

Opening Church Buildings for Private Prayer : Covid-19 Risk Assessment Checklist for Parish Churches

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
St Mary & Corpus Christi Church Down Hatherley				
Preparation of the Church for: - private prayer and/or livestreaming by a single member of the clergy (and a member of their household if needed)	One point of entry to the church building clearly identified. Fittings should be cleaned with antibacterial agent	<i>Main church door to be used.</i>	Ellie Stevenson	
	Buildings have been thoroughly aired before use.	<i>To be aired each Tuesday for private prayer opening each Wednesday</i>	“ “	
	Check for animal waste and general cleanliness. <i>Bat dropping / ladybirds/ evidence of wildlife .</i>	See the C of E advice note on keeping church buildings clean. https://www.churchofengland.org/sites/default/files/20205/Keeping%20church%20buildings%20clean%20v1.pdf	“ “	
	Ensure water systems are flushed through before use. <i>Taps run for + 5 Minutes</i>	N/A		
	Switch on and check electrical and heating systems if needed.		“ “	
	Holy water stoups and the font should be empty.		“ “	
	Confirm that all steps (above) have been carried out before anyone else accesses the building.		“ “	

	Ensure areas for private prayer are identified, complying with a 2m separation. Other areas are cordoned off.		“ “	
	Check PCC/Chapter liability insurance is up to date.		“ “	
Preparation of the Church for: - construction workers and/or professional contractors Advice on access for construction workers and advice on access for contractors available here.	Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place.	Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes	N/A	

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Using the church for private prayer	Have hand sanitiser available for people to use on entry and exit of the church building.	<i>Will be purchased centrally or provided by churchwarden</i>	<i>Ellie Stevenson</i>	
	Identify 1- 2 persons to supervise during the period the church is open to the public. Ensure they understand their role and are familiar with precautions to eliminate or control risks around lone working. Ref. doc lone-workingCofE	<i>Ellie Stevenson – Churchwarden Rev Philippa Donald as reserve.</i>	“ “	
	Confirm whose responsibility it will be to carry out cleaning, including: <ul style="list-style-type: none"> • Toilets ensure a supply of soap and disposable hand towels will be available. • Kitchen/servery areas should NOT be used • Frequently touched surfaces e.g. Doors, switches • Rails, pew ends & fronts 	See the advice note on keeping church buildings clean. (Link above) <i>Antibacterial spray to clean surfaces before leaving premises – light switches, door furniture, pew etc. Single use paper towels supplied centrally.</i>	“ “	

	All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed		“ “	
	Confirm who is responsible for removing potentially contaminated waste e.g. hand towels from the site at the end of each opening period.	. <i>Ellie Stevenson</i>	“ “	
	Keep a record of those entering the building.		“ “	
	Have First Aid kit to hand in case of falls.		“ “	
	Confirm evacuation procedures in the case of an emergency.		“ “	
	Direct all users to leave the building by one exit only, avoiding bottlenecks.		“ “	

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Cleaning the church after general use (no known exposure to anyone with Coronavirus symptoms)	All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials.	<i>Disposable gloves purchased centrally or provided by churchwarden.</i>	“ “	

	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. <i>Antibacterial spray</i>	See the advice note on keeping church buildings clean. (link above)	“ “	
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.			
	If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.	N/A	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	See the advice note on keeping church buildings clean.		

PROCEDURE TO BE FOLLOWED DURING COVID-19

In week prior to you using the Church, it will be:

Aired

Cleaned – including antibacterial spray on all door fittings, light switches, desk & chair, front pews & choir stalls

At the Church:

Key holder to arrange opening / locking up church

Supervisors to arrive 10 mins before appointed opening time

Prop open the doors and any gates into the churchyard.

If lighting candles, supervisor should ensure hands are dry from hand sanitizer. (It inflammable)

Supervisor to greet people at social distance and remind of any rules as appropriate (eg access beyond altar rail.)

Supervisor keep register of people entering the church (bring own pen)

Blow out any lit candles
Wipe down surfaces, door handles etc with antibacterial spray.
Sign out on register

Ensure church is locked before leaving.

FULL DETAILS OF CHURCH OF ENGLAND GUIDANCE ON RE-OPENING CHURCHES CAN BE FOUND ON

<https://www.churchofengland.org/sites/default/files/2020-06/Opening%20Churches%20for%20individual%20prayer%20and%20funerals%20v.2.pdf>

RISK ASSESSMENT

Completed

Signed



Rector


22/6/20

Administrator

Date

22/06/2020