

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present)</b>  <b>Risk:</b> contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role in the recording/ livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church.	Advice on livestreaming and recording can be found <a href="#">here</a> .	N/A	
	Identify one point of entry to the church building, and a separate exit if possible.		South door	Pippa
	A suitable lone working policy has been consulted if relevant.	An example can be found <a href="#">here</a> .	N/A	
	Consider staggered arrival times if multiple people from different households are coming into the building.		Staggered anyway	
	Holy water stoups and the font are empty.		N/A	
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		N/A	
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.		Provided	Ruth Kerrigan 16.01.21
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found <a href="#">here</a> .	Disinfectant fogger used before & after services and EVERY DAY	Pippa
Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	Advice on face coverings can be found <a href="#">here</a> .	ALL wear face coverings. No exceptions	Pippa	

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	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.		Books quarantined since last Sunday. Each picks up their own and returns at the end	Pippa
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult <a href="#">advice on complying with Track and Trace</a> .	On door & inside church	
<b>Deciding whether to open to the public for private prayer, public worship and other permitted activities</b>	Consider how the national lockdown applies to the particular circumstances of the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider the implications of where people travel from and the distance involved.		An eclectic congregation so folks do travel. They make their own decisions following the advice of their own area.	
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.		N/A	
	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.		As soon as informed I would take action. So far, so good.	Pippa
	Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a time for them to attend for individual devotions.		They make their own decisions, or their children prevent them from attending	
	Consider if a booking system is needed, whether for general access or for specific events/services		N/A. The church is large enough for small numbers attending	

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	Communicate with nearby churches to ensure offered provisions are complementary.		Albrighton not open. We are picking up some of their people.	Pippa
<b>Preparation of the Church for access by members of the public for any permitted purposes</b>  <b>Risk:</b> Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	Confirm that all steps (above) for access for livestreaming/ broadcast have been carried out before anyone else accesses the building.		N/A	
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for weddings, funerals, commemorative events and any other permitted activities where upper limits apply (or provide a link to <a href="#">this document</a> ).		Done weekly	Pippa
	Update your website to remind people who are clinically extremely vulnerable to COVID-19 to stay at home as much as possible and observe social distancing guidance, and either strongly discourage them from attending church in person during this time or indicate a time for them to attend for individual devotions.			
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found <a href="#">here</a> .		
	Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.	Advice on face coverings can be found <a href="#">here</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.		✓	
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		✓	

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	Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).			
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Very draughty anyway	
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on <a href="#">church heating can be found here</a> .	✓	
	Remove Bibles/literature/hymn books/leaflets unless they are absolutely essential and participants cannot bring their own. Hardcopy literature should be quarantined for at least 48 hours between use.		Removed except hymn books which are quarantined from week to week	
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		During week all but 2 pews cordoned off	
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.			
	Remove or isolate children’s resources and play areas.		Removed	
	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 (or 1m with risk mitigation if absolutely necessary).		Done	
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Done	

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	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Verbal instructions at end of each service. People don't move during service	
	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.		Cordoned off	
	Determine placement of hand sanitisers available for visitors to use.	Register with <a href="#">Parish Buying</a> for procurement options.	✓	
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> .	N/A	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.			
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on cleaning church buildings can be found <a href="#">here</a> .	Always done	
	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.	N/A Hand sanitiser only	
	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.	N/A	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Done	

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<p><b>Use of the church for baptisms, weddings, funerals and commemorative services</b></p>	<p>Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.</p>	<p>Advice on baptisms can be found <a href="#">here</a>.</p> <p>Advice on weddings can be found <a href="#">here</a> (scroll down to Can weddings go ahead?).</p> <p>Advice on funerals can be found <a href="#">here</a>.</p> <p>The government’s advice on commemorative events can be found <a href="#">here</a>.</p>	<p>2 funerals pending. Only 30 or fewer attendees. Outside speaker if more turn up. Seats marked where individuals can sit.</p>	<p>Pippa &amp; David Milner</p>

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<p><b>Use of the church for permitted activities other than private prayer or worship</b></p>	<p>Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.</p>	<p>The government’s guidance on the safe use of multi-purpose community facilities for permitted activities (including formal childcare and support groups) can be found <a href="#">here</a>.</p> <p>Advice on use of churches as vaccination centres can be found <a href="#">here</a>.</p> <p>The government’s guidance on the use of hospitality spaces can be found <a href="#">here</a>.</p>	<p>Hospitality suspended since last March</p>	
<p><b>Cleaning the church 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>If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.</p>			
	<p>If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.</p>			
	<p>Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.</p>		<p>The microphone is wiped with sanitiser between readers</p>	<p>Church warden</p>
	<p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</p>			

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<b>Risk:</b> Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.			
	All cleaners provided with gloves (ideally disposable).	Register with <a href="#">Parish Buying</a> for procurement options.	Provided	
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with <a href="#">Parish Buying</a> for procurement options.	Provided	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Pippa	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Weekly	
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 48 hours with no access permitted.			
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a>		
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>		