

St Andrew's

- CULLOMPTON -

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
March 2022 by C of E Updated by St A's SLT April 22	11	The House of Bishops COVID-19 Recovery Group

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.

More information is available on the Church of England Coronavirus page and on the Government's website.

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Carrying out a risk assessment

1. Agree what activities you are planning for:
 - **Private prayer – Monday – Friday 9-2pm**
 - **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 refreshments at some services**
 - **Opening for visitors/tourists/educational visits as a heritage attraction (M-F: 9-2pm 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)

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 Date completed: April 2022 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 9-2pm)

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 if appropriate for each service. Main door opened M-F 9-2pm for visitors. Building is large with a high roof which helps to increase ventilation	Stewards & service lead Ops team	Ongoing 4/22
	Use outdoor spaces if appropriate and available.	Not over winter, people tend to mingle outside in summer.	Service leader and stewarding team	Ongoing 4/22
	Wearing a mask a personal choice	Face masks – individuals should feel welcome to wear a mask if they wish.		Ongoing 4/22

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
	Put in place measures to support distancing between people as needed	<p>Distancing – several exits so that those who wish to be distanced can choose a quieter exit to leave the building.</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.</p> <p>Pews – Church is large and not at full capacity at the moment so if people want to have more space, choosing a pew in Organ aisle or Laines aisle will assist in creating space between others.</p> <p>Children’s craft: all age services. Will take place in organ area where there is space for a table and children but not lots of passing traffic which minimises mingling. Children remain the responsibility of parents to ensure appropriate behaviour – church providing craft activity rather than childcare.</p>	Carrie Tucker	4/22 ongoing
	Serving refreshments	Refreshments served at some services in vestry area to allow		Ongoing 4/22

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
		space and prevent a bottle neck at entrance area.		
	Individuals who have COVID, symptoms or been in close contact with someone with COVID	Ask individuals to consider the below: If you are in a household where there is a positive case, or you have recently had contact with a positive case, we would respectfully request that you consider whether to attend any church services or functions.	Ops team/SLT	Ongoing 4/22 Added to team ticket info
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. Hand sanitiser on outdoor refreshment tables.	Ops team Steward team	Ongoing 4/22
	Consider hygiene and surface transmission around refreshments	Disposable cups used. Users encouraged to bring own cups. Tables etc cleaned thoroughly before and after use.	Ops team	Ongoing 4/2/22
	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. Consider hygiene around shared items and in servig communion.	Welcome team open doors where possible. Main door open during private prayer/visitor opening. Wed service - books used by one person. Sunday 930 & 11am – no books used, we will continue to use projection system fully (including song words)	Steward team Comms team	Ongoing 4/22

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
		<p>Communion has only be served in one kind – servers sanitise hands before and after serving and drop into hands. Congregation stay in seats and do not go to altar for communion.</p>		<p>4/22 Under review on 3/5/22 C of E changed guidance to allow communion in both kinds – to be reviewed by PCC/SLT in May</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.</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 4/22</p>
	<p>Put in place a cleaning rota/system for children’s materials and toys.</p>	<p>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).</p>	<p>C Tucker/Anna</p>	<p>Ongoing 4/22</p>
	<p>Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.</p>	<p>Toilet in Community Centre – cleaned regularly services/weddings/funerals by centre caretaking team –</p>	<p>Centre staff</p>	<p>Ongoing 4/22</p>

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		caretaker ensures soap, towels etc are available.		
	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 4/22
Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.				
	Update your website, A Church Near You, and any relevant social media with information for visitors.	Info shared with church family – info on website, facebook and updated risk assessment on website	Ops teams	Ops team Ongoing 4/22
	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 some services so those who are anxious can continue to access services.	Ops/comms teams	Ops/comms team Ongoing 4/22
	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	
	Provide welcoming notices that outline safety measures.	<ul style="list-style-type: none"> ✓ WELCOME to St A's ✓ Please use hand sanitiser 		4/22
Cleaning the church after known exposure to	If possible close the church building for 48 hours with no access permitted.		SLT will manage, make decisions and take action	SLT as needed Ongoing 4/22

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someone with Coronavirus symptoms	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.	appropriate actions on this if a known exposure occurs	
	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.		