

Risk Assessment for Opening Church Buildings to the Public – St Anne’s Church, Chingford E4

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
12 th June 2020	3	The House of Bishops COVID-19 Recovery Group
1st July 2020	4	The House of Bishops COVID-19 Recovery Group

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 (clergy only)
- Livestreaming services (clergy only)
- Private prayer (general public)
- Public worship
- Rites of passage services
- Opening for visitors and tourists

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 Anne's Church Chingford	Assessor's name: Heather Gwynn	Date completed: 8 July 2020	Review dates: 4 August MLT meeting 9 August 24 September 5 November 16/22 December 18 January 2021 15 March 2021
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or livestreaming General advice on accessing church buildings can be found here.	One point of entry to the church building clearly identified and separate from public entry if possible	West entrance. No public entry at this time.	Rev Mick Scotchmer (MLS)	12/6 MLS
	A suitable lone working policy has been consulted if relevant.	N/A		
	Buildings have been aired before use.	Done	MLS	12/6 MLS
	Check for animal waste and general cleanliness.	Done	MLS	12/6 MLS
	Ensure water systems are flushed through before use.	Done	MLS	12/6 MLS
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Done: Heating not in use at this season.	MLS	12/6 MLS
	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	We plan to begin live streaming from 12 July. No cables to use and safety	MLS	8/7 and ongoing MLS

		measures planned.		
Deciding whether to open to the public	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not an issue given our location. Church centre not in use at periods when church is in use.		
	Update your website, A Church Near You, and any relevant social media.	Website updated	MLS	Ongoing MLS
	Consider if a booking system is needed, whether for general access or for specific events/services	Not necessary given church capacity (allowing for social distancing) and expected attendance		
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	<u>N/A</u>		
Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Confirmed	MLS	12/6 MLS
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Done by Ministry Leadership Team (MLT)	MLT	12/6, 29/6 MLT
	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.	W porch to be used as entry, NW porch as exit, addntl fire exit at NE of church. Signage in place	MLS	12/6 MLS
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Welcomers to manage this – unlikely to be a problem given usual numbers. Covered in revised guidance for welcomers	Heather Gwynn (HG)	8/7 HG
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Wardens to be responsible for this – in revised guidance	HG	8/7 HG
	Remove Bibles/literature/hymn books/leaflets	Done	MLS	12/6 MLS

	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	N/A		
	Consider if pew cushions/kneelers need to be removed as per government guidance	All soft cushions have been removed. Kneelers not used by St Anne's congregation.	MLS	12/6 MLS
	Remove or isolate children's resources and play areas	Children's Chapel out of use for children. Church Centre to be used if necessary, in line with C of E guidance. Covered in 'welcomers' guidance	MLS HG	12/6 MLS 8/7 HG
	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).	Seating plan for all areas of the church drawn up with 2m distancing. Communion will be administered from the chancel step, not the altar rail, in line with C of E guidelines	MLS	12/6 MLS
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Done	MLS	12/6 MLS
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Done, and maps displayed at church entrance	MLS	12/6 MLS
	Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	N/A		
	Determine placement of hand sanitisers available for visitors to use.	Sanitisers to be placed at entrance, at chancel step, and at entry to church toilet. Also at entrance to church centre.	Wardens to ensure in place whenever church is used.	Sanitisers obtained 12/6, 8/7 MLS Ongoing -

				wardens
	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. Amend notices to reflect new requirements on wearing masks	Posters at main entry and at entry to church toilet. 23/7 wearing masks in church recommended 9/8 wearing masks in church mandatory	MLS	9 Aug MLS
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Covered in guidance for wardens, welcomers and stewards for open prayer sessions, and in guidance for cleaner	HG	For open prayer, 18/6, for public worship, 8/7 HG
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Done and ongoing, covered in guidance as above	MLS/wardens	Provisions available – MLS 12/6 Ongoing – wardens and others
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	“ “ “ “	“ “ “ “	“ “ “ “
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Done and ongoing	wardens	wardens
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days	Welcomers to seek this information: contact details for most attendees already	Ongoing	Ongoing

		held, in arrangements that comply with GDPR, on the Electoral Roll Updated privacy notice displayed and on website Register St Anne's with NHS Track and Trace App and put up posters	MLS/HG MLS	MLS /HG 14/7 MLS 24/9
	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.	Done via website and email. Immediate neighbours are the vicarage and the church centre – both informed.		
	Guidance needed for welcomers at Thursday Open Church sessions for September re-opening		HG	HG 1/9
	October : permission for solo or small group hymn singing – need to agree how this should be managed	Location for singer(s) agreed – front RHS row of seats to be empty except for singer and any household member	MLS/Peter Stannard (PS) - organist	MLS/PS
	5 November- 2 Dec lockdown – public worship ceased 3 December – public worship resumed in line with existing guidance 16 December – LBWF enters Tier 3. Public worship still allowed under existing guidance 19 December LBWF enters tier 4 and new national	Open Church continues for private prayer in line with guidance Priest and wardens review	 MLS/HG/VW	 MLS 22 Dec

	<p>restrictions introduced for Christmas Chelmsford diocese encourages churches to move to public worship given high local infection rates and pressure on services</p> <p>4 Jan 2021 new national lock down announced. Diocese strengthens guidance to move worship on line. LBWF invites all faith leaders to agree to voluntary closure for public worship</p> <p>New C of E guidance on ceasing public worship specifies requirements for dispensing with Canon Law</p> <p>Government roadmap published 22 February C of E/Diocesan guidance published March</p>	<p>risks, esp for forthcoming Christmas services when there may be visitors unfamiliar with our arrangements and we have fewer stewards than usual. Concluded we should move worship on line until further notice</p> <p>MLS/HG/VW agree to continue on line worship and that Open Prayer and Open Worship should not reopen until infection rates fall.</p> <p>PCC invited to agree joint Priest/PCC resolution formally suspending public worship for Sundays until 14th March, unless diocese and LBWF review their guidance meantime</p> <p>PCC agreed that public worship should be further suspended for Sunday 21 and 28 March and should recommence Easter Sunday (4 April). In light of risk assessment, Easter celebrations modified to remove sharing of lighted</p>	<p>Resolution agreed 18 Jan 2021</p> <p>Resolution agreed PCC 15th March</p>	<p>PCC 18 Jan</p> <p>Review 15th March</p> <p>PCC</p> <p>MLS and wardens</p>
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		candles and sprinkling with baptismal water		
		Signage refreshed		MLS
		Reopening for Open Prayer/Open Church to be reviewed late April		MLT
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here.	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.	Planned regular use of the church – Sun am, Tues evening, Fri am – enables this condition to be met.		
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	N/A		
	Set up a cleaning rota to cover your opening arrangements.	In place and to be kept under review	Wardens	Wardens
	All cleaners provided with gloves (ideally disposable).	Disposable gloves available in the church	HG	7/7 HG
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Done. No historic surfaces		12/6 MLS ongoing wardens
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Wardens	Wardens	Ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site	After each occasion when church is open	Wardens/open prayer	Ongoing

	– suggested daily removal.		stewards	
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	To be implemented as necessary	Wardens	Wardens As necessary
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	“ “ “ “	Wardens	“ “ “ ”
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	.” “ “ “	Wardens	“ “ “ “