



Towards Re-opening Church Buildings: Covid-19 Risk Assessment Checklist for Parish Churches

Version Control

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This document provides a template risk assessment, with links to the relevant advice notes. It relates to situations where there is limited access to church buildings the purposes of private prayer, livestreaming, construction, carrying out of contractual work, building maintenance and cleaning. This template relates exclusively to Covid-related risks, not general risks. If you would like more information about your responsibilities under the Management of Health and Safety at Work Regulations then information and templates can be found on the HSE website.

A further version of this will be produced when small services such as weddings and funerals are allowed, then for private prayer, then for some form of public worship. At present no public access is permitted to church buildings under government guidance.

Risk Assessment Template

Area of Focus	Controls required	Additional information	Action by who? (V=Verger Team)	Completed – date and name
<p>Preparation of the Church for:</p> <p>- private prayer and/or livestreaming by a single member of the clergy (and a member of their household if needed)</p> <p>Advice on access for the clergy available here.</p>	<p>One point of entry to the church building clearly identified.</p> <p>A suitable lone working policy has been consulted</p> <p>Buildings have been aired before use.</p> <p>Check for animal waste and general cleanliness.</p>	<p>All completed 30.06.20.</p>	<p>V</p> <p>V</p> <p>V</p>	<p>30.06.20.</p> <p>30.06.20.</p> <p>30.06.20.</p>

	<p>Ensure water systems are flushed through before use.</p> <p>Switch on and check electrical and heating systems if needed.</p> <p>Holy water stoups and the font are empty.</p>			
<p>Preparation of the Church for: - construction workers and/or professional contractors</p>	<p>Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.</p>	<p>All completed 30.06.20.</p>		

<p>Advice on access for construction workers and advice on access for contractors available here.</p>	<p>Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place.</p> <p>Have hand sanitiser available for people to use on entry and exit of the church building.</p> <p>Confirm who has responsibility for locking and unlocking the building.</p>	<p>Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes.</p> <p>Hampsons (Cleaners) 03.07.20. Smiths (Clocks) 07.07.20.</p> <p>x 2 stations set-up +replacement stocks from 30.06.20.</p> <p>Verger team - plus Music Dept / Bell Ringers / Clergy / CEO</p>		
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	<p>Confirm whose responsibility it will be to carry out cleaning, including:</p> <ul style="list-style-type: none"> • Toilets • Kitchen/serverly areas if it is necessary for these to be used • Frequently touched surfaces e.g. doors <p>Whoever has responsibility for toilets, ensure a supply of soap and disposable hand towels will be available.</p> <p>Confirm who is responsible for removing potentially</p>	<p>Verger team / Hampsons</p> <p>Verger team</p>		
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	<p>contaminated waste e.g. hand towels from the site. All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed</p> <p>Prepare a suitable form to record contact details of people entering the building.</p> <p>Confirm evacuation procedures in the case of an emergency.</p>	<p>Verger team</p> <p>Verger team</p> <p>Verger team</p>		
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	<p>Direct all users to leave the building by one exit only, avoiding bottlenecks.</p>	<p>Verger team</p>		
<p>Cleaning the church after general use (no known exposure to anyone with Coronavirus symptoms)</p>	<p>Check all cleaners are not in a vulnerable group or self-isolating.</p> <p>Check PCC/Chapter liability insurance is up to date.</p> <p>All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials.</p>	<p>Hampsons: Declaration form sent acknowledged 30.06.20.</p> <p>AP - CEO</p> <p>Hampsons 03.07.20.</p>		

	<p>Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.</p>	<p>Shared with Hampsons 30.06.20.</p>		
<p>Cleaning the church after known exposure to someone with Coronavirus symptoms</p>	<p>If possible close the church building for 72 hours with no access permitted.</p> <p>If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p> <p>If the building has been quarantined for 72</p>	<p>Contingency in hand</p>		

	hours, then carry out cleaning as per the normal advice on cleaning.			
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