

**Risk assessment**

<b>Church:</b>	<b>Assessor's name:</b>	<b>Date completed:</b>	<b>Review date:</b>
Grace Church Cowley	Ben Vane	21/7/21	21/9/21
<b>Event or service this assessment relates to:</b>		Sunday services	

<b>Risk</b>	<b>Controls to consider (delete or detail as appropriate to your location and event)</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<b>Aerosol or droplet transmission of Covid-19</b>	Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary.	Main entrance and fire escape will be open, all windows will be open.	PL	21/7/21
	Use outdoor spaces if appropriate and available.	Coffee will be served outside. Socialising after the service will be encouraged outside rather than inside where possible. If it rains, coffee will be served not from the kitchen hatch, but from a table at the front of church where the ceiling is higher. This means those who wish to be socially distanced at the back can remain in their area if they wish.	PL	21/7/21
	Request or consider requiring people to wear a face covering, unless exempt, when inside your building.	Masks will be optional, but requested for those sitting in socially-distanced seating.	BV	23/7/21

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	This may particularly apply to activities that increase risk of aerosol spread such as singing.	This is also in the area of the building with a lower ceiling.		
	Put in place measures to reduce contact between people e.g. retaining social distancing	Around half of the church building will be given over to socially-distanced seating for those who would like it.	PL	21/7/21
	If practical in your building, 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 door for exit.	We will encourage using the side door for exiting for those not collecting children.	BV	23/7/21
	For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings.	This will be reviewed as we progress towards Christmas	BV	21/10/21
<b>Surface transmission of Covid-19</b>	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Hand sanitiser available at the entrance.	PL	21/7/21
	Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.	Toilet entrance to be propped open. Main entrance to be propped open.	PL	21/7/21
	Good hygiene and cleaning of the building.	Cleaner once a week.	PL	21/7/21
	Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.	Bibles will be placed on chairs and only be used by one household with a whole week before being used by others.	PL	21/7/21

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	If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them.	N/A		
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on).	N/A		
	Put in place a cleaning rota/system for children’s materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children).	Cleaning materials provided to creche and Woddlers.	PL	21/7/21
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Weekly checks.	PL	21/7/21
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Weekly cleaning by cleaner, checked weekly.	PL	21/7/21
<b>Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.</b>	Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. Encourage visitors to use one or other of these options.	A QR code will be displayed. We also will continue with a booking system until rules change on isolating after contact with infected people/	PL	21/7/21
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious.	All information on our website.	BV	23/7/21

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	Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.	Welcomers will be alert to those who require help/	PL	21/7/21
	Consider if a booking system is needed, whether for general access or for specific events/services.	As above		
	Communicate with nearby churches to ensure offered provisions are complementary.	Through Deanery Chapter	BV	
	Provide welcoming notices that outline safety measures.	Service leader will ensure this.	BV	23/7/21
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 48 hours with no access permitted.			
	If 48-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>		
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>		