

**Church Services Risk Assessment**

<b>Church:</b> St Saviour's Retford	<b>Assessor's name:</b> Incumbent & Churchwardens	<b>Date completed:</b> 17/09/20	<b>Review date:</b> 17/10/20
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified and separate from public entry if possible	Use side door only	Keyholders	13.7.20 B Clayton
	A suitable lone working policy has been consulted if relevant.		PCC Policy	18.2.2020 PCC
	Buildings have been aired before use.	Main building was open for 2 hours on 30.06.20	Wardens	30.06.20 M Dawson
	Check for animal waste and general cleanliness.			30.06.20 M Dawson
	Ensure water systems are flushed through before use.		Wardens	15.7.20 Churchwardens
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	J Collins to switch on Sound Desk	Martin to ask J Collins	Start of first service 22.7.20 J Collins
	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	Computer cables given sufficient length to be left tidily at front of church.	B Clayton	B Clayton 17.09.20
<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	B Clayton has been in ongoing communication with other local church	Vicar	7.7.20

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		leaders. Some of whom have already opened others who are holding off		
	Update your website, A Church Near You, and any relevant social media.	To do after first Wednesday services	Curate	July 2020 B Marston
	Consider if a booking system is needed, whether for general access or for specific events/services	Yes – A Barnett acts as booking contact	A Barnett	
	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark			N/A
	Include details on requirements such as bringing a face covering in communications.	Poster in church outlines government face covering advice. Now mandatory for congregation members. Letters have been sent to church outlining guidance	Curate	July 2020 B Marston
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		Incumbent	22.7.20 B Clayton
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here</a> .	Vicar & Curate	07.07.20 B Clayton
	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.	Posters in church outlines government face covering advice. Now mandatory for congregation members	Curate	July 2020 B Marston
	Choose one point of entry into the church to manage flow of people and indicate this with	Enter side door and exit from main door unless requiring disabled access.	Stewards	16.7.20 Churchwardens

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	notices, keeping emergency exits available at all times. Where possible use a different exit.	Floor signage indicates entrance and exit. Verbal notice also given		
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	2 metre marks running from side door alongside of church building on footpath to ashes mound		16.7.20 Churchwardens
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Leave at least one door open throughout the service	Service Stewards	During Services
	Remove Bibles/literature/hymn books/leaflets	Store Bibles and Hymn books out of reach in the Creche. Tidy back of church. Screen off unwanted areas ec.		16.7.20 Churchwardens
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	High Table Cross only to be used	Put in and out by Stewards	Before & After Services
	Consider if pew cushions/kneelers need to be removed as per government guidance	Remove these		16.7.20 Churchwardens
	Remove or isolate children's resources and play areas	This is locked in the former Creche which is currently not accessible	Wardens	30.6.20 M Dawson
	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).	Maximum of 2 chairs in each group. Move sound desk for social distancing whilst live streaming	Wardens/Incumbent	16.7.20 Churchwardens Updated 17.09.20

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	Clearly mark out seating areas including exclusion zones to maintain distancing.	Arrows on floor indicating direction of flow and chairs removed		16.7.20 Churchwardens
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	2 metre marks outside and arrows on floor in building		16.7.20 Churchwardens
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Restricting access to Creche, Vestry area and staging at the front		13.7.20 B Clayton
	Determine placement of hand sanitisers available for visitors to use.	One next to each door		16.7.20 Churchwardens
	Determine if temporary changes are needed to the building to facilitate social distancing			N/A
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Posters on screens by door. Posters on exit door Entry sign	Curate	20.7.20 J Clayton Updated 17.09.20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Our cleaner is over 70, so leaving 72 hour gap between cleans. If necessary a non-vulnerable service steward can wipe down	Service Stewards and Cleaner	Cleaning to take place Wednesdays and Saturdays
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Using Hand sanitizer		16.7.20 Churchwardens
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Not planning to open toilets at this stage		N/A

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	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Use new bins with bin liners changed at end of service by non-vulnerable steward	Wardens & Stewards	16.7.20 Churchwardens & After each service
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Keep record of those booking. And take additional names of people that arrive on the day if there is space.	Service Steward	At start of each service
	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.	Vicar will write to church members. Wardens will change notice on Noticeboard to indicate opening times	Wardens & Vicar	Letter Sent 10.7.20 B Clayton
	Ensure care is taken when handling money	Sanitise hand. Leave in safe 48 hours before counting	Stewards	After Each Service
<b>Communion</b>	Communion in 1 kind only	To be announced during service	Clergy	During Service
	The peace cannot be shared physically	Encourage signing the peace or other equivalent	Clergy	During Service
	Bread for distribution to remain covered throughout Eucharistic Prayer. The use of wafers is recommended	Cover the wafers with an appropriate cloth	Clergy	During Service
	Hygiene during Distribution	Presiding minister to put on face covering, sanitise hands, drop wafer into hands without touching. Communicants should hold out hands to make this	Clergy	During Service

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		easy. Words of distribution will be spoken earlier in the service		
	Receiving Communion	People invited up to receive one at a time to aid distancing	Clergy & Stewards	During Service
<b>Funerals</b>	Ensure maximum limit of 30 is upheld and other guidance as indicated is followed	Inform funeral directors Appropriate posters Widen aisle for distancing whilst carrying the coffin		17.09.20 Incumbent & Wardens
<b>Services</b>	Singing – permitted by musicians not congregation	Continuing to use Music Videos. Notice given about no singing in church	Service Leader	Service Leader during services
	Entering & Exiting services – Gov guidance states “Worshippers should limit their interactions with anyone they are not attending your Place of Worship with, i.e. if they are attending a communal service with one other household, wherever possible they should try not to engage in conversation with anyone outside of this group.	Entering - People instructed to enter quietly and remain in their seats.  Those seated at the back instructed to leave first quietly following directional arrows	Verbal announcement by service leader. Guided by Stewards	Service Leader & Stewards at start and end of services
<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.	Seek to limit services to this time frame. Our cleaner is over 70, but if cleaning on Wednesday morning and Saturday morning this should avoid this risk.	Wardens & Incumbent	13/7/20 Wardens

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Advice on <a href="#">cleaning church buildings can be found here</a> .	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	In the event of a funeral we will need to provide alternative non-vulnerable volunteers who can clean after the funeral service.	Wardens providing rota	20.7.20 Wardens
	Set up a cleaning rota to cover your opening arrangements.	See above regarding cleaning and additional arrangements for funerals. Cleaning checklist also in use		13.7.20 Wardens
	All cleaners provided with gloves (ideally disposable).	Supply easily accessible at back of Church	B Newbold	20.7.20 Wardens
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Good supply of disposable wipes at the back of church	B Newbold	20.07.20 Wardens
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Non-vulnerable Steward	After each service
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After each service	Non-vulnerable Steward	After each service
<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 anyone has symptoms after attending a service the vicar and or wardens need to be informed so we can take appropriate measures	Wardens or as directed by NHS Test & Trace	When needed

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	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> Utilise willing non-vulnerable volunteers	Wardens	When needed
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	It may be necessary for our cleaner to clean at a different time in the event that this happens	Wardens to liaise with cleaner	When needed