# Risk Assessment for Opening Church Buildings to the Public

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| **Church:**  Tynemouth St Paul Cullercoats | **Assessor’s name:**  The Revd John Vilaseca Bruch, Vicar | | **Date completed:**  19th July 2021 | **Review date:**  16th August 2021 |
| **Event or service this assessment relates to:** | | All services of Public Worship in church and time for private prayer on Saturday am. | | |

| **Risk** | **Controls to consider** | **Additional information** | **Action by whom?** | **Completed – date & name** |
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| **Aerosol or droplet transmission of Covid-19** | **Increase ventilation** in our building: natural ventilation by opening doors (main door and Parish Centre door), and windows in the vestry. | Consult HSE [guidance on identifying poorly ventilated areas](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm)  Do not prop open fire doors. | Vicar &  Churchwardens | 19/07/21  Ongoing |
| Use of outdoor spaces if appropriate. |  | Vicar &  Churchwardens | 19/07/21  Ongoing |
| **We request people to wear a face covering**, unless exempt, when inside our church building. | Signs displayed in church. | Vicar &  Churchwardens | 19/07/21  JV/SG/LM |
| **Measures to reduce contact between people**:  - retaining social distancing: Clearly marked out available seating areas and clearly marked out exclusion zones to maintain social distancing.  - Remind people to keep social distancing inside the church building.  - Clearly marked out flow of movement for people entering and leaving the building to maintain physical distancing requirements. |  | Vicar &  Churchwardens | 19/07/21  JV/SG/LM |
| **‘One way’ system**:  - one point of entry into the church to manage flow of people (indicated with signs): Church (North door)  - different door for exit: Parish Centre door (South door) | We keep emergency exits available at all times. | Vicar &  Churchwardens | 19/07/21  JV/SG/LM |
|  | For events where the building is likely to be especially busy (funeral, weddings), or the activity is particularly energetic, we will pay particular regard to the above measures. Social distancing, face coverings and one way system. |  | Vicar &  Churchwardens | 19/07/21  Ongoing |
| **Surface transmission of Covid-19** | We provide two **hand cleansing stations** at the entrance and one at the exit. These hand cleansing stations have hand sanitiser, tissues and paper towels. |  | Vicar &  Churchwardens | 19/07/21  JV/SG/LM |
| **Reduce the contact of people with surfaces**:  - leaving open doors that are not fire doors  - collection plate will not be passed around |  | Vicar &  Churchwardens | 19/07/21  JV/SG/LM  Ongoing |
| **Good hygiene** and cleaning of the building. | See advice on [cleaning church buildings](https://www.churchofengland.org/media/24767). | Vicar &  Churchwardens | 19/07/21  Ongoing |
| **Hygiene around shared items**: hymn books/orders of service that are used by multiple people.  - one use only Order of Service  - hymn books will be left to quarantine for 48h after use. |  | Vicar &  Churchwardens | 19/07/21  JV/SG/LM  Ongoing |
| When providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them. |  | Vicar &  Churchwardens | 19/07/21  JV/SG/LM  Ongoing |
| Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on). Such as kneelers. |  | Vicar | 11/06/20  JV |
| Remove or isolate children’s resources and toys. Children’s resources and toys have been stored until September 2021. | Toys and children’s resources will be available and then left in the choir vestry for 48h after use. | Vicar | 11/06/20  JV |
| **Toilet facilities**, have adequate supply of soap and disposable hand towels, and a bin for towels, are available. |  | Vicar &  Churchwardens | 19/07/21  JV/SG/LM  Ongoing |
|  | All **waste receptacles** have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Bins are emptied at the end of every service. | Vicar &  Churchwardens | 19/07/21  JV/SG/LM  Ongoing |
| **Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.** | **NHS Track and Trace** QR code is displayed in the church entrance, with an alternative option for those who cannot use that system leaving their contact details to the church welcoming team. We encourage all visitors and congregation to use one or other of these options. | Consult [advice on Track and Trace](https://www.churchofengland.org/media/21016).  It is no longer legally required to display or ask people to register for NHS Test and Trace. We cannot insist on people registering. | Vicar &  Churchwardens | 19/07/21  JV/SG/LM  Ongoing |
| Our website, A Church Near You, and other social media platforms have information for visitors regarding these updates.  We have announced the details on requirements such as bringing a face covering and keep social distancing inside the church building for those who may be anxious. | This Risk Assessment is available on our website. | Standing Committee | 19/07/21  SC |
| We consider specific advice and pastoral support for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. |  | Vicar | 19/07/21  JV |
| Booking system will be needed for specific large events/services such as Weddings or Funerals. |  | Vicar | 19/07/21  Ongoing |
| We have provided welcoming notices and signs that outline these safety measures. |  | Vicar | 19/07/21  JV |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible, the church building will be closed for 48 hours with no access permitted. |  | Vicar &  Churchwardens | Ongoing |
| If 48-hour closure is not possible then we would follow Public Health England guidance on cleaning in non-healthcare settings. | [**Public Health England guidance** available here.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | Vicar &  Churchwardens | Ongoing |
| If the building has been quarantined for 48 hours, then we would carry out cleaning as per the normal advice on cleaning. | Advice on[**cleaning church buildings can be found here.**](https://www.churchofengland.org/media/24767) | Vicar &  Churchwardens | Ongoing |

For more information, please follow this link:

<https://www.churchofengland.org/sites/default/files/2021-07/COVID%2019%20Guidance%20from%20the%2019th%20July%202021%20v1.0.pdf>