

Church:	Assessor's name:	Date completed:	Review date:
St. Anselm, Hayes	Fr. Matthew Cashmore (MJC)	17 th January 2021	5 th February 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present) Risk: 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.	(1)	MJC	MJC, 30 th July 2020
	Identify one point of entry to the church building, and a separate exit if possible.		MJC	MJC, 22 nd July 2020
	A suitable lone working policy has been consulted if relevant.	An example can be found here .	n/a	
	Consider staggered arrival times if multiple people from different households are coming into the building.		MJC	MJC, 22 nd July 2020
	Holy water stoups and the font are empty.		MJC	MJC, 22 nd July 2020

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	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	(2)	MJC	MJC, 22 nd July 2020
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.		MJC	MJC, 22 nd July 2020
	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.	MJC	MJC, 22 nd July 2020
	Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	New signs for face coverings produced	MJC	MJC, 22 nd July 2020 / 5 th Jan 2021
	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.		MJC	MJC, 22 nd July 2020
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult advice on complying with Track and Trace.	MJC	MJC, 22 nd July 2020
Deciding whether to open to the public for private prayer, public worship and other permitted activities	Consider how the tier 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	Congregation are all from the parish, there is lots of space inside the church, during the 3 rd national lockdown we have decided to stay open as we are able to mitigate the risks.	MJC	MJC, 5 th January 2020

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	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	n/a		
	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.		MJC	MJC, 22 nd July 2020 / 5 th January 2021
	Consider if a booking system is needed, whether for general access or for specific events/services	(3)	MJC	MJC, 22 nd July 2020
	Communicate with nearby churches to ensure offered provisions are complementary.		MJC	MJC, relevant chapter meetings
Preparation of the Church for access by members of the public for any permitted purposes Risk: 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.		MJC	MJC, 22 nd July 2020 – continuing
	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 the tier in which the church is located (or provide a link to https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know).	New pages created for website, emailed to congregation, posted on Facebook / Twitter etc.	MJC	MJC - 5 th January 2021
	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 .		

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	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.	Advice on face coverings can be found here .	MJC	MJC – 5 th January 2021
	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.	(3)		
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	(3)	MJC	MJC, 22 nd July 2020
	Where possible, doors and windows should be opened temporarily to improve ventilation.	During high traffic events both front and rear doors are kept open – we have a large space.	MJC	MJC, 22 nd July 2020
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on church heating can be found here .	MJC	MJC, 22 nd July 2020
	Remove Bibles/literature/hymn books/leaflets.	Single use sheets are in place and service sheets (laminated plastic) are taken out of service for 72 hours between use	MJC	MJC, Monthly
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Not required	MJC	

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	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	Not used	MJC	
	Remove or isolate children’s resources and play areas.	Childrens area removed from church, including all soft toys, carpet, blankets etc.	MJC	MJC, 22 nd July 2020
	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).	(3)	MJC	MJC, 22 nd July 2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	(3)	MJC	MJC, 22 nd July 2020
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	(3)	MJC	MJC, 22 nd July 2020
	Limit access to places were the public does not need go, maybe with a temporary cordon is needed.	Not required	MJC	MJC, 22 nd July 2020
	Determine placement of hand sanitisers available for visitors to use.	Automatic dispenser with signage placed at entrance	MJC	MJC, 22 nd July 2020
	Determine if temporary changes are needed to the building to facilitate social distancing	Chairs moved to be 2m apart in rows, signs for seating installed (3)	MJC	MJC, 22 nd July 2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	(3)	MJC	MJC, 22 nd July 2020

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	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	(4)	MJC	MJC, Daily
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	(3)	MJC	MJC, Weekly
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	(3)	MJC	MJC, Weekly
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		MJC	MJC, Weekly
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 . Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	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.	N/A we are open every day		
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Cleaner is the parish priest	MJC	MJC, 22 nd July 2020
	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.	Cleaned by MJC Daily	MJC	MJC, Daily
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Ongoing	MJC	MJC, Daily
	All cleaners provided with gloves (ideally disposable).		MJC	MJC, 22 nd July 2020

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	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		MJC	MJC, 22 nd July 2020, ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		MJC	MJC, 22 nd July 2020, ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Weekly	MJC	MJC, 22 nd July 2020, ongoing
Additional Steps after Lockdown 3	As MJC is the most frequent visitor and responsible for most of the actions in this Risk Assessment and has most contact with people he should undertake twice weekly lateral flow testing for COVID.		MJC	MJC, 5 th January 2021, ongoing
	Additional lectern installed to separate Readers from MJC		MJC	MJC, 5 th January 2021
	Singing of the mass suspended		MJC	MJC, 17 th January, 2021
	Serving team suspended	One server will continue to serve at the altar on Sundays only. Steps taken to ensure distance and safety.	MJC	MJC, 5 th January 2021