

**Risk assessment**

<b>Church:</b> St Saviour's Retford	<b>Assessor's name:</b> Incumbent & Churchwardens	<b>Date completed:</b> 21.03.21	<b>Review date:</b> 26.04.21
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present)</b>  <b>Risk:</b> 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. 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. Check that those attending for livestreaming or recording can do so within the limits for places of worship in the relevant tier.		BTC	10.11.21
	Identify one point of entry to the church building, and a separate exit if possible.	Use side door only	Keyholders	13.7.20 BTC
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here</a> .	PCC Policy	18.02.2020 PCC
	Consider staggered arrival times if multiple people from different households are coming into the building.	Numbers small enough to ensure social distancing is maintained		19.01.21
	Holy water stoups and the font are empty.	Font contains a bowl which is always emptied and not left filled up	Incumbent	02.12.20
	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.	Incumbent	BTC 17.09.20

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.	Sanitiser at entry and exit points & at the front near lectern. And Near computer	Wardens	Wardens 02.12.20 Updated 10.01.20
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Regular cleaner coming in twice a week. See below for details	Wardens	Wardens 02.12.20
	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.	Facemasks required when multiple people are in the building. Signage by entrance door. Verbal H&S notices given by service leader	Wardens/Service Leader	Wardens 02.12.20 Service leader at start of service
	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.	Regularly tidy tables at the entrance and exit to avoid a build-up of used papers	Wardens	After each service
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	QR Poster by Wall Sign in sheet for any visitors outside service times. Details kept for 21 days for anyone who books to attend a service or event	Wardens	Wardens & Incumbent 02.12.20
<b>Deciding whether to open to the public for private prayer and other permitted activities</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	BTC has been in ongoing communication with other local church leaders. Some of whom have already opened others who are holding off	Incumbent	7.7.20 & Ongoing

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	Consider how the tier/lockdown system applies to the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider whether anybody attending would be likely to be traveling from a higher or lower tier	PCC agreed to reopen for Private Prayer Sunday 21 <sup>st</sup> March and Covid-safe services there after	PCC	22.02.21
	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.	Ensure stewards are happy to volunteer. Those who are vulnerable advised against it.	Wardens	Wardens 19.01.21
	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.	Explanations in Church Newsletter. Livestreaming allows some vulnerable to attend online	Incumbent	19.01.21
	Consider if a booking system is needed, whether for general access or for specific events/services	Booking with a Churchwarden to monitor numbers at services. For funerals families present a tract and trace list before the service	Wardens/	08.11.20 AB
	Communicate with nearby churches to ensure offered provisions are complementary.	BTC has been in ongoing communication with other local church leaders. Some of whom have already closed others who are remaining open	Incumbent	7.7.20 & Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	N/A	N/A	N/A
<b>Preparation of the Church for access by members of the public for any permitted purposes</b>  <b>Risk:</b> Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.		Incumbent	22.7.20 BTC
	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, commemorative events and any other permitted activities where upper limits apply (or provide a link to <a href="#">this document</a> ).	Ongoing process as restrictions change and service pattern adapts	Curate	30.11.20 BM
	Update your website to remind people who are clinically extremely vulnerable to COVID-19 to stay at home as much as possible and observe social distancing guidance, and either strongly discourage them from attending church in person during this time or indicate a time for them to attend for individual devotions.		Curate	Ongoing in light of updates
	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> .	Incumbent	07.07.20 BTC Updated 19.01.2021
	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 outline government face covering advice. Now mandatory for congregation members	Curate	July 2020 BM

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	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.	Enter side door and exit from main door unless requiring disabled access.  Floor signage indicates entrance and exit. Verbal notice also given where applicable	Stewards	16.7.20 Churchwardens
	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	Wardens	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
	If heating is required check your system is safe to use and test it before people are allowed in.	Warden Checked	Warden	MD 08.12.20
	Remove Bibles/literature/hymn books/leaflets.	Store Bibles and Hymn books out of reach in the Creche. Tidy back of church. Screen off unused areas etc.		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 on soft surfaces.	Remove these		16.7.20 Churchwardens

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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 MD
	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, unless a funeral. Move sound desk for social distancing whilst live streaming	Wardens/Incumbent	16.7.20 Churchwardens Updated 17.09.20
	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 to go, maybe with a temporary cordon in needed.	Restricting access to Creche, Vestry area and staging at the front		13.7.20 BTC
	Determine placement of hand sanitisers available for visitors to use.	One next to each door, one by lectern, pillars if communion, one by computer		16.7.20 Churchwardens
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> .		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 & Exit signage	Curate	20.7.20 JC Updated 17.09.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here</a> .	See Cleaning Below	
	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.	Cleaner to top up. Community Centre Disabled Toilet open only	Cleaner	Weekly checks
	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
	Ensure care is taken when handling money	Sanitise hands before and after use. Where possible leave in safe 48 hours before counting	Stewards & Treasurer	After Each Service
<b>Communion</b> <b>Risk:</b> Getting or spreading coronavirus through improper hygiene during distribution of communion and reduction in physical distancing  <b>N/A – during current lockdown</b>	Communion done by intinction	To be announced during service	Clergy	During Service
	The peace cannot be shared physically	Encourage signing the peace or other equivalent where relevant	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
	Wine – to remain covered throughout eucharistic prayer		Clergy	During Service
	Hygiene during Distribution	Presiding minister to put on face covering (and visor if	Clergy	During Service

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		desired), sanitise hands, carefully dip wafer in wine and then drop wafer into hands without touching. Communicants should hold out hands to make this easy. Words of distribution will be spoken earlier in the service not at distribution		
	Receiving Communion	People invited up to receive one at a time to aid distancing. Encouraged to sanitise hands before receiving (sanitiser available at front of church). And return to seats to consume. No words are said	Clergy & Stewards	During Service
<b>Funerals</b>	<p>Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.</p> <p>Ensure maximum limit of 30 is upheld and other guidance as indicated is followed</p> <p>In exceptional circumstances if solo singer is performing ensure they are way back on the stage with clear 3 metre distancing</p>	<p>Inform funeral directors &amp; family</p> <p>Appropriate posters</p> <p>Widen aisle for distancing whilst carrying the coffin</p> <p>Ask for guest list from family to ensure numbers don't exceed 30</p>		<p>17.09.20</p> <p>Incumbent &amp; Wardens</p> <p>Updated: 02.12.20</p> <p>BTC</p>



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<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
	Lockdown – No household interactions inside or outside the building.	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>Private Prayer Remembering Those we have loved and lost</b>	Candle Lighting – <i>Hygiene risk from touching candles</i>	Ensure people sanitise on entry and after lighting a candle. Candles and sanitiser kept individually on separate tables to avoid touching		21.03.21
	Maintain social distancing as above			21.03.21
	Steward to wipe down chair after use	Use provided gloves	Steward	21.03.21
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here.</a>	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.	Where possible keep services apart by this time frame	Incumbent & Wardens	19.01.21 BTC
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Seek to limit services to this time frame. Our cleaner is over 70, but if cleaning on Wednesday morning and	Wardens & Incumbent	13.7.20 Wardens

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<b>Risk:</b> Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.		Saturday morning this should avoid this risk. If additional cleaning is needed (e.g. for a funeral) ensure this is done by someone who is not vulnerable		
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	In the event of a funeral we will need to provide alternative non-vulnerable volunteers who can clean in between services as needed. As above.	Cleaner & Wardens	Wednesdays & Saturdays AM.  Wardens as Funerals Require
	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.	Cleaning checklist includes these areas		BTC 24.12.12
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		Wardens	12.12.20
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	Any that are left in church are either binned, or put safely to the side till after 48 hours	Wardens/Stewards	19.01.21 BTC

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	All cleaners provided with gloves (ideally disposable).	Supply easily accessible at back of Church	BN	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	BN	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 48 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
	If 48-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 48 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