**Church Buildings: Covid-19 Risk Assessment Checklist for Parish Churches (After restrictions have lifted)**

Version Control

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| Issue Date | Version Number | Issued by |
| **19th July 2021** | 2 | Tina Last, Church Administrator (on advice from PCC) |

**Risk assessment template**

| **Area of Focus** | **Controls required** | **Additional information** | **Action by who?** | **Completed – date and name** |
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| **Preparation of the Church for:**  **- private prayer and/or livestreaming by a single member of the clergy (and a member of their household if needed)/ Sunday Worship** | One point of entry to the church building clearly identified.  One way system still in place | Only front doors open, back door shut. | Tina | Tina  19.7.21 |
| Register and NHS QR Code | **This is no longer a requirement** but we will continue with registers until Sept.  NHS QR Code will remain on table. | Tina has up-dated the registers. | They will be shredded after 21 days. |
| Social Distancing | Since 19th July this does not have to be enforced. However, St Cuthbert’s will continue to social distance seating. | Already in place | N/A |
| Mask Requirement | Masks to be worn when entering the building but can be removed once seated | Welcome Table to advise congregation on arrival | Avril or whoever on Welcome Table to action |
| Sharing the Peace | Continue to wave/signal “Peace be with you” | No movement in church – Priest to advise | Every week |
| Communion | In one kind – a continuation of what we have been doing all year. | N/A | N/A |
| Singing | Hymns to be introduced 25.7.21 | No hymn books. Words on Screen. | Stephen Goddard |
|  | Weddings/Funerals/Baptisms & other life events | No restrictions | Diocese guidance | Diocese |
|  | Sunday School/Youth Groups | No restrictions | No bubbles | Diocese guidance |
|  | Building Hire | Requirement: Risk Assessments  Public Liability Insurance  Booking Form  (They must be aware of our Fire Evacuation Procedure) | Tina | Already in place |
| **Preparation of the Church for:**  **- construction workers and/or professional contractors and workmen** | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. |  | N/A |  |
| Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place. | Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes. | N/A |  |
| Have hand sanitiser available for people to use on entry and exit of the church building. | Bottles will still be available on the Welcome Table.  Hand sanitizers: It is recommended that a concentration of 60%-95% ethanol or isopropanol(alcohol) be used. | Tina  Purchased and on-going as supplies run low. | Supplies kept in office. |
| Confirm who has responsibility for locking and unlocking the building. |  | Duty Officer | Rota in place |
| Confirm whose responsibility it will be to carry out cleaning, including:   * Toilets * Kitchen/servery areas if it is necessary for these to be used * Frequently touched surfaces e.g. doors | See the advice note on keeping church buildings clean.  Anti bac sprays, washing up gloves and anti bac wipes supplies, black bin liners | Toilets are now open  Kitchen will be remain closed for now.  Cleaner (Cathy) responsible for frequently touched services | Complete -  Supplies already purchased and left in kitchen |
| Whoever has responsibility for toilets, ensure a supply of soap and disposable hand towels will be available. | Soap and hand towels required | Tina | Complete – Supplies already purchased and left in kitchen |
| Confirm who is responsible for removing potentially contaminated waste e.g. hand towels from the site. | All waste must be double bagged | Cathy |  |
| All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed | All waste must be double bagged | Tina/Steve | Good supplies of black bin liners in church now (Kitchen) |
| Confirm evacuation procedures in the case of an emergency. | Follow Fire Drill procedures | SM/Lionel |  |
| Direct all users to leave the building by one exit only, avoiding bottlenecks. | One way system will be in place. Visuals to be ordered/arrow signs on floor. | In place | Already in place |
| **Cleaning the church after general use (no known exposure to anyone with Coronavirus symptoms)** | Check all cleaners are not in a vulnerable group or self-isolating. |  | SM – checked with Cathy and confirmed | No further action |
| Check PCC/Chapter liability insurance is up to date. |  | Tina/Trev |  |
| All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials. |  | Tina | Completed-Supplies already ordered and on their way.  Washing up gloves also purchased as an alternative |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | See the advice note on keeping church buildings clean. | Tina | Anti bac sprays and wipes supply in church (Kitchen) |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for **at least 48 hours** with no access permitted. | 19th July – guidance from Diocese | Notice on door  Phone those on register | Tina/Trevor |
| 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) |  |  |
| If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. | Usual precautions – gloves, anti bac spray, apron, double bag supplies for disposal | Cathy already aware of procedure | N/A |