



# Risk Assessment

<b>Church:</b> All Saints & Martyrs	<b>Assessor's name:</b> Philip Miller (SM = Rev Sue, GD = Glyn Duffy, JM = Jackie Mansey, GM = Graham Mansey, BN = Ben Noble,	<b>Date completed:</b> July 10 2020	<b>Review date:</b> Additions 16/7/20 after more information from Bishops Latest additions by PM 24/7/20 (checked by AH)
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified and separate from public entry if possible	Bottom porch door - clearly marked - this is public entry	GD to produce sign	Sign fixed by GM - 5/7/20
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here</a> . Not relevant - always 2 people present	-	-
	Buildings have been aired before use.	All doors open for change of air weekly Large windows at back open	PM to open doors and windows	PM - 10/7/20

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	Check for animal waste and general cleanliness.	Deep clean Daily check	JM & GM PM daily check	JM & GM 27/6/20 Daily check PM
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a> GD to produce 5 signs 'Not drinking water' Run taps in toilets/kitchen/vestry for 10 minutes to clear system	GD	GD 25/7/20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Heating not currently needed Electrical system for church & hall	PM check 10/7/20	GM double check
	Holy water stoups and the font are empty.	n/a		
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Filming once every 3 weeks Equipment NOT left in situ	GD to check each occasion	First occasion 11/7/20
<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Liaise with Fr Tadgh	PM	PM 10/7/20
	Update your website, A Church Near You, and any relevant social media.	Website ACNY Facebook	PM & BN	PM BN GD after PCC approval 14/7/20
	Consider if a booking system is needed, whether for general access or for specific events/services	To be resolved by PCC 14/7/20	PCC resolved 14/7/20	Strict booking in system to

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		<p>Seats limited to 30 JM to operate bookings <del>Worshippers not requested to wear face mask provided they remain 2m apart or in bubbles</del> FACE MASK INSTRUCTION HAS CHANGED IN LINE WITH RMBC LOCAL REQUIREMENTS - all worshippers to wear face mask; communicants to bring extra mask to put on before HC after disposing of first mask - sanitize after handling JM to explain &amp; request people do not arrive early Track and Trace consent form to be issued for each visit. To be kept for 21 days</p>	<p>Strong recommendation from C of E to wear face masks 23/7/20 Script compiled 23/7/20 Track/trace forms produced 23/7/20</p>	<p>be operated by JM First opening 26/7/20</p>
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	<p><a href="#">Apply here.</a> Not open to tourists</p>		
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		PM	PM 10/7/20
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here.</a>		
	Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping	Bottom porch - entrance with notice affixed	GD to make exit signs	GD to have them in place

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	emergency exits available at all times. Where possible use a different exit.	Top porch - exit with notice affixed Emergency - via hall (2 exits) with notices affixed to both doors		13/7/20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Floor outside bottom porch to be marked at 2m intervals Notice about safe distance to be put up	GM to mark floor GD to make & fix notices	GD & GM 15/7/20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Windows above 2 doors to church opened before services	PM	PM 10/7/20
	Remove Bibles/literature/hymn books/leaflets	All removed	PM	PM 10/7/20
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Candle stand - removed Bk of Remembrance to have polite label not to touch	PM remove stand GD label	PM & GD 15/7/20
	Consider if pew cushions/kneelers need to be removed as per government guidance	All removed apart from altar rail which will not be required (no kneeling there)	PM GD	PM GD 10/7/20
	Remove or isolate children's resources and play areas	Isolated	PM	PM 10/7/20
	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).	Worshippers come into church via middle aisle (broad); they will be instructed where to sit - indicated by a green tick - and only in those seats. Their temperature will be taken - if		

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		<p>temperature is raised they will not be able to be admitted</p> <p>Worshippers to be reminded to stay seated and stay in seat</p>		
	<p>Clearly mark out seating areas including exclusion zones to maintain distancing.</p>	<p>Seats indicated by a green tick. Other pews sealed off. People will not necessarily sit in their usual place and will be seated alone except in an existing bubble (household group or existing group). Bubble seats for up to 5 people designated. There will be 'pair ticks' for couples. Welcomers (3) will direct as appropriate. Children must be held at all times</p>	<p>GD &amp; PM to designate seats for individuals and bubbles</p>	<p>Seat designation by GD &amp; PM by 23/7/20</p>
	<p>Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.</p>	<p>Arrows on the floor.</p> <p>Instructions to be issued:</p> <ul style="list-style-type: none"> <li>- Worshippers must remain in their seats</li> <li>- No standing</li> <li>- Maintain physical distance</li> <li>- Refrain from chatting to friends</li> <li>- Look to the front</li> <li>- At the end of worship please exit swiftly and go straight</li> </ul>	<p>GD to make arrows and an A3 instruction sheet will be on display. To be read aloud at start of service: Use centre aisle to come to HC HC will be at end of service</p>	<p>15/7/20 GD to prepare &amp; clergy to read out at start of each service</p>

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		home	Maintain physical distance Leave via side aisles Go straight home Only one toilet available	
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Hall apart from toilets out of bounds; disabled toilets for men & women (Gents has no hot water)	GD to make a sign and instructions about cleansing toilet and hands after use and safe disposal of wipes	Sign fixed 23/7/20 Reminder given out at each service
	Determine placement of hand sanitisers available for visitors to use.	Register with <a href="#">Parish Buying</a> for procurement options. 2 at entrance to church 2 at head of nave for communicants before HC 1 in disabled toilet 1 at the altar	GD PM	GD PM 25/7/20
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> . n/a		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Appropriate notices to be made	GD	GD PM 25/7/20

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	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here</a> . Mainly door handles of entry and exit, and designated pews with bleach wipes		Ongoing responsibility of 3 stewards
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with <a href="#">Parish Buying</a> for procurement options. New bins in toilets for paper towels (no hot water in gents - disabled to be used for gents). Signs 'Please wipe down seat, handles & taps with wipes provided. Use bin provided'	GD to make sure sufficient soap/towels	Ongoing PM GD
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with <a href="#">Parish Buying</a> for procurement options. See above		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	In hand - GD Foot operated	GD	GD 13/7/20
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	JM to design record keeping in line with GDPR Track/trace forms and consent filled in on entry	JM Stewards to oversee track/trace forms Pens to be used once only	JM 15/7/20
	Give due notice of the resumption of use of the building to neighbours, congregation and wider	PM to notify Fr Tadgh Sunday bulletin, websites &	PM & GD	PM & GD after PCC on

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	community, ensuring that visitors and worshippers will know what to expect when they come.	Facebook		14/7/20
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here</a> .	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.	72 hours between Sunday (10am) & Wednesday (11am) services. Filming on Saturday once every 3 weeks - area to be cleansed after use before Sunday	PM SM GD	PM SM GD as necessary
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	72 hour closure is possible (UNLESS FUNERALS - separate risk assessment)	-	-
	Set up a cleaning rota to cover your opening arrangements.	Volunteers GD JM GM SM PM LR	PM to check	PM - rota in place by 15/7/20
	All cleaners provided with gloves (ideally disposable).	Register with <a href="#">Parish Buying</a> for procurement options.		
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with <a href="#">Parish Buying</a> for procurement options.	GD to check	GD 15/7/20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	In black bags, to be removed twice weekly after service - PM	PM	PM - Sundays & Wednesdays
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Twice weekly - Sundays & Wednesdays	PM	See above
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.	<b>Church closed until deep clean after 72 hours - no services</b> <b>Contacts to be informed by</b>		PM SM GM AH to make decision



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		<b>JM</b>		
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a> This will be possible with agreement of leadership team		Leadership team as necessary
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a> 10am on both Sunday and Wednesday		