**Risk assessment**

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| **Church:**  **St Michael & All Angels** | **Assessor’s name:**  **Suzanne Middleton** | **Date completed:**  **22/7/2020** | **Review date:**  **22/8/2020** |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **Preparation of the Church for services** | Booking system in place to manage numbers allowed to enter for services | Website Online booking system and contact with communications officer – info given out via newssheet and on website | Communications Officer |  |
| Review C of E guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). |  | Operations Officer |  |
| 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. | Entry through North door and exit through West door | Priest in charge  notices by Operations Officer |  |
| Brief sides people on precautions to take managing entry/exit and conduct of people attending church services |  | Operations Officer |  |
| Where possible, doors and windows should be opened temporarily to improve ventilation. |  | Sides-person on duty |  |
| Remove from use all books (including hymn books and Bibles) plus cards and leaflets except single use material that will be removed by user. |  | Communications Officer |  |
| Cordon off or remove from public access any devotional objects or items |  | Operations Officer |  |
| Remove pew cushions to inaccessible location |  | Operations Officer |  |
| Remove or isolate children’s resources and play areas |  | Operations Officer |  |
| 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. |  | Operations Officer, Church Warden and Priest in Charge |  |
| Clearly mark out seating including exclusion zones to maintain distancing. |  | Operations Officer |  |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. |  | Operations Officer |  |
| Limit access to places were the public does not need go with a temporary cordon . |  | Operations Officer |  |
| Place hand sanitisers to be available for visitors to use on entry and exit |  | Operations Officer |  |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing, no entry if experiencing symptoms etc. |  | Operations Officer |  |
| If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes. |  | Operations Officer |  |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | . |  |  |
| In toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. |  | Operations Officer |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  | Operations Officer |  |
| Check all cleaners are not in a vulnerable group or self-isolating. |  | Operations Officer |  |
| Set up a cleaning rota to cover your opening arrangements. | 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.  Cleaners to be briefed on cleaning practice to be adopted | Church Warden |  |
| All cleaners provided with gloves (ideally disposable) | Disposal of gloves and other disposable cleaning materials to be placed in double bags. | Operations Officer |  |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. |  | Operations Officer |  |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. |  | Operations Officer |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. | Planned to open on Wednesday and Sunday only |  |  |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. |  | Cleaning Team |  |