# COVID-19 Risk Assessment - Christ Church Emery Down

## Assessment for opening the church for private prayer/services, carried out by: Revd David Potterton with churchwardens: Michael Combe and Sara Hall on Thursday 11 June 2020.

## Date of next review: Continuous as stated below.

| Hazard – virus transfer. Safeguards established. | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Books/service sheets normally handed out to congregation**  | Anyone entering the church and/or using the church for private prayer, attending services. | Removed books and service sheets to a taped off no entry area | Ensure area continues to be taped off. | Vicar, Wardens, church openers and those sanitising church. | Whenever church is sanitised, opened and closed. | ✔️ |
| **Cards for sale** | Could be picked up, purchased and left for someone else to pick up. | Removed to storage in vestry. | None. | Churchwardens. | Immediately | ✔️ |
| **Kneelers** | Anyone handling them. | Removed to unused pews. | None. | Churchwardens. | Immediately. | ✔️ |
| **Air circulation** | Precautionary.  | Air vents opened. Inner porch doors left open always whether church open or not. | Ensure they remain open. | Vicar, Wardens, church openers and those sanitising church. | Whenever church is sanitised, opened and closed. | ✔️ |
| **Hand hygiene** | Everyone entering the church. | Notices at entrance stating importance of hand sanitising and explaining system of green/red notices in pews. | Ensure supply of hand sanitiser on table at church entrance. | Vicar, Wardens, church openers and those sanitising church. | Whenever church is sanitised, opened and closed. | ✔️ |
| **Social distancing** | Anyone as above. | Every other pew taped off, chancel, piano and both front pews taped off. | Ensure taped off areas remain taped off.**7 August: advised face coverings mandatory.** | Vicar, Wardens, church openers and those sanitising church. | Whenever church is sanitised, opened and closed. | ✔️ |
| **Pew usage** | Anyone using a pew which has been used by someone else within the last 72 hours. | Notices in untaped pews, green side indicating an open pew and red side to be turned over when leaving pew to indicate no entry. | Ensure notices are contained within each pew that may be used. Turn red side to green side when church is opened or sanitised. | Churchwardens, church openers and those sanitising church. | Whenever church is sanitised, opened and closed. | ✔️ |
| **Sanitising pews, cleaning door handles and general accessible areas** | Those currently on the church cleaning rota over the age of 70. | Sought volunteers under 70 and established a weekly rota of those willing to sanitise the church. | Provide cleaning materials, gloves and guidance.**10 August: advised face coverings mandatory.** | Churchwardens. | At induction of new volunteers. | ✔️ |