

Last updated:20/07

## **Reopening St Andrew's - Risk assessment for reopening of church for midweek Wednesday said communion**

**\*\*Please note this document should be read in conjunction with previous risk assessment written for opening the church for private prayer\*\***

### **Version Control - from C of E website**

Issue Date	Version Number	Issued by
1st July 2020	4	The House of Bishops COVID-19 Recovery Group

Churches and cathedrals have been legally permitted to open for purposes of individual private prayer from 13<sup>th</sup> June. House of Bishops guidance provided for churches to open for funerals from 15<sup>th</sup> June. Public worship, with measures in place for social distancing, are allowed from 4<sup>th</sup> July. Other activities, except for a few still prohibited by law, may also take place in churches, subject to the government guidance in place for the relevant sector.

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for any permitted purposes. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. You should read the advice on re-opening buildings and the guidance on public worship before completing this assessment. Both are available on the [Church of England Coronavirus pages](#).

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

A separate risk assessment relating to contractors and construction workers is available on the [Church of England Coronavirus pages](#).

## Carrying out a risk assessment

1. Agreement of activities we are planning for:
  - Private prayer (clergy only) - Risk assessment completed June 2020
  - Livestreaming services (clergy only) - Risk assessment completed June 2020
  - Private prayer (general public) - Risk assessment completed June 2020
  - Public worship - see below
2. Consider the hazards:
  - Transmission of COVID-19
  - Hazards arising from the temporary closure of the church
  - Hazards arising from now using the church in a different way

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches so long as they are properly managed, but having more people coming through your building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
4. Using the risk assessment checklist below as a template:
  - add in mitigations for any risks that are particular to your circumstances that may not be on the list;
  - record what you need to do for each activity to go ahead safely;
  - consider any equipment you need and any temporary changes you might need to make to the church;
  - check back against your list of activities to confirm which ones can go ahead and when.

**Risk assessment template**
**Church:** St Andrew's Church, Cullompton **Assessor name:** JB/BC

**Date completed:** 19/7/20 **Review date:** Ongoing

 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>Preparing church for opening for private prayer and refection and for clergy</b>		All areas completed in June 2020 – see previous risk assessment for reopening church for private prayer.	JB/BC	JB Please read previous risk assessment written for opening the church for private prayer - June 2020
<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	EH part of community forum. PCC meeting to discuss reopening of church 13/7/20. PCC agreed Sept for Sunday services, July 22 2020 for Wednesday said communion	EH/BC	13/7/20
	Update your website	Website to be updated and news announced on video service	EH/MB/BC	Announced on video Sunday service 19/7/20. Website & facebook to be updated w/c 19/7/20.
	Consider if a booking system is needed, whether for general access or for specific events/services	EH has discussed with key team members and anticipating 50 people to attend and therefore booking system not required	EH/BC/ JB	Review after first service on 22/7/20
	<del>If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark</del>	Church open for private prayer and one Wed public service only, not for tourism	na	na
<b>Preparation of the Church for</b>	Confirm that all steps (above) for access by clergy have been carried	See ra completed in June for opening for private prayer which	JB	17/6/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>access by members of the public for any permitted purposes, including worship and tourism</b>	out before anyone else accesses the building.	details all necessary steps taken		
	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	JB reread 19/7/20 plus C of E and gov guidance for opening buildings for worship <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july</a>
	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.	<b>Entrance</b> – all worshippers enter via main door (bar those who use disabled access). <b>Exit</b> – worshippers who use ramp & those sitting in middle and organ aisle exit via disabled access. Those sitting in South & Laine’s aisles exit via Priests’ door or South door. EH will direct worshippers to leave a row at a time, keeping a 2m distance at all time.	EH/BC/ JB	Set up for service 22/7/20
	Track and trace	Stewards at entrance/on path records those attending in line with govt guidance. See template at bottom of this document. Info saved in the vestry in a file.		
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Steward at front door entrance and an on church path ensuring that those waiting to come in stay 2m apart. Markings on the church path 2 m apart.	EH/BC Sides people	Set up for service 22/7/20
Where possible, doors and windows should be	Front doors opened	EH sidespeople	Door will be open as per usual unlocking. Open inner brown door and	

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	opened temporarily to improve ventilation.			disabled access for start of service to increase ventilation
	Remove Bibles/literature/hymn books/leaflets	Hymn books and Bibles removed. Gloves used to place red liturgy books to be places in the pews in advance, not used for 72 hours before or after the service	EH	From 22/7/20 Communion liturgy to be taken from red books
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	All items removed from public access when church opened for public prayer	JB	JB June 2020
	Consider if pew cushions/kneelers need to be removed as per government guidance	From C of E doc. 'Available info suggests that unless soiled soft furnishings do not need to be cleaned other than as part of your usual cleaning processes, eg vacuuming with a soft brush attachment	EH/BC	w/c 19/7/20 Pew cushions placed on seats to allow more comfort. If worshippers are concerned, bring own cushion. EH to announce at service and MB to put on website.
	Remove or isolate children's resources and play areas	Creche area tidied and marked off with tape as no entry	JB	JB June 2020
	Walk through the church to plan for physical distancing in A) seats	EH & BC met in church w/c 13/7/20 to discuss seating. Plan is that Every other pew is used at alternating end .Stewards to guide worshippers to appropriate seats. Central aisle is marked accordingly.	EH/BC	EH/BC w/c 13/7/20 - to be reviewed after 22/7/20
	B) aisles & altar rail  Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	EH/BC w/c 13/7/20. No worshippers to leave seats or be in aisles other than when being seated and leaving.  Clergy will distribute bread only for		

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		<p>communion. Clergy to walk down centre of each aisle, wearing a visor. Clergy will release bread into the worshipper's hand only, in such a way to avoid any contact between them and those receiving it, or wear gloves. If accidental contact does occur, both people should cleanse their hands immediately.</p> <p>Peace can be said but no worshippers to touch each other.</p>		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	2 pews closed off for every one pew open. Closed off with tape.	EH/BC	W/c/ 19/7/20 EH/BC- sidespeople
	Singing	No singing in service		<p>From 22/7/20 EH or clergy to announce at start of service:</p> <ul style="list-style-type: none"> <li>▫ No singing</li> <li>▫ Guidance for collection plate – encourage people to give by direct debit.</li> <li>▫ No refreshments</li> </ul>
	Refreshments	No refreshments served		
	Collection plate	Collection plate at rear of church, only touched by sidesperson returning money to safe who must wear gloves/clean hands immediately afterwards		
	Use of organ and piano	Can be used, must be wiped down after use. No singing		Musicians from 22/7/20

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	Use of masks in church	In line with govt guidance: People encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet, such as a place of worship		w/c 19/7/20 EH to encourage in service. Place guidance on website with info for starting service MB
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Yellow and black tape placed on floor to mark out flow of people. Entrance & exit managed by stewards and clergy announce that people leave church pew by pew to main distancing.	EH/BC	w/c 19/7/20
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Altar area, coffee area and space behind rood screen taped off to limit public access during services	EH/BC	22/7/20
	Determine placement of hand sanitisers available for visitors to use.	Register with <a href="#">Parish Buying</a> for procurement options.  Hand sanitiser placed at front door, ramp entrance and at top of steps along with wipes and tissues. Gloves also available	JB/BC/ TA	Joined parish buying scheme June 2020 BC  Hygiene items in place from 24/6/20
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> . No permissions required, areas taped off, temp tape on floor, chairs moved to block of areas.	EH/JB/ BC	
	Put up notices to remind visitors about important safe practices e.g. no	Signs in place on outside of door, inner doors and on	JB	Signs in place from 24/6/20

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	physical contact, practice hand washing etc.	tables with hygiene items.		
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here</a> .  Church cleaned weekly. High risk surfaces cleaned when locking and unlocking 3 x per week and before and after the Wednesday service,.	Ongoing from 24/6/20 and 22/7/20	Cleaning/unlocking teams and service stewards
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with <a href="#">Parish Buying</a> for procurement options.	Ongoing from 24/6/20	Hygiene materials checked at each unlocking/locking and topped up as necessary  Cleaning/unlocking teams and service stewards
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with <a href="#">Parish Buying</a> for procurement options.	BC	Assume no toilets available
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Pedal bin (no need to touch with hand) provided at each hygiene station. Emptied at end of each day when church is open by unlocking team.	Cleaning/unlocking teams and service stewards from 24/6/20	
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Steward records as people enter for Wed service– see template below for this	JB create template. EH guides stewards to take names and contact details as needed.	
	Give notice of the resumption of use of the building to neighbours, congregation and community, ensuring visitors and worshippers will know what to expect when they come.	Via posters outside church, website, facebook and announcements on weekly Sunday video services.	JB/BC/MB/EH	Ongoing from 14/6/20 Wed service info to be put on website and fb w/c/ 19/7/20
<b>Cleaning the church</b>	If the church building has been closed for 72 hours	All areas completed in June 2020 – see	JB/BC	

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<p><b>before and after general use (no known exposure to anyone with Coronavirus symptoms)</b></p> <p>Advice on <a href="#">cleaning church buildings can be found here</a>.</p>	<p>between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.</p> <p>If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.</p> <p>Set up a cleaning rota to cover your opening arrangements.</p> <p>All cleaners provided with gloves (ideally disposable).</p> <p>Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.</p> <p>Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.</p> <p>Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.</p>	<p>previous risk assessment for reopening church for private prayer.</p>		<p>JB Please read previous risk assessment written for opening the church for private prayer - June 2020</p>
<p><b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b></p>	<p>If possible close the church building for 72 hours with no access permitted.</p> <p>If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p> <p>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</p>	<p><a href="#">Public Health England guidance available here</a>.</p> <p>Advice on <a href="#">cleaning church buildings can be found here</a>.</p>		<p>If occurrence happens SLT to make timely decisions about opening/closure of church, cleaning and how to contact and protect those potentially impacted.</p>

# St Andrew's Church

-CULLOMPTON-

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving.

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

Thank you for your understanding. If you agree to providing your information for this reason, please complete/give your details for the following form:

<b>Mid-week communion service</b>			Time in: 10.45-11am Time out: 11.30am
Service Date: Wednesday _____			
Name	Consent ? Y/N	Tel no	Signature
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2.			
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