

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
16 th July 2021	10	The House of Bishops COVID-19 Recovery Group

This update has been reviewed to reflect step 4 of the [roadmap to ease restrictions](#) issued by the UK government and is intended for use from 19th July onwards. As step 4 sees the easing of all legal restrictions it is recommended that risk assessments currently in place are re-run to ensure they fit the new circumstances. The Church of England's [guidance on step 4](#) may be a helpful reference point.

It is recommended that you carry out a separate risk assessment for each activity type e.g. public worship, use by community groups, concerts etc. and that these are regularly reviewed with reference to local Covid infection rates and other relevant circumstances. You may decide to have different mitigations or safety measures in place for different events. Where activities run simultaneously or back-to-back, each iteration of the risk assessment should address the shared or consequential risk.

Risk assessment templates for outdoor worship and for contractors and construction workers are also available on the [Church of England Coronavirus page](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer
 - Public worship with or without congregational singing
 - Funerals, weddings, baptisms, ordinations
 - Livestreaming or recording services
 - A choir or music group singing indoors as part of a public, livestreamed or recorded service
 - Formal childcare or where part of a school
 - Essential voluntary and public services
 - Use as a vaccination or testing centre
 - Community and support groups
 - Provision of youth services
 - Opening shops/cafes
 - Opening for visitors/tourists/educational visits as a heritage attraction
 - Opening for concerts, plays etc
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual
 - Shared or consequential risks of activities running simultaneously or back-to-back (eg crossover of people at entry/exit points)

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how. Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches as long as they are properly managed, but having any significant numbers of people coming through your building makes the possible impact – in particular someone with COVID-19 coming into contact with others – higher than in smaller churches with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate. Gathered congregations and major services may attract people from far afield, which is likely to add to the risk profile. Consider whether you need to consult your wider membership and users.

4. Using the risk assessment checklist below as a template:

- add in mitigations for any risks that are particular to your circumstances that may not be on the list;
- record what you need to do for each activity to go ahead safely;
- consider any equipment you need and any temporary changes you might need to make to the church;
- check back against your list of activities to confirm which ones can go ahead and when.

Risk assessment template

Church: At Michael's Axmouth	Assessor's name: Lesley Gubbins	Date completed: 22/07/21	Review date: 21/07/22 or when advised if sooner
Event or service this assessment relates to:		Sunday services	

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
Aerosol or droplet transmission of Covid-19	Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary.	Main door to remain open throughout services Do not prop open fire doors.	Churchwardens to direct stewards	LG 21/07/2021
	Use outdoor spaces if appropriate and available.	Outdoor space for singing used where appropriate. Coffee to be served outdoors whenever possible	Ministers/CWs	LG 21/07/2021
	Request or consider requiring people to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing.	Face covering must continue to be worn. Although singing can re-commence, face coverings must not be removed	CWs to direct stewards. Notices to remain in place	LG 22/07/2021
	Put in place measures to reduce contact between people e.g. retaining social distancing	An area of church set aside for vulnerable or those who wish to maintain social distancing	CWs to direct stewards	LG 21/07/2021

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
	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.	One entrance only (other than for ministers' robing and churchwarden use therefore retain stewards to ensure safe flow	CWs to direct stewards and notices for clergy to remain in place	LG 21/07.2021
	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.	HC to remain in one kind until further notice	Ministers	LG 21/07/2021
Surface transmission of Covid-19	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Provided	Churchwardens to direct stewards	LG 21/07/2021
	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.	Single main door to be kept open throughout services	CWs to direct stewards	LG 21/07/2021
	Good hygiene and cleaning of the building.	Hands sanitised on entry and by stewards as necessary. Minister provided with sanitiser and handwashing facilities. Where more than one person uses lectern or other equipment, cleaned between each use before, after and during services.	CWs to ensure sanitising products available and in place	LG 21/07/2021
	Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.	Sufficient worship books available marked up to	CWs and ministers	LG 21/07/2021

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
		ensure sufficient interval (min 48hrs) between use.	where appropriate.	
	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.	Hands to be sanitised on entry and congregation to be asked to take their copy home. Any remaining after the service to be disposed of appropriately.	CWs and ministers	LG 21/07/2021
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on).	Such items to remain stored in chapel are pro tem	CWs	LG 21/07/2021
	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).	Not applicable at present. To be reviewed as necessary	CWs	LG 21/07/2021
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Not applicable		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Vestry only for recyclable items, ie paper	CWs	LG 21/07/2021
Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.	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.	QR code remains available, plus a steward to take details of those not using the system	CWs	LG 21/07/2021
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests	Website up to date. Facebook page used for live streaming of services only at present	Iain Purdon	LG 22/07/2021

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	such as bringing a face covering and options for those who may be anxious.			
	Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.	Hearing loop in place and large-print Bible available	CWs	22/07/2021
	Consider if a booking system is needed, whether for general access or for specific events/services.	Not considered a significant risk		LG 21/07/2021
	Communicate with nearby churches to ensure offered provisions are complementary.	Not considered a significant risk locally		LG 21/07/2021
	Provide welcoming notices that outline safety measures.	Notices reviewed	Hilary Harron & LG	22/07/2021
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Churchwardens to keep under review	CWs	LG 21/07/2021
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.			
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Churchwardens to ensure should this happen	CWs	LG 21/07/2021