


Re-opening Church Buildings: Covid-19 Risk Assessment Checklist for Parish Churches

Version Control

Issue Date	Version Number	Issued by
22 nd May 2020	1	The House of Bishops Covid-19 Recovery Group
8 th June 2020	2	The House of Bishops Covid-19 Recovery Group
10 th June	3	St Mary's Church Stoke d'Abernon
14 th June	4	St Mary's Church Stoke d'Abernon
9 th July 2020	5	St Mary's Church comprising additional guidance from House of Bishops ver 4
10 th July 2020	6	St Mary's Church
24 th July	7	St Mary's Church
27 th July	8	St Mary's Church
10 th August	9	St Mary's Church
2 nd October	10	St Mary's Church

Church: St Mary's Stoke d'Abernon	Assessor's name: Rector Church Wardens	Date completed: 27/7/20	Review date: 2/10/20
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St Mary's Stoke d'Abernon Risk assessment

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
Preparation of the Church for re-opening : - To support private prayer and/or prayers by a single member of the clergy (and a member of their household if needed) Advice on access for the clergy available here .	One point of entry to the church building clearly identified and one point of Exit clearly identified	For private prayer North door to be marked as entry point and South door to be identified as Exit door . Signage produced	Church Wardens	14/6 Sue/Ian
	A suitable lone working policy has been consulted	Safeguarding Lone Working risk assessment updated.  200608Lone Worker and ChurchGuiding-ri:	Sue Prentice	8/6/20
	Church has been thoroughly cleaned and aired	Thierry to clean the church prior to 15/6/20	Sue Prentice	14/6 Sue
	Ensure water supply in the vestry systems has been flushed through before use.	Taps run for 15 mins	Godfrey Hilliard	Mid May
	Electrical and gas utilities checked	Boiler room and controls checked	Church Wardens	14/6 Ian
	Holy water stoups and the font are empty.	Not applicable	n/a	n/a
Deciding upon re-opening of Church for public worship	Agree days and set time for Church to be opened and agree responsibilities for opening/closing	Communicate to parishioners and on website. Put signage at Lychgate with opening times	Church Wardens/Rector	9/6 Godfrey/Sue/ian
	Consider if booking system is required	Notification of attendance will be encouraged to ensure that capacity numbers can be managed. Requested	Ian Read	16/7 Ian/Sue

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		parishioners email to confirm attendance		
	Update website and social media and communicate to parishioners	Website updated and weekly communications leaflet. Social media posts to identify date of public worship	Sue Prentice/Ian Read	24/7
Manage Opening of Church and access for public to any permitted use including worship, private prayer and visitors	Rector and wife will use vestry door (not used by anyone else) to enter and exit church to limit contact when continuing to do daily video recordings	Vestry door to be used	Rector	14/6 Godfrey
	Organise and manage the welcoming and seating of people in the service	Organise training session for duty warden and sidesmen before first service (16/6) to run through organisation and plans. Guidance sheet to be provided to DW/sidesmen	Church Wardens Ian Read	16/6
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Notices in place advising social distancing plus Duty Warden on the door advising people	Church Warden	26/7
	Designate entry and exit into Church	North door to be used for Entry and South door and North door to be used to manage Exit after service. Choice of exit door will be determined by pews.	Church Wardens/Rector	23/7 Sue/Ian
	Produce signage with details of Services, Entry and Exit doors, Social Distancing	Laminated signs to be updated and put at Entry	Church Wardens	27/7 Sue

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
	guidelines and use of Hand Sanitiser on entry to church	Communicate to parishioners via weekly update & website		
	Put up notices to remind visitors about important safe practices e.g. social, distancing , no physical contact, sanitise hands on entry.	Include in the laminated signs	Church Wardens	14/6 Sue/Ian
	Provide Hand Sanitiser and Anti-bacterial wipes in Church and agree placement. Request all visitors use Hand Sanitiser on entry	Hand sanitiser and wipes in church and to be used by worshippers. Will follow Govt guidelines for use of Masks	Church Wardens	23/7 Sue/Ian
	Kneelers and pew seating carpet from pews	Kneelers and pew seat covers moved from designated pews	Church Wardens	23/7 Ian
	Remove or isolate children’s resources, books, crayons etc	Moved behind baptistry	Church Wardens	9/7 Ian
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 1+m in all directions from each person.	Tape off every other pew	Church Wardens	23/7
	Estimate capacity in Church for services, and identify maximum capacity	Estimated capacity based on single visitors(32) and also family bubbles as a maximum (54)	Church Warden	9/7
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Tape off every other pew	Church Wardens	23/7 Sue/Ian
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Exit marked on both doors. Duty wardens will be directing people	Church Wardens	23/7

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
	Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	Limit access to the Chancel and the Vestry. Duty wardens will be informed at briefing session	Church Wardens	26/7
	Ensure adequate ventilation in Church	If necessary 2 doors can be opened during the service to increase flow of air	Church Wardens	23/7
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Door handles, light switches and sanitiser bottles to be wiped down on closure of church and before next opening. Designated pews to be wiped with appropriate cleaning material	Church Wardens /Cleaner (Thierry)	Discussed with Thierry 12/6 Sue
	No bibles or hymn books to be generally available. Service sheets will be used and left in church after service	As only one service per week the 72 hours between usage of service sheets will eliminate need to isolate	Church Wardens	23/7
	Donation/collection to be encouraged in the Church Guiding Box for Private Prayer and in Collection plate at rear of church in services.	No handing round of collections. Plate will be at rear of church with izettle for card payments. Gift Aid envelopes put in every pew. For private prayer the Donation box and GiftAid envelopes available	Church Wardens	23/7
	Decide if toilet facilities in Hall are to be made available.	Hall toilets will be made available – air dryers used. All users will need to use hand sanitiser in hall lobby to access the hall. Duty	Church Wardens/Duty Wardens	23/7

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
		warden to then wipe down door handles and light switches after all have left in the hall.		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.	Bin for disposable anti-bac wipes and gloves to be made available	Church Wardens	14/6 Sue/Ian
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Duty warden will ask name and phone number (if not on electoral roll) on access to church.	Duty Warden on entry to church for service	23/7
	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.	Notify and inform all parishioners of resumption of services via weekly emailed notice sheet. Website will also be updated	Church Wardens	26/7
	Stewardship of communicants as they go up to chancel to receive wafer	Duty warden/Sidesmen to direct people and ensure safe distance between people – part of briefing	Duty Wardens	26/7
	Safely and hygienically conduct communion	Celebrant only to receive wine. Celebrant will use hand sanitiser before handling wafers. Celebrant to wear mask during distribution of wafers. Wafers to be placed in hands directly.	Rector	At services
	Manage flow of people during giving of communion	Sidesmen/Duty Wardens will direct people. Celebrant will hand wafer on chancel steps.	Duty Wardens Rector	At services

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		Communicant will use north aisle to return to seat. Part of Briefing session		
	Avoid gathering in groups after Church	No refreshments will be served. Rector will emphasise that people should exit and leave as soon as service is over	Church Wardens Rector	At services
	Following updated guidance from Cof E and Govt encourage parishioners attending services to wear face masks. Legal requirement as of 8 th August 2020	Notice at front of church updated. Paper face masks purchased. Attendees at first service notified and announcement made at all services	Sue/Ian	27/7
Cleaning the church after general use (no known exposure to anyone with Coronavirus symptoms) on weekly basis	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.	From 2/8 only one service on a Sunday. Church will be cleaned on a Monday and ad hoc cleaning when required	Thierry (cleaner)	24/7
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	At present not applicable	n/a	
	Check with Thierry (cleaner) that he does not present with any Covid19 symptoms	Thierry to inform Sue Prentice if he shows any symptoms of Covid19 prior to Cleaning Church	Sue Prentice CW	12/6 Sue
	Check Public Liability insurance is up to date.	Insurance renewed 1/6/20 incl Public Liability Insurance and on display	Ian Read	6/6 Ian
	All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials.	Thierry provides his own gloves plus Church now has vinyl single use gloves	Sue Prentice CW	12/6 Sue

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	Reinforce specific focus with cleaning on door handles, light switches in weekly clean	Confirm cleaning routine with Thierry	Sue Prentice CW	12/6 Sue
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned eg pews	Ongoing cleaning routine (Thierry)	CW	12/6 Sue
	Confirm person responsible for removing potentially contaminated waste (e.g. anti-bac hand wipes) from the site.	Cleaner (Thierry)	CW	12/6 Sue
	Confirm the frequency for removing potentially contaminated waste (e.g. antibacterial wipes, gloves) from the site – suggested daily removal.	Every time church is opened for services, private prayer	CW	12/6 Sue
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.		Church Wardens/Rector	
NB HOW WOULD WE KNOW THIS??	If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.	Church Wardens/Rector	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	See the advice note on keeping church buildings clean.	Church Wardens/Rector	
Management of Suppliers accessing the Church	Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place.	Church Wardens/Rector to discuss with suppliers prior to appointment	Church Wardens/Rector	As required
Advice on access for construction workers and advice on access for contractors available here.	Have hand sanitiser available for suppliers to use on entry and exit of the church building.	Hand Sanitisers in place at Church Entry door	Church Wardens/Rector	12/6 Ian/Sue
	Confirm who has responsibility for locking and unlocking the building.	Church Wardens/Rector to agree responsibility	Church Wardens/Rector	12/6 Ian/Sue

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		depending on supplier, and to arrange meeting them to open up church		
	Suppliers to be requested to leave church clean and tidy and to use anti-bacterial wipes (provided) where required	Church Wardens/Rector to agree responsibility depending on supplier, and to arrange meeting them to open up church	Church Wardens/Rector	As required
	Suppliers to be responsible for removing and disposing of any rubbish/waste from their activity	Church Wardens/Rector to inform suppliers	Church Wardens/Rector	As required
	All waste bins to have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed	Single bin in church Vestry locked so not relevant for suppliers	Church Wardens/Rector	12/6 Ian/Sue
	If any suppliers left on their own confirm with them the exit doors and procedures in the case of an emergency.	Church Wardens/Rector to brief suppliers as applicable	Church Wardens/Rector	As required
Managing live music recitals in the Church	Ensure proposed live music is allowed and does not contravene any government guidelines	Church Wardens/Rector to approve of the type of performance. Currently singing and wind instruments not allowed	Church Warden/Rector	Check before each concert
	Ensure that capacity numbers as set for church services are adhered to through implementing pre-registration system and checking people off as they arrive. Also meets NHS Test and Trace requirements	Seat people as per guidelines for public worship (above) – pre-registration system enables us to manage numbers. Duty Warden checks people on arrival	Parish Administrator resp for pre-registration	Confirm with each concert

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	Adopt the Public Worship controls (as above) for all performances eg social distancing, hand sanitising, attendees to be seated by sidesmen/ushers, attendees to be invited to leave by pew	Follow guidelines above for Public Worship. Outline requirements in Opening Introduction and Welcome	Church Warden and Organiser of concert and individuals on duty	24/9
	Retiring collection – handling of cash to be managed with Covid 19 procedures	Collection to be emptied into envelope, and left for 72 hours before counting	Organiser of concert (Richard Marshall)	24/9
	Discourage gathering outside of Church to limit social gatherings	Attendees to be requested to disperse speedily from recital	Individual introducing the Recital to state in the Welcome	Communicated at each concert
	If recital takes place within 72 hours of another service then all surfaces to be wiped down	Organiser/duty warden to use anti-bac wipes to wipes down switches, handles and pew fronts and sides	Organiser and Church Wardens/Duty Wardens	To be determined at each concert