

Risk assessment

Church: SANDHURST	Assessor's name: SUZANNE SKEPPER / CAROLYN WRIGHT	Date completed: 07/July/2020	Review date: End July
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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 here.	One point of entry to the church building clearly identified and separate from public entry if possible	MAIN DOOR for public entry Alternative is VESTRY DOOR		
	A suitable lone working policy has been consulted if relevant.	An example can be found here.		
	Buildings have been aired before use.			CW
	Check for animal waste and general cleanliness.			CW / JB
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies		CW / JB
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.			CW / JB
	Holy water stoups and the font are empty.	N/A		
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	N/A		
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		
	Update your website, A Church Near You, and any relevant social media.		CW	Not yet

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Consider if a booking system is needed, whether for general access or for specific events/services	Will start from Monday 13 th July booking for 19 th July HC	CW	
	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.			
	Review CoFE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Mid-week clean – vacuum & wipe down frequently touched surfaces	JB	
	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 DOOR Emergency exit via VESTRY DOOR		
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	See: Sidesman duties		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Keep doors open during service (Main & Vestry)		
	Remove Bibles/literature/hymn books/leaflets	Covered & not accessible	CW	CW 6/7/20
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	N/A		
	Consider if pew cushions/kneelers need to be removed as per government guidance	Place all kneelers & cushions out of view under pews that won’t be used	CW	CW 7/7/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Remove or isolate children’s resources and play areas	Toy box not to be opened	Sideman	
	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).	Checked and see church plan.	SS / CW	
	Clearly mark out seating areas including exclusion zones to maintain distancing.		JB	JB
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Signage near altar needed before HC service		
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.		JB	
	Determine placement of hand sanitisers available for visitors to use.	In church porch and in chancel	Sidesman	
	Determine if temporary changes are needed to the building to facilitate social distancing	N/A		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	In church and outside on A-board (re distancing and sanitiser)		
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Wipe down before and after service – particularly handles/ light switches		
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		CW	19/6/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	N/A		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Bin with liner inside and Green wheelie Bin outside at rear of church. Use gloves provided.	sidesman	After each service
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Will be done as part of booking system	CW	
	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.	Circulate all regular churchgoers / ER members and post on website details of regulations /safety will be ensured.	CW	9/7/20
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here.	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.	Closed for 72 hours		
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			
	Set up a cleaning rota to cover your opening arrangements.			
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.		
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.		

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	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Sidesman – gloves provided		
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After each opening.		
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 closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.		
	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.		

Sidesman duties at 8.30 am Holy Communion service during Covid-19 pandemic

1. Open and then prop open Main door
 Open vestry doors to outside and to North aisle and leave open.
 (this will ensure flow of air through the church. Ensure safe door is locked.)
2. Put welcome board outside church.
3. Put small tables with sanitizer in porch and near the chancel step (with notices attached). Everyone should sanitize hands before entering the building and again before receiving communion.

4. Wipe down door handles / light switches and any other frequently touched surfaces **before** and **after the service**.
(Gloves and antibacterial spray in church)
5. Switch on hot water - this will be used by clergy to clean chalice, paten etc after communion) and switch off at end of service.
6. Do NOT open the toy box or allow use of kneelers or seat cushions.
7. Remove bin bag at end of service to green wheelie bin at rear of church.

There will be 2 sides people on duty.

Sidesman 1 should stand at porch entrance and be responsible for admitting people one 'bubble' at a time. You will have been given a list of attendees. Please tick off as they arrive. Leave list in vestry at the end of the service.

Make sure

- i) social distancing is observed as line up to enter church, and
- ii) hand sanitizer is used

Sidesman 2 in church will direct people to pews. (a church layout diagram will show where couples/ single people/ larger groups can be seated.)

When communion is taken:

Second sidesman should direct people to the altar rail starting from the back of the church, reminding them to sanitise hands on route.

At end of service:

Sidesman one will invite people to leave the church, starting from rear pews.