

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
25 th March 2021	9	The House of Bishops COVID-19 Recovery Group

This update has been reviewed to reflect the [roadmap to ease restrictions](#) issued by the UK government and is intended for use from 29th March onwards ('phase 1b'). It incorporates sections on singing, workplace testing, and planning for wider use of buildings including for non-worship purposes. At all times churches should check national and, if relevant, local restrictions to ensure the activity planned is currently permitted. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly and checked against this latest version of the risk assessment.

England entered the government's roadmap out of lockdown on 8th March with the re-opening of schools and other education settings, and an increase in permitted reasons to leave home to meet one person outside for social purposes. As they have been throughout the third lockdown (from 5th January) churches are permitted to open for communal worship, private prayer and a number of essential purposes where they can be carried out in a Covid-safe way. There may be specific local regulations recommended by local authorities, that place additional restrictions on certain activities. Before completing this risk assessment you can see what is permitted by checking the guidance on permitted activities on the national church coronavirus webpage. Guidance on opening cathedral and church buildings to the public during COVID-19 can also be found [there](#).

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for any permitted purposes. As well as offering guidance on best practice, the template is also intended to help parishes make a decision on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. Specific guidance linking to advice on the lockdown period is available on the [Church of England Coronavirus pages](#).

The government acknowledges that places of worship play an important role in providing spiritual leadership for many individuals, and in bringing communities and generations together. However, their communal nature also makes them places that are particularly vulnerable to the spread of the virus. In drawing up a risk assessment for your church, or revising it in the light of the current situation, you will need to think carefully whether the public benefits you achieve by opening are justified by the risks involved, however much you can mitigate them. This judgement will vary depending on the

location and nature of your church building and the make up of your congregation and visitor profile. You will need to discuss the factors with your governing body, whether the PCC or chapter. Remember that this is your collective choice whether to open: while our churches are permitted by government to open, they are not obliged to do so. If you decide not to open, you can continue to have a valuable role serving the community in a number of ways. Guidance on this can be found on the [Church of England Coronavirus pages](#).

Guidance indicating how churches might arrange access and events in a Covid-safe way has been produced as part of a government initiative to encourage re-opening in a safe and reasonable way. This includes a number of case studies that may help you think about your church building.

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

Separate risk assessments for outdoor worship and for access by contractors and construction workers are available on the [Church of England Coronavirus pages](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer
 - Public worship
 - Funerals, weddings, baptisms, ordinations
 - Livestreaming or recording services
 - A choir or music group singing indoors as part of a public, livestreamed or recorded service (congregational singing may take place outside, but at present is not permitted indoors)
 - Formal childcare or where part of a school
 - Essential voluntary and public services
 - Use as a vaccination centre
 - Other exempted activities such as support groups
 - Provision of youth services
 - Opening shops/cafes (may be permitted in Step 2, depending on access arrangements)
 - Opening for visitors/tourists/educational visits as a heritage attraction (not permitted until Step 3)
 - Opening for concerts, plays etc (not permitted until Step 3)
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

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 and go against the general guidance that people should stay local for any activities outside the home. 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.

Risk assessment template

Church:	Assessor's name:	Date completed:	Review date:
St Michael and All Angels	Revd Suzanne Pattle	Updated previous assessment in place 3 April 2021	As required

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present) Risk: 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 here . 2 members of congregation assist with livestream/recording Both are aware of the risks and maintain social distancing. 1 is a member of the Vicar's household Masks worn and social distancing measures in place Minimise number participating in person	Standing Committee	Since 23/8/20 Vicar
	Identify one point of entry to the church building, and a separate exit if possible.	Main Door Separate exit not practical for reasons of accessibility (via small vestry)	Standing Committee	23/8/20 SC

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	A suitable lone working policy has been consulted if relevant.	An example can be found here . No person alone in church	N/A	
	Consider staggered arrival times if multiple people from different households are coming into the building.	Not considered necessary – number limited to 30 Building open half an hour before services	CWs	Since 23/8/20 CWs
	Holy water stoups and the font are empty.	Font routinely emptied after each use. Portable font used for baptism as not easy to socially distance at main font	Vicar	Vicar – as occasion demands.
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	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 (distribution of HC to people in their places)	Standing Committee	Operational since July 2020 Monitored weekly

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Hand sanitiser dispenser in porch and inside church Also available to priest at the altar and on organ console	Standing Committee	Installed July 2020 and Checked weekly
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found here .	Standing Committee. Contracted cleaners aware of CoE guidance	July 2020
	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.	Face coverings mandatory unless exempt. Signage displayed and on website.	Standing Committee	Since August 2020
	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.	Doors to toilet facilities propped open Minimal papers in use (service on screen) Church door propped open and welcomer in place to avoid multiple contact	Standing Committee/Vicar	Since August 2020 In place weekly
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Track and Trace QR code in place. Paper records available as an alternative and kept in compliance with Privacy policy/GDPR	Standing Committee	
Deciding whether to open to the public for private prayer, public worship	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	Decision taken on 31 December not to open church either for private prayer or public worship	Standing committee	Since 31 Dec 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
and other permitted activities	from a wide area, consider the implications of where people travel from and the distance involved.	Public worship resumes on Easter Sunday 4 April 2021 and decision taken in the light of the Government Roadmap out of Lockdown.	PCC endorsed 17 March 21 following detailed recommendation from Standing Cttee	
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not applicable-rural/suburban location not in town centre	N/A	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.	Building cleaned by contractors prior to reopening and on a regular basis thereafter.	Standing Committee	26/3/21
	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.	Individuals make their own decision. Service livestreamed for those too vulnerable to attend		
	Consider if a booking system is needed, whether for general access or for specific events/services	Booking system in place for Easter Day – 40 places available as extra space cleared in church. Alternate groups attend on alternate Sundays (revert to capacity of 30) Choir 4 + Organist from 11/4	Standing Committee	17/3/21 SC

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Communicate with nearby churches to ensure offered provisions are complementary.	Not necessary		
Deciding whether to have a choir or music group singing/performing Risk: Aerosol spread of coronavirus may be increased by singing and playing of wind instruments	Check current guidance on singing to establish what is permitted. This can be found in the Church of England guidance on conducting public worship and on in the Government guidance for places of worship .	Recorded music only throughout lockdown. Cantor and organist permitted for some Services in Holy Week Recorded music Easter Day Quartet of singers/organist resumes 11 April 2021	Vicar	31 Dec 20 17/3/21 11/4/21
	Ensure that singers from different households can be socially distanced from one another, and from anyone else present (including a conductor, camera or microphone operator or, if present, a congregation).	Social distancing measures in place	Choir director/Vicar	9/4/21
	Put in place measures to create a physical barrier between singers and any congregation.	Under review		
	Remind any members of congregation present that at present they are not allowed to sing indoors.	Reminder in weekly communications via webmail and at worship	Vicar	Weekly
Preparation of the Church for access by members of the public for any permitted purposes Risk: Getting or spreading coronavirus in common	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.	Not under consideration at present until restrictions ease.		
	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,	To be done	Vicar	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	commemorative events and any other permitted activities where upper limits apply (or provide a link to this document).			
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found here .	Standing Committee	SC Since 23/8/20
	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.	Mandatory from 8 August Congregation informed re Private Prayer from this date Reopening for public worship 23/8.	Standing Committee	SC Since 23/8
	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.	Main door only Emergency exit via vestry clearly signed	Standing Committee	SC Since 1/7/20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Social distancing markers in place in car park	Standing Committee	SC Since 1/7/20
	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).	No alternatives possible		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Done half an hour before worship/other events	CWs/Vicar	Each time we gather CWs/Vicar

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	If heating is required check your system is safe to use and test it before people are allowed in.	New boilers installed – completed 2020 – radiator system and Covid-safe During winter months upper windows in clerestory to be opened to encourage airflow but door can be closed during worship. CWs to be vigilant re latecomers and touchpoints (sanitiser).	Standing Committee	6/12/20 following second lockdown
	Remove items such as Bibles, prayer and hymn books that are used by multiple people.	.	Standing Committee	By 23/8/20 prior to first reopening
	If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them.	Laminated service sheets which are wipeable provided Screen projection in use	Vicar	Vicar by 23/8/20 (first reopening)
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	When open for private prayer chancel area blocked off	Standing Committee	By 1/7/20 On each occasion
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.		Standing Committee	Before 23/8/20
	Remove or isolate children's resources and play areas.		Standing Committee	Before 23/8/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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).	Capacity limited to 30. Chairs arranged at 2m distance in conjunction with each group attending (slightly different combinations of households)	CW	Before 23/8/20 and modified for Easter Day 4/4/21
	Clearly mark out seating areas including exclusion zones to maintain distancing.		SC	Before 23/8/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Markers in place by main door	SC	Before 23/8/20
	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.	Social distancing notice on vestry door. Capacity limit of 2	Vicar	Vicar by 23/8/20
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	SC	
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	N/A	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices on display	SC	By 23/8/20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes		Churchwardens	Since 23/8/20 Weekly
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		Churchwardens	Weekly

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Only disabled toilet available. Door propped open and wipes/papertowels available Sanitiser on entry to toilet area	Churchwardens	Weekly
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Churchwardens	Weekly
Use of the church for baptisms, weddings, funerals, commemorative services and ordinations	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	<p>Baptisms limited to 30 in line with RA for public worship. All other measures as for public worship. A separate risk assessment has been drawn up.</p> <p>Funerals limited to 30 in line with RA for public worship. All other measures as for public worship.</p> <p>Weddings – limited to 15 from 12 April; 30 from 17 May Separate risk assessment in place for wedding in October 2020</p>	<p>Vicar</p> <p>As Public worship</p> <p>Vicar</p>	<p>7 March 2021</p> <p>October 2020, reviewed March 2021</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		Commemorative events limited to 30 as for public worship. To be held at the discretion of the vicar if requested before the full lifting of restrictions anticipated in June 2021.	Vicar	As needed.
Use of the church for permitted activities other than private prayer or worship	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>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 here.</p> <p>Advice on use of churches as vaccination centres can be found here.</p> <p>The government's guidance on the use of hospitality spaces can be found here.</p>	To be actively considered if a request comes from another organisation.	
Cleaning the church before and after general use (no known exposure)	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.			

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here . Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	What to do if' document displayed in church Church in use only on Wednesdays and Sundays (choir practice on some Fridays but would be suspended) Guidance from public health will be followed		
	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.	Handles, table by door, light switches sanitised on every occasion church is open at beginning and end of each session	Churchwardens/Vicar	Every time church is open for worship.
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	All surfaces cleared of extraneous items. This to be closely monitored	Standing committee	Before 23/8/21
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	No books in use. Laminated service sheets which can be sanitised are in use	Standing Committee	Weekly monitoring
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	Gloves purchased by Standing committee	Supply available in church – monitored weekly by CW
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	Standing committee	Supplies checked regularly

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Churchwardens to check	Weekly when church open
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Church not used heavily Weekly check	Churchwardens	Weekly
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	‘What to do if’ document displayed in church Church in use only on Wednesdays and Sundays (choir practice on some Fridays but would be suspended)	Vicar/CWs	Vicar/CWs if required
	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.	Vicar or CWs Professional cleaners to be called upon and relevant protocols followed	
	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.	Church cleaned regularly by contractors	