

# St. Andrew's

CULLOMPTON

Last updated: 17/06/2020 17:34

## Reopening St Andrew's - Risk assessment for reopening of church for private prayer

<b>Church:</b> St Andrew's Church, Cullompton	<b>Date completed:</b> 11/6/20 by JB and reviewed by AJ/BC/SLT	<b>Review date:</b> <b>Ongoing</b>
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JB: Jo Bailey Church Warden  
BC: Beth Collier Ops director

MB: Mark Bailey  
EH: Ed Hobbs Vicar

AJ: Amelia Jerreat Church warden  
TA: Tracey Adams administrator

Grey = actioned

Yellow = query

White = in progress

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified.	Main door, disabled access also open for safety	JB	JB & EH 12.6.20
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here</a> . Policy in place and approved by PCC	PCC	Oct 2017
	Buildings have been aired before use.	EH to open doors and air when entering building. Cleaning will commence w/c 15/6/20 and final set up weekend 19-21/6/20 so church will be well aired	EH, JB and cleaners	EH JB & cleaners when in church from w/c 15/6/20
	Check for animal waste and general cleanliness.	12/6/20 woodlice and some general light debris which will be cleaned w/c 15/6/20	JB and cleaners	12/6/20 JB MB
	Ensure water systems are flushed through before use.	Run water in south porch until clear and flushed through See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	JB	12/6/20 MB
	Switch on and check electrical and heating systems if needed.	After visit on 12/6/20 – heating not required at the moment.	JB	12/6/20 Heating not needed at moment, lighting tested

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CULLOMPTON

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				and working
	Holy water stoups and the font are empty.	X 2 both are empty	JB	JB 12/6/20
<b>Preparation of the Church for individual prayer</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.			12/6/20
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here.</a>	JB has read all relevant docs	13/6/20
	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.	Open main entrance, pin both doors back so that building is aired and a sense of welcome. First internal door kept shut to prevent wind tunnel and debris blowing in. Second internal door, one side opened and roped to hold open safely. Ramp entrance also unlocked as emergency exit and disabled access but door kept closed. Decision is that with amount of footfall predicated and the size of the doors, a one way system is not required/would be difficult to do successfully. Two entrances/exits available for people.	JB & unlocking team	11/6/20 onwards
	Where possible, doors and windows should be opened to improve ventilation.	Leave main front door open when church open for private prayer	Unlocking team	24/6/20 onwards
	Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user.	Remove any papers from pews and leaflets. JB has identified what needs to be removed. 1. Bookcase by ramp, remove leaflets on top, cover the	JB MB to do w/c/ 15/6/20	15/6/20 MB/JB

# St. Andrew's

CULLOMPTON

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	<p>Cordon off or remove from public access any devotional objects or items</p> <p>Remove or isolate children's resources and play areas</p>	<p>bookcase so bible not accessible</p> <ol style="list-style-type: none"> <li>Bookcase by south porch, cover over to hymn books not accessible</li> <li>Welcome desk moved into area not open for private prayer, leaflets removed and covered.</li> <li>Flyers removed from pews.</li> <li>Prayer station info – leave up if just for reading, remove if any sense of interaction, eg writing a prayer on a label</li> <li>Children's toys in no entry area – remove as appropriate and put extra tape across the area</li> </ol>		
	Consider if pew cushions/kneelers need to be removed.	Remove pew cushion and kneelers from pews either side of central aisle	JB MB	15/6/20 JB MB
	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.	All pews & altar area blocked off. Six chairs placed two metres apart in area where stage is usually placed. Clear signs placed to remind people to stay 2 metres apart at all times.	JB MB	15/6/20 Completed bar putting up signs
	Determine placement of hand sanitiser available for visitors to use.	<ol style="list-style-type: none"> <li>Signs, gloves, hand sanitiser, tissues and bin in first porch as people come through front door</li> <li>Signs, hand sanitiser, tissues and bin at top of</li> </ol>	<p>JB to do initial sourcing of material &amp; placing of cleaning kit</p> <p>BC to register with parish</p>	<p>JB 15/6/20</p> <p>BC registered</p>

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CULLOMPTON

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		<p>main steps as people enter church</p> <p>3. Signs, gloves, hand sanitiser, tissues and bin at bottom of disabled access ramp</p> <p>Register with <a href="#">Parish Buying</a> for procurement options.</p>	buying and organise buying moving forward	11/6/20
	Determine if temporary changes are needed to the building to facilitate social distancing	Mark off central aisle using tape to prevent visitors from using whole church. Sanitation stations set up (see below)	JB MB	15/6/20
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Mark off central aisle using tape to prevent visitors from using whole church. Sanitation stations set up (see below) See church plan below for areas designated for private prayer	JB MB	15/6/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	All pews & altar area blocked off. Six chairs placed two metres apart in area where stage is usually placed. Clear signs placed to remind people to stay 2 metres apart at all times.	JB MB	15/6/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	As above. Max 6 people in church at one time. Posters to highlight this and to keep 2 m apart at all times. After looking at predicted footfall and the size of church/foyer, SLT decision is that these measure are adequate.	JB	15/6/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	<p>C of E &amp; St A's posters to include:</p> <ol style="list-style-type: none"> <li>1. Max 6 people</li> <li>2. 2 metres apart</li> <li>3. Using antibac on hands as enter and leave building, use</li> </ol>	JB	<p>Posters created 13/6/20</p> <p>Put up w/c 15/6/20</p>

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CULLOMPTON

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		wipes, tissues & bins 4. Not touching anything unless absolutely necessary		0 ready for opening 24/6/20
	If church used in last 72 hours, ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Those on unlocking and unlocking – wipe down all door handles (outside and in) & any other high risk surfaces eg handrail when unlocking and locking. Pews and all other surfaces in permitted area cleaned once a week, carpet hoovered once a week.	JB, cleaning team, unlocking/locking team	Cleaning team from 17/6/20 and locking/unlocking team from 24/6/20
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	See above on note re: hand sanitiser placement. No handwashing facilities in church.	JB MB and ongoing with cleaning and locking/unlocking teams	15/6/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	na	na	na
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.	Pedal bins which do not require touch by hands placed by each hand sanitiser station. Disposable bin liner in each	JB	15/6/20 JB and changed at lock up on a Wed, Sat & Sun
<b>Cleaning the church before and after general</b>	If the church building has been closed for 72 hours between periods of being open then	Clean ideally on a Saturday afternoon to maximize time between session	TA	TA to email w/c 15/6/20

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CULLOMPTON

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<p>use (no known exposure to anyone with Coronavirus symptoms)</p> <p>Advice on <a href="#">cleaning church buildings can be found here.</a></p>	there is no need for cleaning.			
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Initial team of JH, TL, LH, SR, RR – none are self isolating and are healthy and not in a vulnerable group	JB	Initial clean 17/6/20
	Set up a cleaning rota to cover your opening arrangements.	Wed, Sat & Sun; locking/unlocking team will clean all door handles/high risk surfaces inside and out, empty bins & ensure enough wipes, hand sanitiser etc. available Church will be cleaned weekly ideally on a Saturday. Pews and all other surfaces in permitted area cleaned once a week, carpet hoovered once a week.	BC to set up locking/unlocking rota BC to set up for weekly cleaning rota for first six weeks – then review	BC to set up w/c/ 15/6/20
	All cleaners provided with gloves (ideally disposable).	Gloves will be available at the entry points and in cleaning box. JB has secured enough for starter kit, BC to order more	JB starter kit BC order for moving forward	Starter kit gloves 12/6/20 JB
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Anti bac spray and wipes provided. Gloves, & wipes kept in box by entrance, other cleaning material in cleaning pew behind organ. Cleaning team to alert if any stocks getting low.	JB starter kit BC order for moving forward	Starter kit cleaning materials 12/6/20 jb
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Person locking/unlocking church wears gloves and removes bin liner and puts new one in – removes used bin liner to church bin (in CCC carpark)	JB starter kit BC order more for future	JB for starter kit
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Pedal bins, liners and gloves provided in church		

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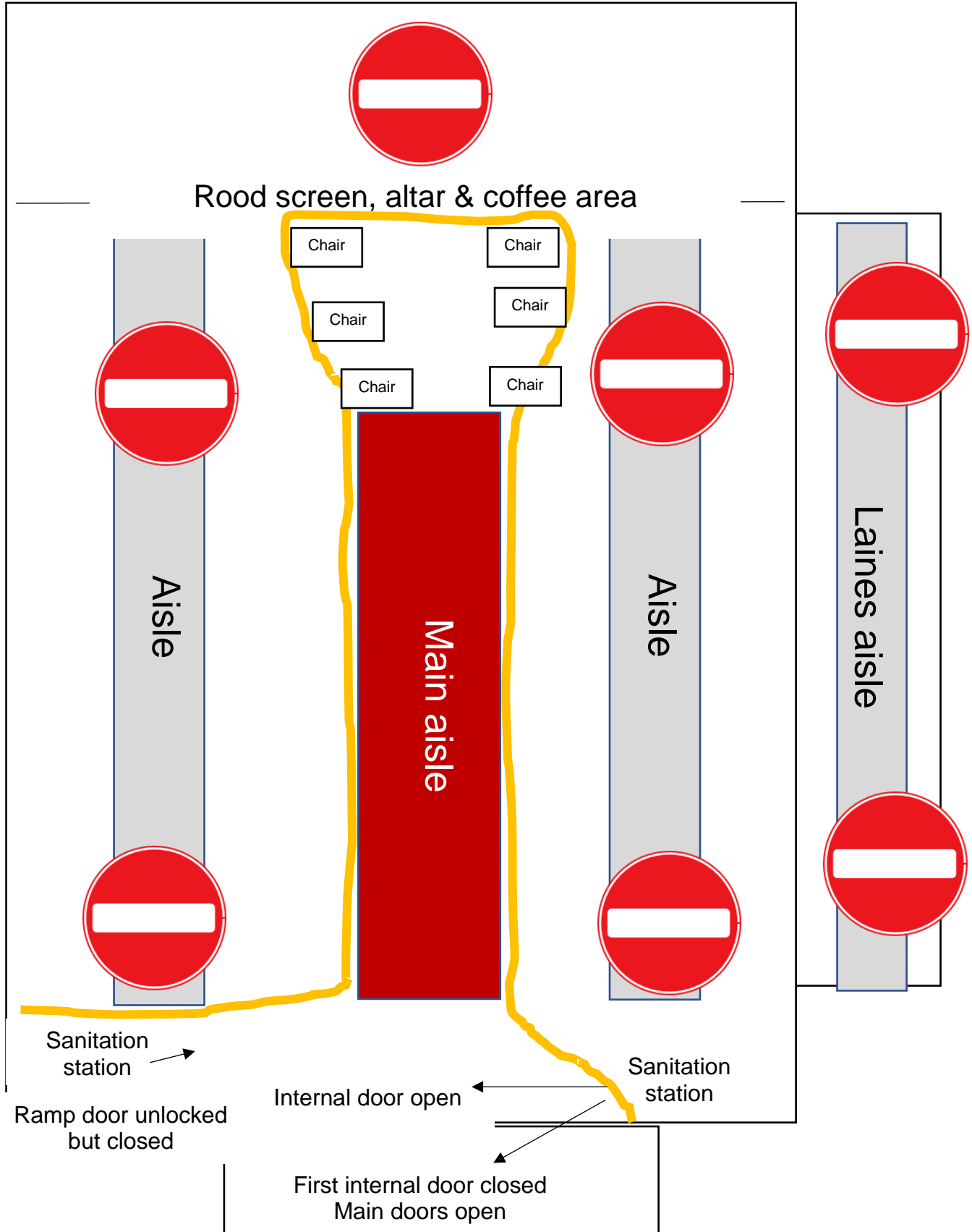
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<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.	NA at present – put plan into action if we know church has been exposed to someone with corona <a href="#">Public Health England guidance available here.</a>	na	na
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.		na	na
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>	na	Na

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## Reopening St Andrew's - Plan of church (not to scale)





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