

Opening Down Hatherley Church: Covid-19 Risk Assessment Checklist

Updated following Step 4 of easing of national restrictions.

- Key notes for safety of all:
- Church doors are kept open to allow a through draught
 - Sign in (QR code and /or list)
 - Maintain social distancing
 - Sanitize hands on entry and before receiving communion
 - A face mask should be worn when moving around the church and at other times as you feel appropriate
 - Come to altar rail in single file for communion; communion either intincted bread or just bread
 - Leave the church singly – chat outside in the open air, not inside

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
<i>DOWN HATHERLEY CHURCH</i>				
Preparation of the Church for: - <ul style="list-style-type: none"> • private prayer • Sunday services • Baptisms • Weddings • Funerals 	One point of entry to the church building clearly identified. Fittings should be cleaned with antibacterial agent	<i>Enter through main door. Church has been cleaned in preparation for opening.</i>	ES/AN	22/6/20
	Buildings have been thoroughly aired before use.	<i>At least 2 doors left open during services to provide ventilation</i>		
	Check for animal waste and general cleanliness. <i>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	ES/AN	23/7/2021

	Ensure water systems are flushed through before use. <i>Taps run for + 5 Minutes</i>	<i>Water run for more than 5 minutes</i>	N/A	
	Switch on and check electrical and heating systems if needed.	<i>Lighting & heating checked (currently no heating available whilst new radiator is fitted)</i>		
	Holy water stoups and the font should be empty.	N/A		
	Clearly identify pews & areas of church that are NOT to be used	<i>Cones/kneelers to be placed at end of pews to prevent access. Use alternate pews in services to maintain social distancing</i>		
	Check PCC/Chapter liability insurance is up to date.	<i>EIG insurance renewed in September 2020</i>	BW	
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.			

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
Using the church for private prayer	Have hand sanitizer available for people to use on entry and exit of the church building.	<i>Sanitizer purchased centrally. Placed near entrance door. Place marker on pews that have been occupied.</i>	ES	22/6/20
	Keep record of who has entered the building Notices advise to maintain social distancing.	<i>QR Code / sign in sheet</i>	ES	22/6/20
	Confirm whose responsibility it will be to carry out regular cleaning, including: <ul style="list-style-type: none"> • Kitchen/servary areas should NOT be used routinely • 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. All in the church</i>	ES	22/6/20
	All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed	<i>Bin & roll of waste bags in church</i>	ES	22/6/20
	Have First Aid kit to hand in case of falls.	<i>First Aid kit and accident book in vestry</i>		
	Confirm evacuation procedures in the case of an emergency.	<i>Through main door and into car park area. Signage is already in place.</i>	ALL	
Using the church for services	Use hand sanitizer available & advised for all as enter the building	<i>Sanitizer just inside open door.</i>		

		<i>Additional sanitizer at chancel step (apply before taking communion) and available to apply on leaving the altar rail</i>		
	Keep record of who has entered the building	<i>QR code and/or written list (kept for minimum 3 weeks then disposed of in accordance with GDPR regs)</i>		
	Wearing a face mask Note: Visiting clergy may ask that everyone wears a mask throughout the service	<i>This is no longer required by law; however it is still recommended in 'busy' settings. A face mask must still be worn when moving amongst people in the building.</i>		
	Singing in church <i>Many of the congregation will want to sing:</i>	<i>You may sing without a mask but should sit in pews/chairs as directed by the sidesperson. You may sing wearing a mask. Those people who prefer to wear a mask will be seated away from the ones not doing so. In this church the unmasked will be directed to the front of the church, masked at the rear.</i>		
	Block off pews to maintain social distancing	<i>Cones/kneelers mark pews that are not to be used.</i>		
	Any printed materials (service books/hymn books) to be used individually and left in 'Used book box' at end of service	<i>Items to be re-used only after 72 hours. Record maintained on lid of box.</i>		
	If communion is taken	<i>Clergy to sanitize hands, wear a mask. Sanitize hands. One communicant at the altar rail only. Communion in one part or bread intincted by priest (option given at the altar rail)</i>		

	At end of service	<i>Wipe down surfaces with anti-bacterial spray if the church will be used again within 72 hours</i>		
Weddings, Baptisms and Funerals Recognising numbers attending may be higher than for Sunday service	Keep record of who has entered the building	<i>QR code and/or written list (kept for minimum 3 weeks then disposed of in accordance with GDPR regs)</i>		
	Social distancing: All pews may be used	<i>Where people in a pew are not in a social bubble, minimum 1m distance between them. Do not add additional seating. Establish safe capacity of the church.</i>		
	Face masks	<i>If using all pews (not alternate pews) advise that face masks are worn by all except the bridal party.</i>		
	Sanitizer	<i>Request attendees apply sanitizer as they enter the church</i>		
	Singing	<i>Wear masks if all pews in use. If alternate pews in use, direct those people wishing to wear a mask to separate seating to the unmasked.</i>		
	Cleaning	<i>Wipe down surfaces with anti-bacterial spray if the church will be used again within 72 hours</i>		
When Church is open – Warden/sideperson's duties	Ensure gateways to church and main door are left open	<i>Door/gate fittings should not need to be touched by visitors</i>		
	Candles may be lit	<i>Ensure hands are dry from sanitizer (it is inflammable!) Extinguish candles before leaving the building.</i>		

	Remind visitors of social distancing rules and areas of church that may be accessed and to use hand sanitizer.	<i>Hand sanitizer by door. Notebook provided at rear of church to keep log of visitors. PLEASE bring own pen.</i>		
	Keep a contact list of people entering the church for each open period.	<i>QR-code or a paper list of names and contact details to be kept for 3 weeks, and thereafter destroyed. It will only be used if there is a case of Covid-19</i>		
	Before leaving church wipe down surfaces, door handles etc with antibacterial spray and take out any rubbish to green bin at rear of church.	<i>Antibacterial spray, disposable gloves, paper towels, bin liners are all in the church.</i>		

RISK ASSESSMENT *Completed Ellie Stevenson*

Signed Carolyn Wright **Administrator**

Date *24/7/21*