reviewed with reference to local Covid infection rates and other relevant circumstances. You may decide to have different mitigations or safety measures in place for different events. Where activities run simultaneously or back-to-back, each iteration of the risk assessment should address the shared or consequential risk.

Risk assessment templates for outdoor worship and for contractors and construction workers are also available on the [Church of England Coronavirus page](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer
 - Public worship with or without congregational singing
 - Funerals, weddings, baptisms, ordinations
 - Livestreaming or recording services
 - A choir or music group singing indoors as part of a public, livestreamed or recorded service
 - Formal childcare or where part of a school
 - Essential voluntary and public services
 - Use as a vaccination or testing centre
 - Community and support groups
 - Provision of youth services
 - Opening shops/cafes
 - Opening for visitors/tourists/educational visits as a heritage attraction
 - Opening for concerts, plays etc
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual
 - Shared or consequential risks of activities running simultaneously or back-to-back (e.g. crossover of people at entry/exit points)

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how. Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches as long as they are properly managed, but having any significant numbers of people coming through your building makes the possible impact – in particular someone with COVID-19 coming into contact with others – higher than in smaller churches with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate. Gathered congregations and major services may attract people from far afield, which is likely to add to the risk profile. Consider whether you need to consult your wider membership and users.

4. Using the risk assessment checklist below as a template:

- add in mitigations for any risks that are particular to your circumstances that may not be on the list;
- record what you need to do for each activity to go ahead safely;
- consider any equipment you need and any temporary changes you might need to make to the church;
- check back against your list of activities to confirm which ones can go ahead and when.

Risk assessment template

| | | | |
|---|---|---|--|
| Church: St Andrew's Malvern | Assessor's name: Derek Barnes | Date completed: 18 th July - Updated 30 th Sept 2021 | Review date: End November 2021 |
| Event or service this assessment relates to: | | Everything in St Andrew's Church and Church Centre | |

Following the publication of the guidance from Church of England on the 16th July and subsequent updates to 22nd September (available at link: <http://www.standrewsandallsaints.org/re-opening-church-centre/>) and this risk assessment has been produced and updated.

| Risk | Controls to consider (delete or detail as appropriate to your location and event) | Additional information | Action by whom? | Completed – date and name |
|--|---|--|------------------------|----------------------------------|
| Aerosol or droplet transmission of Covid-19 | Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary. Requirement to appropriately manage ventilation while heating is on to save environment. | Included in the updated guidance Do not prop open fire doors. | As above | In guidance |
| | Use outdoor spaces if appropriate and available. | Included in the updated guidance | As above | In guidance |
| | Request or consider requiring people to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing. | Included in the updated guidance | As above | In guidance |
| | Put in place measures to reduce contact between people e.g. retaining some social distancing | Included in the updated guidance | As above | In guidance |
| | If practical in your building, choose one point of entry into the church to manage flow of people and | Included in the updated guidance | As above | In guidance |

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|---|--|---|------------------------|----------------------------------|
| | indicate this with notices, keeping emergency exits available at all times. Where possible use a different door for exit. | | | |
| | For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings. | Included in the updated guidance | As above | In guidance |
| Surface transmission of Covid-19 | Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands. | Included in the updated guidance | As above | In guidance |
| | Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork. | Included in the updated guidance | As above | In guidance |
| | Good hygiene and cleaning of the building. | Included in the updated guidance and clear instructions to our cleaner (with regular attendance after all events) | As above | In guidance |
| | Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people. | Included in the updated guidance | As above | In guidance |
| | If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them. | Generally, all are projected on screen for services. Where not, included in the updated guidance | As above | In guidance |

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|---|--|--|------------------------|----------------------------------|
| | Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on). | Included in the updated guidance | As above | In guidance |
| | Put in place a cleaning rota/system for children’s materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children). | Included in the updated guidance | As above | In guidance |
| | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Included in the updated guidance and clear instructions to our cleaner (with regular attendance after all events) | As above | In guidance |
| | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Instructions with our cleaner | As above | In guidance |
| Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending. | As appropriate, display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. As appropriate visitors to use one or other of these options. | Sign in lists removed from foyer as not being effective – QR code remains. Anyone who has attended the building and develops COVID encouraged to inform the church Office ASAP so that appropriate action can take place (including informing the Rector). | As above | In guidance |
| | Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests | Done | As above | In guidance |

| Risk | Controls to consider (delete or detail as appropriate to your location and event) | Additional information | Action by whom? | Completed – date and name |
|--|--|--|-----------------|---------------------------|
| | such as bringing a face covering and options for those who may be anxious. | | | |
| | Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. | Done | As above | In guidance |
| | Consider if a booking system is needed, whether for general access or for specific events/services. | Not now considered necessary. Overflow arrangements in place to avoid packed rooms | As above | In guidance |
| | Communicate with nearby churches to ensure offered provisions are complementary. | Done | Rector | Already in place |
| | Provide welcoming notices that outline safety measures. | Included in the updated guidance on our website and messages from our Rector | As above | In guidance |
| Cleaning the church after known exposure to someone with Coronavirus symptoms | If possible close the church building for 48 hours with no access permitted. | Included in the updated guidance | As above | In guidance |
| | If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | Included in the updated guidance and clear instructions to our cleaner | As above | In guidance |
| | If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. | Included in the updated guidance and clear instructions to our cleaner. | As above | In guidance |