Risk Assessment for St Michael’s Church for Wednesday Service during Covid 19

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| **Area of Focus** | **Controls Required** | **Additional Information** | **Action by Whom?** | **Completed – Date and Name** |
| **Preparation of church before Service** | Buildings have been aired before use. | Ensure no visitors enter building while airing. | Outdoor steward. |  |
|  | A suitable lone working policy has been consulted if relevant. |  |  |  |
|  | Check for animal waste and general cleanliness. | 72 hours prior to service. | Warden/s. |  |
|  | Ensure water systems are flushed through before use. | 72 hours prior to service. | Warden/s. |  |
|  | Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | 72 hours prior to service. | Warden/s. |  |
|  | Holy water stoups and the font are empty. Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ sections of this risk assessment (below). | Removed in March 2020 | Warden/s. |  |
|  | Remove Bibles/literature/hymn books/leaflets. | Removed in March 2020 | Warden/s. |  |
|  | Remove or isolate children’s resources and play areas. | Removed in March 2020 | Warden/s. |  |
|  | Consider if pew cushions/kneelers need to be removed as per government guidance. |  | Warden/s. |  |

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| **Area of Focus** | **Controls Required** | **Additional Information** | **Action by Whom?** | **Completed – Date and Name** |
| **Preparation of church before Service** | Identify how many people are attending and from how many households. |  | Warden/s. |  |
|  | Identify clearly which pews people can sit in and in which direction they should move around the building. | Follow current social distancing laws. | Warden/s. |  |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)** | 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. |  |  |  |
|  | If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. |  | Warden/s. |  |
|  | All cleaners provided with gloves (ideally disposable). |  | Warden/s. |  |
|  | Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. |  | Warden/s. |  |
|  | Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. |  | Warden/s. |  |
|  | Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Empty after service. Always wear disposable gloves. | Setting up team. |  |
| **Area of Focus** | **Controls Required** | **Additional Information** | **Action by Whom?** | **Completed – Date and Name** |
| **Cleaning the church after known exposure to someone with coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. If 72-hour closure is not possible then 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) | Warden/s. |  |
|  | If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. |  |  |  |
| **Preparation on Day of Service (before service)** | One door to be unlocked (key only) prior to anyone arriving, from outside. | Use level access door. Follow current social distancing laws. | Setting up team. |  |
|  | All outside door handles, including gates, to be disinfected. | Follow current social distancing laws. | Setting up team. |  |
|  | Before people arrive, unbolt the level access and put sign out. | Ensure steward is on duty first | Setting up team. |  |
| **As People Arrive Outside**  **Test and Trace** | If possible, provide safe means for worshippers to record their name and contact details; retain each day’s record for 21 days. After the service this will need to be securely stored. | Print and bring register to service. | Outdoor steward. |  |

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| **As People Arrive Outside** | Ensure social distancing.  As people arrive check their name on the list. | No person should be admitted if their name isn’t on the list if all seats are taken. If a vacant seat is taken ask if person is happy for name and contact number to be taken and add to list. | Outdoor steward. |  |
|  | Inform people a face mask will be provided for them if they don’t have one. |  | Outdoor steward. |  |
| **As People Arrive Inside** | Everyone must follow social distancing laws and way marked route around the building. They must only sit in marked places. | Follow current social distancing laws. | Service leader. |  |
|  | Hand sanitiser should be placed by the door and everyone should use it upon entry and exit. | Ensure that there is not a bottleneck while this is happening. | Service leader. |  |
|  | Face masks to be on side person’s pew for people who don’t come with one. | Ensure people sanitise hands before taking one. | Service leader |  |
| **During the Service** | There must be no walking around by congregation during the service. |  | Service leader. |  |

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| **After the Service** | People must follow social distancing laws while leaving. | People should be encouraged to leave as soon as possible. | Service leader and outdoor stewards. |  |
|  | **The bolts must be closed upon leaving the building and sign put away.** | Follow current social distancing laws. | Service leader. |  |
|  | When everyone has left the area the door can be locked with the key from the outside. | Follow current social distancing laws. | Outdoor steward. |  |
|  | All outside door handles, including gates, to be disinfected. | Follow current social distancing laws. | Outdoor steward. |  |
|  | No-one must enter the building for 72 hours.  If not possible contact the wardens. | If someone plans to enter the building before 72 hours a deep clean will need to be done before this can happen. Follow all current guidelines. | Warden/s. |  |