

St Andrew's

- CULLOMPTON -

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
19 th July version 10 issued by House of Bishops	11	The House of Bishops COVID-19 Recovery Group
Updated by St Andrew's SLT 6 th October 2021		

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](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:

- **Private prayer – Monday – Friday 10-2pm**
- **Public worship with congregational singing**
- **Funerals, weddings, baptisms, ordinations**
- **Livestreaming or recording services**
- **A choir or music group singing indoors as part of a public, livestreamed or recorded service**
- **Serving limited refreshments**
- **Opening for visitors/tourists/educational visits as a heritage attraction (M-F: 10-2pm or by appt via Church office 01884 33249)**

2. Consider the hazards:

- Transmission of COVID-19
- Hazards arising from using the church in a different way to usual
- Shared or consequential risks of activities running simultaneously or back-to-back (eg crossover of people at entry/exit points)

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 as long as they are properly managed, but having any significant numbers of people coming through your building makes the possible impact – in particular someone with COVID-19 coming into contact with others – higher than in smaller churches with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate. Gathered congregations and major services may attract people from far afield, which is likely to add to the risk profile. Consider whether you need to consult your wider membership and users.
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.

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Church: St Andrew's Church, Cullompton	
Assessor's name: Jo Bailey – reviewed by Beth Collier Date completed: 06/10/21 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,	Face masks – although these are no longer mandatory, we	Ed H announced in services 5/9/21	Ongoing 7/9/21

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	<p>unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing.</p>	<p>encourage their use especially in confined spaces.</p> <ul style="list-style-type: none"> ✓ All staff and volunteers encouraged and asked to wear masks (including for children's craft activity) ✓ All attendees can choose to wear masks ✓ People can wear masks should they want to sing - discretionary. 	<p>Information & guidance will go out to volunteers – ops teams</p>	
	<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: on the left of the main aisle (including north aisles)</p>	<p>Ed H announced 5/9/21 in service</p> <p>Beth C – to update staff & upload RA to website Ed T – to update PCC</p>	<p>Ongoing 7/9/21</p> <p>8th October 2021 8th October</p>

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		<p>we remain every other pew (one service odd pews, next service even pews). On the right of the main aisle and including lanes aisle, we will allow the use of every pew. This maintains an area of social distanced seating, whilst giving an area to fill and thereby giving visitors the choice. We have maintained an appropriate level of distance by staggering these pews for each service. This will all be signposted appropriately in the building.</p> <p>Children’s craft: all age services. Will take place behind rood screen where tables can be space to allow adequate distance between children. Children remain the responsibility of parents to ensure appropriate behaviour – church providing craft activity rather than childcare.</p>	<p>Ed H – to update church on sunday</p> <p>BC – to create signposts and laminate</p> <p>Carrie Tucker Oct 21</p>	<p>Sunday 10th October</p> <p>Friday 8th October</p>
	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 eg band, organ, communion table, vestry, refreshment tables, children's craft table 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 door 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	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) ✓ Using the track and trace QR code encouraged & appreciated 		

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		<ul style="list-style-type: none"> ✓ 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.		