



## Risk Assessment for Opening Church Buildings to the Public

### Attending Church for prayers/COVID-19 risk assessment

<b>Church:</b> All Hallows	<b>Assessor's name:</b> D Waite	<b>Date completed:</b> 27th October 2020	<b>Review date:</b> As government advice changes
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Risk the health of people attending worship due to potential transmission of COVID-19 virus in the church</b>	<ul style="list-style-type: none"> <li>● All Hallows arrange seating so attendees are separated by a minimal distance of 2m and do not face each other</li> <li>● Church volunteer on the single point of entry so that visitors cannot enter premises without permission and only persons invited to worship can enter and singly or in family or bubble groups</li> <li>● All persons entering to be asked to wear masks or face coverings at all times, masks to be provided for people not bringing their own. Government guidance on exemptions - <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></li> <li>● All persons entering the building to use hand cleanser provided on entry.</li> <li>● Attendees by invitation only and a booking system put in place. NHS Test and Trace forms and QR code provided with privacy</li> </ul>			

	<p>notice on display. Any paper copies securely locked in filing cabinet and shredded after 21 days.</p> <ul style="list-style-type: none"> <li>● If a station for donations is to be used – hardware cleansed and hand sanitiser will be provided. However All Hallows’ congregation are encouraged to and usually donate online.</li> <li>● Building to be cleaned thoroughly before and after worship. Frequently touched items such as handles/doors/ chairs/switches/donation points/piano/music equipment/microphones etc should all be sanitised before and after use</li> <li>● All persons invited to be asked not to attend if they have symptoms of Coronavirus infection, or have had a positive Coronavirus test or have had recent contact with persons with such symptoms and or positive tests(check government guidance for details) if they are self isolating or requested to do so by NHS.</li> <li>● Attendees who are extremely clinically vulnerable to make themselves known</li> <li>● All persons asked to keep a minimum distance of 2m from all other people unless they are in a family or household unit or bubble and to avoid physical touching.</li> <li>● Bibles/leaflets put away. Visitors to place any order of service in the receptacle provided. These will not be accessed for 72 hours. Any devotional objects removed to avoid touch.</li> <li>● Signage on front door prohibiting entry from anyone with Covid-19 symptoms</li> <li>● Building aired before use. Church guidance states that it is safe to turn on the heating as long as air from one occupied space in a building is not moved to another occupied space - All Hallows does not have this kind of heating.</li> <li>● Church volunteers on the door to guide people when parking to ensure social distancing the car park is maintained.</li> <li>● Vulnerable persons encouraged to stay home and access the service via online stream</li> <li>● To avoid overcrowding, toilets will have a one in one out arrangement in place</li> </ul>			
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	<ul style="list-style-type: none"> <li>At the end of the service, people are asked to leave the church singly or in household/bubble groups to avoid contact of less than 2m.</li> <li>No refreshments will be served after the service</li> </ul>			
<b>External Factors</b>	Worship to avoid taking place on Friday when the local Mosque makes the surrounding area especially busy			
<b>Administration of the Holy Communion</b>	Holy Communion can now be celebrated with our congregations in church buildings subject to a number of important conditions - <a href="https://www.churchofengland.org/sites/default/files/2020-08/COVID-19%20Advice%20on%20the%20Administration%20of%20Holy%20Communion%20v5.0.pdf">https://www.churchofengland.org/sites/default/files/2020-08/COVID-19%20Advice%20on%20the%20Administration%20of%20Holy%20Communion%20v5.0.pdf</a>	See separate document COVID-19 Advice on the Administration of Holy Communion. (PCC/COVID-19)		
<b>Sharing of the Peace</b>	In order to minimise risk, there should be no sharing of the Peace through physical contact.			
<b>Singing/chanting/ playing of woodwind instruments</b>	There should be no group singing by worshippers. Small groups of singers will be able to sing to worshippers with no audience participation. Singers should use social distancing and not face each other. Use of woodwind instruments not recommended at this time.			
<b>Restriction on amount of worshippers</b>	All Hallows has decided that in order to maintain safe social distancing at Sunday Services the cap will be 4 worshippers plus the worship team. A limit of 15 (this does not include worship team/essential workers) has been set for weddings and other 'stand-alone' services such as baptism and confirmation if not conducted during 'routine communal worship'. Also 30 for funerals. There is no numerical 'cap' on other services, but physical distancing and Public Health requirements must be met. Consideration should be given to keeping numbers below the maximum possible to further minimise risk.			
<b>Preparation of the Church for access by members of the public for any</b>	<p>Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.</p> <p>Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).</p>			

<b>permitted purposes, including worship and tourism</b>	Remove or isolate children’s resources and play areas. Childrens soft toys should be removed from the worship area because they can not be safely washed to prevent the transmission of COVID-19			
	Walk through the church to plan for physical distancing in seats, aisles, at the altar, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).			
	Clearly mark out seating areas including exclusion zones to maintain distancing.			
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.			
	Limit access to places where the public does not need to go, maybe with a temporary cordon in needed.			
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.			
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			
	Set up a cleaning rota to cover your opening arrangements.			
	Suitable cleaning materials provided. Disposable gloves provided. Contaminated waste removed from site by person responsible by the end of the day.			
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted. If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here</a>		
	If 72-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>		