

COVID-19 RISK ASSESSMENT



Church: St Michael and All Angels	Assessor's name: Revd Suzanne Pattle	Date completed: 2 July 2020	Review date: Weekly monitoring of updates
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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	Access only through vestry door	Vicar	Vicar 15/5/20
	A suitable lone working policy has been consulted if relevant.		Vicar not alone	
	Buildings have been aired before use.	Thoroughly aired once a week since mid-May	AHM/Vicar	AHM 15/5/20
	Check for animal waste and general cleanliness.	Checked on a weekly basis	Vicar/Buildings Check Team	Since mid-May
	Ensure water systems are flushed through before use.	Vestry tap is run at least weekly since 15 May	Vicar/Buildings Check Team	Since mid-May
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Electrical Distribution boards replaced end June in line with safety advice received at last Electrical Safety Inspection Additional measures: <ul style="list-style-type: none"> gas supply to boilers has been turned off 	Initial Checks AHM EDBoard	AHM 29/5/20 Completed 25/6/20

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		pending replacement of boilers. <ul style="list-style-type: none"> check when fire extinguishers checks due 	AHM to check	
	Holy water stoups and the font are empty.	Font is emptied after each use	N/A	
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Compliant with electrical safety (see above) Phones/Cameras are battery charged. Microphones are wireless Computer/Projector require sockets. Trailing leads to be secured. Projector screen – care in mounting (stability of table, limited access in area as in Chancel) Minimal movement of technical equipment Minimal movement of congregation when in building (no movement during the Peace; HC to be distributed to people in their seats)	Check equipment prior to reopening for public worship Vicar/Steve Pattle/AHM Trial run livestream only	FROM 12/7/20
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.	No activity as yet in Church Centre or Reef No clash with school times	N/A	N/A

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	Update your website, A Church Near You, and any relevant social media.		Parish Administrator	By end July	
	Consider if a booking system is needed, whether for general access or for specific events/services	Limit numbers to 24 for public worship (total 30 including clergy CWs server organist)and allocate groups to each Sunday	Use Churchinsight for reminders	By mid-August	
	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark	N/A Website to make clear we are not able to welcome any visitors except for the purposes of private prayer/attending worship ACTION: Catherine			
Preparation of the Church for access by members of the public for worship <ul style="list-style-type: none"> • See also checklist for opening church for Private Prayer • What to expect – measures in place when preparing to come for public worship 	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Completed	Standing Committee	Standing Committee 21/5/20	
	Review CoFE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Shared with Standing Committee Contracted Cleaners made aware of guidance	MS	MS 26/6/20	
	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.	Entry/Exit via South Door only. Not practical or safe to use Vestry Door. Vestry Door remains an emergency exit, but kept locked (key in door) for security during services.	SC		21/5/20
	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 markers to be made on path for queuing purposes Sign to remind people of safe distancing to be affixed in suitable location		Fabric Committee	By end July

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	Where possible, doors and windows should be opened temporarily to improve ventilation.	Church building to be open half an hour before opening for private prayer/public worship. Doors and some windows remain open.	<u>Private Prayer</u> – Vicar or her deputy <u>Public Worship</u> CWs	On each occasion – Wednesdays from 1/7/20 Sundays from 23/8/20
	Remove Bibles/literature/hymn books/leaflets	All books etc removed Private Prayer – individually packaged material is being made available. Signage on display to say avoid handling unless intending to use & take away Public Worship – liturgy to be on a screen, made available on website for printing at home. Limited copies available in church	Standing Committee Parish Administrator to ensure material available on website/in church.	Standing Committee 9/6/20 SP 30/6/20 By reopening date (23/8/20)
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Votive Candle Stand Remains in place. One candle is lit before private prayer or public worship.	Vicar/Server	On each occasion church open for private prayer or public worship

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		Candles separately placed to avoid touch points and lit from existing lit candle.		
	Consider if pew cushions/kneelers need to be removed as per government guidance	All soft furnishings including cushions removed Private Prayer Chancel area not accessible (only area with cushions/kneelers) Public Worship Chancel only accessible to Vicar/Associate Priest/Server	Standing Committee	SC 9/6/20
	Remove or isolate children’s resources and play areas	Carpet removed/ cupboards moved and not accessible	Standing Committee	SC 9/6/20
	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). Holy Communion (see also separate guidance)	Private Prayer Chairs individually placed for private prayer Public Worship Chairs to be placed in ones and twos/households for public worship Altar rail is not to be used for distribution of communion Presiding priest to come to each person in their seat	Standing Committee Allocation of seats for each Sunday CW to guide to seats and manage entry/exit from building	Standing Committee 29/6/20 23/8/20

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		Communion in one kind only (See separate guidance)		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Private Prayer Chancel area is cordoned off/signs affixed Public Worship Chancel only accessible to Vicar, Associate Priest, Server	Vicar Minimal risk – area only used on Sundays	29/6/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Only one point of entry/exit Floor markers and signage placed Wardens/Congregation to be instructed on safe flow of people on entry and exit	CWs	CWs 29/6/20 'What to expect' document to be sent out early August
	Determine placement of hand sanitisers available for visitors to use. Holy Communion	Dispenser fixed to porch Additional dispensers in church Dispenser near altar for priest to use before distribution. Priest/server to sanitise hands before handling the elements. Priest to sanitise hands before/after communicating self	AHM CHECK BEFORE REOPENING (CLERGY/SERVERS)	AHM 15/6/20 By 23/08/20
	Determine if temporary changes are needed to the building to facilitate social distancing	N/A		

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	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	All notices displayed Additional notice regarding symptoms acquired	CWs	29/6/20 8/7/20
	<p>Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes</p> <p>a) Clergy saying daily office; for livestreaming purposes</p> <p>b) Private Prayer and Public Worship</p>	<p>Clergy entering for prayer or live-streaming purposes Sanitise hands on entry/exit. Use own prayer book/bible/resources. Sanitise door handles</p> <p>Sanitise table, door handles, before and after opening Any chair used ('I sat here' markers in operation for private prayer); all chairs after public worship)</p>		
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Handwashing available in vestry for clergy/servers Paper towels only – lined bin available Church – sanitiser only		CWs 29/6/20 29/6/20

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		Lined bin available for disposal of used tissues		
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	No toilets available.		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Bins in vestry and in church are lined. Check weekly	CWs	Each Sunday from opening date
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Groups allocated – CWs to have list each week. Visitors to be asked to supply their details	Catherine/CWs	Report back end July.
	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.	'What to expect' document to be edited, approved and posted on website, sent out via webmailing/snail mail, and posted to Facebook	Standing Cttee & Catherine	By end July latest
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here.	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.	To ensure 72 hour window the following schedule applies: Wednesdays - Private Prayer (Scheduling of Funerals is problematic (cleaning requirements). Wednesdays only?) Sundays - Public Worship	To be agreed by PCC following recommendation by Standing Committee	8 July 2020
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	If 72 hour closure is not possible (eg to accommodate a wedding or a funeral), need to identify a small task force of	MS to complete list of volunteers Cleaners booked to clean after scheduled	By End July

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		people who do not fall into vulnerable group	Wedding 10/10/20	
	Set up a cleaning rota to cover your opening arrangements.	Contractors cleaning church fortnightly (church building not used heavily) additional interim measures in place (see above)	MS to confirm cleaning intervals with contractors Done 2/7/20	Before reopening for public worship
	All cleaners provided with gloves (ideally disposable).	Contractors use own. Disposable gloves available for those on back up rota	MS to brief back up team	Before reopening for public worship
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Contractors use own products and have received guidance.	MS	15/6/20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Church Building in use twice a week, footfall is small midweek Therefore weekly.	CWs	Check after each service
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	CLOSURE WILL ALWAYS BE THE DEFAULT POSITION EXCEPT IF UNAVOIDABLE – EG WEDDING IF WEDDING OR FUNERAL IS SCHEDULED EXPLORE POSSIBILITIES FOR RELOCATION TO ANOTHER PARISH CHURCH (EASIER IN THE CASE OF FUNERALS) (WEDDING LEGALITIES? – CHECK WITH ARCHDEACON)		
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.	Ensure Catherine/CWS have emergency contact details	Before reopening for public worship.

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		<u>CALL IN CONTRACTED CLEANERS</u>		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <u>cleaning church buildings can be found here.</u>	Regular cleaning schedule with contracted cleaners	