

Risk Assessment

Church:
St Catherine's, Withleigh

Assessor's name:
Paul Iliff & Brenda Tucker

Date completed:
9th January 2021

Review date:
9th April 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or livestreaming General advice on accessing church buildings can be found here.	One point of entry to the church building clearly identified and separate from public entry if possible	Not possible – only one point of entry.		
	A suitable lone working policy has been consulted if relevant.	An example can be found here .		
	Buildings have been aired before use.	Two small windows are left open to keep air circulating.		
	Check for animal waste and general cleanliness.	Cleaning team to clean throughout before opening	Brenda Tucker	
	Ensure water systems are flushed through before use.	Not applicable.		
Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		Heating to be switched on	David Sellick	

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	Holy water stoups and the font are empty.	before service. Font is always emptied after use.	Churchwarden	
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Trailing cables not normally used	N/A	
Deciding whether to open to the public	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Liaise with Village Hall.	Brenda Tucker/ Sara Kittow	
	Update your website, A Church Near You, and any relevant social media.	Dave Burton to be advised.	P.I.	
	Consider if a booking system is needed, whether for general access or for specific events/services	Via church office for Group services, otherwise via churchwarden	P.I.	
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Not applicable		
	Include details on requirements such as bringing a face covering in communications.	Include in e-mailed 'notices' and outside notice board.	Churchwarden	
Preparation of the Church for access by members of the	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses			

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public for any permitted purposes, including worship and tourism	the building.			
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Regular general cleaning of the church building to be carried out.	Sharon Greenslade	
	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.	Provide signage.	Churchwarden	
	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.	Only one point of access to church.		
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	2m social distancing to be maintained	Welcomer	
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Windows to remain open before service	Churchwarden	
	Remove Bibles/literature/hymn books/leaflets	Remove to vestry.	Churchwarden	
Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Not applicable.			

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	Consider if pew cushions/kneelers need to be removed as per government guidance	Remove from pews which are in use.	Churchwarden	
	Remove or isolate children's resources and play areas	Stored in box in vestry		
	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).		Steph Gordon-Jeffs & Churchwarden	
	Clearly mark out seating areas including exclusion zones to maintain distancing.		A/B	
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Not applicable. Social distancing to be maintained on entry and exit.	Churchwarden	
	Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	Rope off, or provide suitable barriers.	Churchwarden	
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitisers to be placed inside church door.	Churchwarden	

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	<p>Determine if temporary changes are needed to the building to facilitate social distancing</p> <p>Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.</p> <p>Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes</p> <p>Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.</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>Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.</p> <p>If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days</p>	<p>Not applicable.</p> <p>Provide appropriate notices at church entrance.</p> <p>Advice on cleaning church buildings can be found here.</p> <p>Hand sanitisers only.</p> <p>Not applicable.</p> <p>N/A</p> <p>Via pre-booking system through church office or churchwarden</p>	<p>Churchwarden</p>	

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	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Appropriate notices on church notice boards, and via e-mail and social media.		
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	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.	Church building to be locked except for normal cleaning and services.		
Advice on cleaning church buildings can be found here .	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	N/A		
	Set up a cleaning rota to cover your opening arrangements.	N/A		
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.		
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement		

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	<p>Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.</p> <p>Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.</p>	<p>options.</p> <p>N/A</p> <p>Any contaminated waste to be removed on day of use.</p>		
Cleaning the church after known exposure to someone with Coronavirus symptoms	<p>If possible close the church building for 72 hours with no access permitted.</p> <p>If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p> <p>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</p>	<p>Church building to be locked except for normal cleaning and services.</p> <p>Public Health England guidance available here.</p> <p>Advice on cleaning church buildings can be found here.</p>		