

Risk Assessment Template for Opening Church Buildings to the Public

Risk assessment template

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| Church: St John the Baptist, Greenhill, Harrow | Assessor's name: Revd. Barry Hingston | Date completed: 22nd July 2021 | Review date: September 19 2021 |
| Event or service this assessment relates to: | | | |

| 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 | <p><i>Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary.</i></p> <p>Whenever weather permits, we will keep North door open, and open up the West Door to increase ventilation.</p> <p>The church is a very high and wide space, and naturally draughty which will mitigate risks to some extent.</p> | <p>Consult HSE guidance on identifying poorly ventilated areas</p> <p>Do not prop open fire doors.</p> | BH | <p>BH , sidesmen, Presiding priest.</p> <p>Weekly</p> |
| | <p><i>Use outdoor spaces if appropriate and available.</i></p> <p>Not applicable for St John's.</p> | | | |

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| | <p><i>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.</i></p> <p>Congregation is requested wear a face mask, and all signage has been updated to reflect this.</p> <p>Face masks will continue to be on offer at the welcome desk.</p> | | BH/administrator | Done Barry Hingston 22/7/21 |
| | <p><i>Put in place measures to reduce contact between people e.g. retaining social distancing</i></p> <p>Socially distanced seating has been retained, but the capacity increased to reflect the normal full congregation. The nave can now accommodate 70 people.</p> | | BH/administrator | BH 22/7/21 |
| | <p><i>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</i></p> | | BH | BH 22/7/21 |

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| | <p><i>available at all times. Where possible use a different door for exit.</i></p> <p>For the time being, congregations will normally enter by the North Door and exit by the Chapel door, with exceptions made for those who need to use the disabled access ramp.</p> | | | |
| | <p><i>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.</i></p> <p>This will be addressed on a case-by-case basis. The most likely scenarios are</p> <ul style="list-style-type: none"> - large funerals - possibly weddings - carol concerts and services (or similar) | | BH/event organiser | BH 22/7/21 |
| Surface transmission of Covid-19 | <p><i>Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands</i></p> <p>Use of the kitchen and lavatory hand basin is not really practical upon entry</p> | Register with Parish Buying for procurement options. | BH | BH 22/7/21 |

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| | <p>for location reasons, so hand gel is available at the welcome desk, at the exit door, and in the chancel on the way to receiving communion.</p> <p>Adequate supplies are now in for the rest of the year.</p> | | | |
| | <p><i>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</i></p> <p>At this time, we will</p> <ul style="list-style-type: none"> - use paper service sheets not shared books - evaluate singing and hymn books but probably opt for printed word inserts | <p>This will be re-examined in the light of the decision to resume singing and other activities.</p> | <p>BH/PCC</p> | <p>BH</p> <p>21/7/21</p> |
| | <p><i>Good hygiene and cleaning of the building.</i></p> <p>Church is cleaned after Sunday worship, and by the church cleaner, and by regular user groups</p> | <p>See advice on cleaning church buildings.</p> | <p>BH/PCC</p> | <p>BH</p> <p>22/7/21</p> |

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| | <p><i>Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.</i></p> <p>See above</p> | <p>You could consider a long-term loan system for Bibles and other books to ensure people have access to these.</p> | | <p>BH 22/7/21</p> |
| | <p><i>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.</i></p> <p>This has been normal practice since July 25th 2020.</p> | | <p>BH/administrator</p> | <p>BH 22/7/21</p> |
| | <p><i>Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on).</i></p> <p>Not applicable</p> | | | |
| | <p><i>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).</i></p> | | <p>BH/administrator</p> | <p>BH 22/7/21</p> |

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| | <p>The children’s area is now open but we are using paper and pens only, no toys.</p> <p>Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.</p> <p>Soap dispenser and disposable hand towels are provided. Hand gel is also available en route to and from the lavatory.</p> | Register with Parish Buying for procurement options. | BH | BH 22/7/21 |
| | <p>Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.</p> <p>Normal practice, ongoing</p> | | BH | BH 22/7/21 |
| <p>Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.</p> | <p>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.</p> <p>QR code is clearly visible at Welcome Desk. We will cease the use of a signing in register in line with the change in the law.</p> | Consult advice on Track and Trace . | | |

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| | <p><i>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.</i></p> <p>This is being done by announcement in church and online , by email to the Email Community, and by use of the monthly newsletter.</p> | | BH | BH 22/7/21 |
| | <p><i>Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.</i></p> <p>Fulfilled by written communication by post and email.</p> | | BH | BH 22/7/21 |
| | <p><i>Consider if a booking system is needed, whether for general access or for specific events/services.</i></p> <p>Not required due to church capacity.</p> <p>Pre-registration has been practiced for funerals with potentially large attendance, as has onsite live streaming.</p> | | BH | BH 22/7/21 |
| | <p><i>Communicate with nearby churches to ensure offered</i></p> | | BH | BH |

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| | <p><i>provisions are complementary.</i></p> <p>Churches Together in Central Harrow have exchanged their respective guidance. St Johns and St Mary's are very much in line from an Anglican perspective.</p> | | | 22/7/21 |
| | <p>Provide welcoming notices that outline safety measures.</p> <p><i>Relevant notices are posted on church pillars and foyer entry doors.</i></p> | | BH/administrator | BH 22/7/21 |
| Cleaning the church after known exposure to someone with Coronavirus symptoms | <p><i>If possible close the church building for 48 hours with no access permitted.</i></p> <p>At the moment the main use is on Sunday, and the church is closed on Monday prior to a lunch club on Tuesday (48 hours).</p> | This will change a little if a Sunday evening service is re-introduced | BH/PCC | BH 22/7.21 |
| | <i>If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</i> | Public Health England guidance available here. | | |
| | <i>If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.</i> | Advice on cleaning church buildings can be found here. | | |