

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
<i>SANDHURST CHURCH</i>				
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>Enter through main door. Church has been thoroughly cleaned in preparation for opening.</i>	CW	02/06/20
	Buildings have been thoroughly aired before use.	<i>Church aired 2nd June and again during w/c 15/6</i>	CW / JB	17/6/20
	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. <i>Squirrel trap put in pulpit</i> https://www.churchofengland.org/sites/default/files/20205/Keeping%20church%20buildings%20clean%20v1.pdf	JB	17/6/20
	Ensure water systems are flushed through before use. <i>Taps run for + 5 Minutes</i>	<i>Water run for more than 5 minutes</i>	CW	02/06/20
	Switch on and check electrical and heating systems if needed.	<i>Lighting & heating checked</i>	CW	02/06/20
	Holy water stoups and the font should be empty.	<i>N/A</i>		
	Confirm that all steps (above) have been carried out before anyone else accesses the building.			

	Clearly identify pews & areas of church that are NOT to be used	<i>Cones to be placed at end of pews and to prevent access to North aisle. Vestry door to remain locked.</i>	JB	17/06/20
	Check PCC/Chapter liability insurance is up to date.	<i>ELG insurance renewable in September 2020</i>	DW	15/06/20
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>Sanitiser purchased centrally. Have ½ bottle in church already. Place near entrance door.</i>	CW	19/06/20
	Identify 1 or 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>Rota to be drawn up. For next 2 -3 weeks open on Saturday morning 10 – 12 (ie 20/6, 27/6 and 4/7)</i>	PCC	17/06/20

	<p>Confirm whose responsibility it will be to carry out cleaning, including:</p> <ul style="list-style-type: none"> • Toilets at Village Hall NOT open • Kitchen/servary areas should NOT be used • Frequently touched surfaces e.g. Doors, switches • Rails, pew ends & fronts 	<p>See the advice note on keeping church buildings clean. (Link above)</p> <p><i>Supervisor(s) to clean as below:</i></p> <p><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></p>	Supervisor	19/06/20
	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>	CW	15/6/20
	Have First Aid kit to hand in case of falls.	<i>Move First Aid kit and accident book into chancel area of church, check contents.</i>	CW	19/06/20
	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	
When Church is open – <u>supervisor's duties</u>	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 (only battery candle will be alight)	<i>Ensure hands are dry from sanitiser (it is inflammable!)</i> <i>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 sanitiser.	<i>Hand sanitiser by door.</i> <i>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>A paper list of names and contact details to be kept for 4 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>		
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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>Wipe down surfaces such as pew front, altar rail, light switches and door furniture. Disposable gloves purchased centrally</i>	CW	
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	See the advice note on keeping church buildings clean. (link above) <i>Antibacterial spray in church. Purchased centrally</i>		
	If possible close the church building for 72 hours with no access permitted.	<i>Opening times permit more than 72 hours closure</i>		

Cleaning the church after known exposure to someone with Coronavirus symptoms	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.		

RISK ASSESSMENT **Completed**

Signed



Rector



Administrator

Date

19/06/2020

19/06/2020

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

ALL DONE

Areas not to be used clearly closed off

Sandhurst Church will for the time being be open once a week on a Saturday morning from 10 am to midday, starting on 20th June.

At the Church:

Supervisor to collect key holder to open/ lock up church – key holders are Jim, Carolyn Anne Poole

Supervisors to arrive 10 mins before appointed opening time and sign in on register in church.

Prop open the doors and any gates into the churchyard.

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

(No need for supervisor to remain in building throughout open time. Some visitors may prefer 'private' prayer)

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

At end of open period:

Wipe down surfaces, door handles etc with antibacterial spray.

Sign out on register

Take bin contents to large green bin at rear of church.

Ensure church is locked before leaving. Return key.

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>