

St Andrew's

- CULLOMPTON -

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

| Issue Date | Version Number | Issued by |
|---------------------------------|----------------|--|
| 10 th September 2021 | 11 | The House of Bishops COVID-19 Recovery Group |

This update has been reviewed to reflect step 4 of the [roadmap to ease restrictions](#) issued by the UK government and is intended for use from 19th July onwards. As step 4 sees the easing of all legal restrictions it is recommended that risk assessments currently in place are re-run to ensure they fit the new circumstances. The Church of England's [guidance on step 4](#) may be a helpful reference point.

It is recommended that you carry out a separate risk assessment for each activity type e.g. public worship, use by community groups, concerts etc. and that these are regularly reviewed with reference to local Covid infection rates and other relevant circumstances. You may decide to have different mitigations or safety measures in place for different events. Where activities run simultaneously or back-to-back, each iteration of the risk assessment should address the shared or consequential risk.

Risk assessment templates for outdoor worship and for contractors and construction workers are also available on the [Church of England Coronavirus page](#).

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| Church: St Andrew's Church, Cullompton | |
| Assessor's name: Jo Bailey – reviewed by Beth Collier Date completed: 7/9/21 Review date: Ongoing as regs & church plans change | |
| Event or service this assessment relates to: | Sunday (930am, 11am & 6pm) and Wednesday services. Weddings & funerals. Visitors and private prayer (Mon-Fr 10-2pm) |

| Risk | Controls to consider (delete or detail as appropriate to your location and event) | Additional information | Action by whom? | Completed – date and name |
|--|---|--|---|----------------------------------|
| Aerosol or droplet transmission of Covid-19 | Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary. | Main door and ramp door opened for each service. Main door opened M-F 10-2pm for visitors. Building is large with a high roof which helps to increase ventilation | Stewards & service lead Ops team | Ongoing 7/9/21 |
| | Use outdoor spaces if appropriate and available. | One way exit system in place which encourages mingling outside, not in the building. Refreshments served outside to prevent indoor mingling and pinch points occurring. | Service leader and stewarding team | Ongoing 7/9/21 |
| | Request or consider requiring people to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing. | Face masks – although these are no longer mandatory, we encourage their use especially in confined spaces. ✓ All staff and volunteers encouraged and asked to wear masks, ✓ All attendees can choose to wear masks | Ed H announced in services 5/9/21 Information & guidance will go out to volunteers – ops teams | Ongoing 7/9/21 |

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| | | ✓ People can wear masks should they want to sing - discretionary. | | |
| | <p>Put in place measures to reduce contact between people e.g. retaining social distancing</p> <p>If practical in your building, 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 door for exit.</p> | <p>Distancing – we will continue to use the one-way system and separate entrance and exits for services– this will reduce indoor mingling and encourage people to mingle outdoors.</p> <p>For mid-week visitors, just main door will be used as entrance and exit– but visitor numbers are low so pinch point is unlikely. Signs ask people to keep a safe distance.</p> <p>Pews – We have increased our seating capacity but NOT to full capacity by utilising every other pew (one service odd pews, next service even pews). We have maintained an appropriate level of distance by staggering these pews for each service.</p> | Ed H announced 5/9/21 in service | Ongoing 7/9/21 |
| | Use outdoor space for refreshments | Refreshments served at some services in churchyard area to encourage outdoors (rather than | Ed H announced 5/9/21 in service | Ops team 7/9/21 |

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| | | indoors) mingling. Those serving encouraged to wear face coverings and stand at sensible distance. Encourage those queuing to keep a safe distance from others. | | |
| | For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings. | We will share the guidelines in this RA with any funeral and wedding congregations and organised visitor groups. We will advise the building should not be 'over filled'. | Ops team | Ongoing 7/9/21 |
| Surface transmission of Covid-19 | Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands . | Hand sanitiser at each entrance, exit and at key points e.g. band, organ, communion table, vestry, refreshment tables etc. Standing hand sanitisers will remain at the main entrance and exit Hand sanitiser on outdoor refreshment tables. | Ops team 7/9/21 | Ongoing 7/9/21 |
| | Consider hygiene and surface transmission around refreshments | Disposable cups used. Users encouraged to bring own cups. Food all individually pre-packaged. Tables etc cleaned thoroughly before and after use. | Ops team | Ops team 7/9/21 |

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| | <p>Identify where you can reduce the contact of people with surfaces, e.g., by leaving open doors that are not fire doors, using electronic documents rather than paperwork.</p> <p>Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.</p> | <p>Welcome team open doors where possible. Main doors open during private prayer/visitor opening.</p> <p>QR code available for track and trace</p> <p>Wed service - books used by one person & quarantined afterwards – at least 48-hour gap. Sunday 930 & 11am – no books used, Bible NOT in pews – we will continue to use projection system fully (including song words and Bible readings)</p> | <p>Steward team Comms team</p> | <p>Ongoing 7/9/21</p> |
| | <p>Good hygiene and cleaning of the building.</p> | <p>Building will continue to be thoroughly cleaned weekly and surface cleaned as needed after services/events. 48 hours left between events where possible.</p> <p>Wipes available at key points so visitors can clean areas before and after use if required.</p> | <ul style="list-style-type: none"> • Anna – cleaner • Stewards | <p>Ongoing 7/9/21</p> |
| | <p>If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and</p> | <p>Wed service – service books used by one person. Books quarantined for at least 48 hours after use.</p> | <p>Service stewards</p> | <p>Service stewards ongoing 7/9/21</p> |

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| | request that people take these home with them. | | | |
| | Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on). | Bibles/ devotional items remain cordoned off. If font used – sanitised before and after use | JB/EH | ongoing 7/9/21 |
| | Put in place a cleaning rota/system for children’s materials and toys and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children). | Children’s area will now be in use. Hand sanitiser & wipes (safely placed) in the area and regular cleaning. Consideration of items placed in children’s area (those easy to clean). | C Tucker | By 19/9/21 |
| | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Toilet in Community Centre – cleaned before and after church services/weddings/funerals by centre caretaking team – caretaker ensures soap, towels etc are available. Single use toilet in use to aid distancing. | Mark Bailey | ongoing MB 7/9/21 |
| | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Bins with liners at each entrance/exit & refreshment table – emptied regularly | Cleaner and steward team | ongoing 7/9/21 |
| Visitors are unclear on requirements for attending church or visiting the building for other | Display an NHS Track and Trace QR code. Encourage visitors to use this. | Track and trace QR code will remain at entrance. | Ops team | Ops team Sept 2021 Face book/website |

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| purposes, or anxious about attending. | | Church opening for public prayer or for visitors - encouraged to use track and trace QR code. | | kept up to date Comms team Sept 21 |
| | Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious. | Info shared with church family – info on website, Facebook and updated risk assessment on website | Ops teams | Ops team/BC Ongoing 7/9/21 |
| | Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. | We will continue to live stream services so those who are anxious can continue to access services. | Ops/comms teams | Ops/comms team Sept 21 |
| | Consider if a booking system is needed, whether for general access or for specific events/services. | Booking no longer required from 12/9/21 Numbers to be recorded using clicker (welcome team lead) | Ops team | Ops team Sept 21 |
| | Provide welcoming notices that outline safety measures. | Notices with updated guidance placed on church doors/gate/in entrance for services and mid-week visitors | Ops team | Sept 21 |
| | | <ul style="list-style-type: none"> ✓ WELCOME to St A's ✓ Church service times ✓ Church open to visitors 10-2pm M-F (groups & out of these hours by appt only) | | |

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| | | <ul style="list-style-type: none"> ✓ Using the track and trace QR code encouraged & appreciated ✓ Maintain a safe distance between others in building ✓ Masks are appreciated if there are others in the building ✓ Please use hand sanitiser ✓ Wipes available: please feel free to use before and after touching surfaces | | |
| Cleaning the church after known exposure to someone with Coronavirus symptoms | If possible close the church building for 48 hours with no access permitted. | | SLT will manage, make decisions, and take action appropriate actions on this if a known exposure occurs | SLT as needed Sept 21 |
| | If 48-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 48 hours, then carry out cleaning as per the normal advice on cleaning. | Advice on cleaning church buildings can be found here. | | |