

Risk Assessment for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
6 th August 2020	5	The House of Bishops COVID-19 Recovery Group

This update includes risk factors around the requirement to wear face coverings in places of worship from 8th August.

Churches and cathedrals have been legally permitted to open for purposes of individual private prayer from 13th June. House of Bishops guidance provided for churches to open for funerals from 15th June. Public worship, with measures in place for social distancing, are allowed from 4th July. Other activities, except for a few still prohibited by law, may also take place in churches, subject to the government guidance in place for the relevant sector.

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, it 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. You should read the advice on re-opening buildings and the guidance on public worship before completing this assessment. Both are available on the [Church of England Coronavirus pages](#).

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.

A separate risk assessment relating to contractors and construction workers is available on the [Church of England Coronavirus pages](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer (general public)
 - Public worship
 - Opening for visitors and tourists
 - Community programme activities

2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from the temporary closure of the church
 - Hazards arising from now using the church in a different way

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 so long as they are properly managed, but having more people coming through your building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
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: St. Andrews Church Johnson Fold	Assessor's name: Stephen Walsh	Date completed: 30 th September 2020	Review date:
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for Public worship, for private prayer (general public) and Community programme activities. General advice on accessing church buildings can be found here.	Suitably spaced markings on entrance foyer floor and hallway. Hand sanitisation station to be available in the foyer. Entrance to the hall to be through the hall door only. (Not via the coffee lounge.) Seating/equipment to be arranged so as to facilitate social distancing requirements. Ensure all necessary laminated signage is in place.		Steve Steve Group leader Steve/Amanda	
	Buildings have been aired before use.		Steve Group leader	
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	Steve	
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		Steve	
	Consider if a booking system is needed, whether for general access or for specific events/services		Group Leader	
	Include details on requirements such as bringing a face covering in communications.		Group Leader	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Preparation of the Church for access by members of the public for any permitted purposes, including worship and community programmes.	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.		
	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.		Steve/Amanda	
	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.		Steve/Amanda	
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		Steve	
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Group Leader	
	Remove Bibles/literature/hymn books/leaflets		Steve	
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		Steve	
	Remove or isolate children’s resources and play areas		Steve to advise appropriate group leaders if necessary.	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Walk through the church to plan for physical distancing of seats, including the safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	Chairs will be set out as required for each event. Each household group will be 2m from other group. As chairs are upholstered, they will be quarantined for 72 hours after each use.	Steve Group leader	
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Only usable seats will be set out.	Steve Group leader	
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.			
	Limit access to places where the public does not need to go.		Group leader	
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	Steve/Amanda	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		Steve/Amanda	
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on cleaning church buildings can be found here.	Cleaner/Group Leader	
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	Cleaner/Group Leader	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Cleaner	
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days		Group Leader	
	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.	This will be done via normal advertising of events by the specific groups using the building.	Group Leader	
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	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.			
Advice on cleaning church buildings can be found here.	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Not applicable		
	Set up a cleaning rota to cover your opening arrangements.		Cleaner/Steve	
	Ensure all cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	Steve	
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	Cleaner/Treasurer	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Cleaner	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After each event	Group Leader	
Cleaning the church after known exposure to someone with Coronavirus symptoms	Close the church building for 72 hours with no access permitted.		Steve/Wardens	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here .	Cleaner	