**Risk assessment : Revised 10th September 2020**

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| **Church: St James Christleton** | **Date completed: 09.06.20** | **Review date: 10th October 2020** |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **Access to church buildings for clergy for purposes of private prayer and/or livestreaming**  [General advice on accessing church buildings can be found here.](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches) | One point of entry to the church building clearly identified. | Notices to be put into place giving clear directions and advice to observe social distancing and sanitize hands on entering and leaving the building | Churchwardens  Paul F |  |
| A suitable lone working policy has been consulted if relevant. | An example can be [found here](https://www.ecclesiastical.com/documents/lone-working.pdf). |  |  |
| Buildings have been aired before use. | Main door left open and door by chancel unlocked | Duty warden |  |
| Ensure Font cover is in place |  | Duty warden |  |
| Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. |  | Duty Warden |  |
| 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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | churchwardens |  |
| 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. | Entrance and exit through main doors following clear directions. There will be an explanation on the direction of flow and duty warden will act as marshall | Duty warden |  |
| **Preparation of the Church for individual prayer, funerals and services** | Where possible, doors and windows should be opened to improve ventilation. | Main doors to be left open | Duty warden |  |
| Procedure for Morning Prayer | This differs from other services in that entrance/exit to be via side door and only the chancel to be used. The main door will remain locked. Following the service, all surfaces will be wiped clean by designated person | Participants |  |
| Remove Bibles/literature/hymn books/leaflets. | The screens will be used for liturgy | Churchwardens |  |
| 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. |  | Paul F  Churchwardens | 9.6.20 |
| Determine placement of hand sanitiser available for visitors to use. | Hand sanitizer to be placed at entrances, by Rector’s stall and votive candle stand | Churchwardens |  |
| Clearly mark out seating areas including exclusion zones to maintain distancing. |  | Paul F  Churchwardens |  |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. |  | Paul F  Churchwardens |  |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. |  | Paul F  Churchwardens |  |
| 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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** |  |  |
| Toilet Facilities | The disabled toilet in the parish hall will be open during services only and cleaned before closing | Churchwardens |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them. |  | Cleaner |  |
| If the church building has been closed for 72 hours between periods of being open then there is no need for cleaning. | There will be a full covid clean by professional cleaners before and after funeral and wedding services and fortnightly.  Following morning prayer all services will be wiped down with appropriate cleaning solution. |  |  |
| All cleaners provided with gloves (ideally disposable). | Contract cleaner will provide equipment |  |  |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Provided by contract cleaner |  |  |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Contract cleaner |  |  |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Monitor this depending on the amount of waste: weekly by contract cleaner should be sufficient |  |  |
| **During services** | NHS Track and Trace | Everyone who enters the church will be asked their name and contact details for the purposes of T&T. These details will be kept for 3 weeks | Duty warden |  |
|  | Face Coverings | Face coverings are to be worn by everyone attending church services unless exempt. The presiding priest will wear a visor whilst leading but wear a mask during distribution of the sacrament. Readers may remove their mask at the lectern but should sanitise their hands after replacing it |  |  |
|  | Protocol for receiving Holy Communion | Duty warden and usher will indicate to individuals when they should go up to chancel to receive. A strict 2 metre distance should be maintained and follow the one-way system as indicated by floor markers. |  |  |