

## Risk Assessment for Opening Church Buildings to the Public dated 18/01/2021

### Risk assessment template

<b>Church:</b> St Luke, Farnworth	<b>Assessor's name:</b> Revd R Pearson	<b>Date completed:</b> 14 <sup>th</sup> July 2020 Amended 13 <sup>th</sup> September 2020 Amended 18 <sup>th</sup> January 2021	<b>Review date:</b> 3 <sup>rd</sup> September 2020 <b>Review dates :</b> 13 <sup>th</sup> November 2020 no changes January 18 <sup>th</sup> 2021
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <u>General advice on accessing church buildings can be found here.</u>	One point of entry to the church building clearly identified and separate from public entry if possible	Vestry Door	Vicar	Vicar 27.5.20
	A suitable lone working policy has been consulted if relevant.	An example can be <u>found here</u> . Vicar has recently taken training course on lone working/working from home. Copy of Parish Lone Working policy included with this assessment.	Vicar	Vicar 27.5.20
	Buildings have been aired before use.	All doors opened for one hour.	Vicar	Vicar 27.5.20

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	Check for animal waste and general cleanliness.	None present. Deep clean of dust, cobwebs etc to be completed by cleaning team including vicar.	Cleaning team inc Vicar	Cleaning team of eight on 15.7.20
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a> Taps in vestry and near front entrance run.	Vicar	Vicar 27.5.20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Electricity functioning normally. No heating on.	Vicar	Vicar 27.5.20
	Holy water stoups and the font are empty.	No stoups. Font empty	Vicar	Vicar 27.5.20
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Zoom camera running on battery (no leads). Screen Projector cables secured beneath carpet.	Vicar	Vicar 27.5.20
<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not felt necessary. No shortage of outside space.	PCC	PCC 13.7.20
	Update your website, A Church Near You, and any relevant social media.	Details have been agreed at PCCs on 14.7.20 and 15.7.20	IT Team - Sandra, Rob and Clare	IT Team 13.7.20
	Consider if a booking system is needed, whether for general access or for specific events/services	Not felt necessary unless numbers exceed safe capacity of 60/70. Expected maximum is 40 and will be reviewed as necessary.	PCC	PCC 13.7.20

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	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark	<p><u>Apply here</u>. Not open for tourism at present. Discussion to be had re Heritage Day in September. Heritage Day took place on Saturday 12<sup>th</sup> September. Risk assessment undertaken - Church open, areas cordoned off, tours social distanced. Also socially distanced tours of the village and self-guided tour of churchyard.</p> <p>A risk assessment of Bell Tower was undertaken and bell ringing has been resumed with just 3 ringers so social distancing observed.</p>	<p>PCC</p> <p>Friends of Farnworth</p> <p>Bell Ringers</p>	<p>PCC 13.7.20</p> <p>Warden 5.9.20</p> <p>Tower Captain 1.8.20</p>
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	All steps carried out	Vicar	Vicar 27.5.20
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Deep cleaning to be completed by cleaning team including vicar on 15.7.20 wearing full PPE. This will follow video made by LML Lesley Firth (NHS Trainer) on correct usage and	Cleaning Team and LML Lesley Firth	Agreed at PCC 14.7.20

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		disposal of PPE. All people who clean will watch the video.		
	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 exit.	Entry Point: Front door Exit Point: Churchyard door Congregation to be dismissed one row at a time to avoid accidental contact.	Service Leader	Agreed at PCC 13.7.20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Before entry to church worshippers to be asked to read and abide by regulations re social distancing etc. Copy of notice at entrance to church included with this assessment.	Two welcomers at front door before services	Each service
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors to remain open during services	Wardens/sidesepeople	Each service
	Remove Bibles/literature/hymn books/leaflets	All removed or made inaccessible by coverings.	Cleaning Team	Cleaning Team on 15.7.20
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	None present in main church. Bold Chapel doors to remain closed.	Cleaning Team	Cleaning Team on 15.7.20
	Consider if pew cushions/kneelers need to be removed as per government guidance	Removed and stored in Bold Chapel	Cleaning Team	Cleaning Team on 15.7.20

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	Remove or isolate children’s resources and play areas	Creche Area in Cuedley Chapel screened off	Cleaning Team	Cleaning Team on 15.7.20
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	Site meeting on 2.7.20	Vicar and wardens	Vicar and wardens 2.7.20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	All seating marked out with signs reminding of 2 metre rule. Only every other pew to be used. Copies of signs – keep apart and sit here included with this assessment.	Cleaning Team	Cleaning Team on 15.7.20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Wardens/sidespeople to direct worshippers in addition to signage.	Wardens/sidespeople	Each service
	Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	Only seating areas to be accessed by worshippers. Monitored during services.	Wardens/sidespeople	Each service
	Determine placement of hand sanitisers available for visitors to use.	Register with <u>Parish Buying</u> for procurement options. Automatic (non-contact) sanitizer station placed in prominent position near entry.	Warden	Warden Barry Horabin June 2020

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	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <u>advice on gaining temporary permissions</u> . None considered necessary apart from signage and direction from wardens/sidespeople.	Not necessary	Vicar and wardens 2.7.20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices placed at various points inside and outside church and in local shop. Copy of safe practice notice included with this assessment.	Vicar	Vicar on 15.7.20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <u>cleaning church buildings can be found here</u> . All areas cleaned with disposable wipes. This to be repeated following funeral on 17.7.20 because 72 hours will not have elapsed since before Sunday service. With careful planning this exception should not be necessary again.	Vicar and members of cleaning team	Cleaning Team on 15.7.20 and on 17.7.20 by vicar and two others.
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with <u>Parish Buying</u> for procurement options. No handwashing facilities available in church. Hand	No handwashing facilities available so n/a	n/a

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		gel cleaning by automatic hand sanitizer.		
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with <a href="#">Parish Buying</a> for procurement options.	No toilet facilities available so n/a	n/a
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Any waste left behind to be removed by vicar/service leader and placed in home bin after double bagging. Cleaners will double bag their items and take home to be disposed of in home bin.	Vicar/service leader and cleaning team	Agreed at PCC on 13.7.20
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Warden to record names and telephone numbers at each service and leave in church safe for 21 days before disposal.	Warden	Agreed at PCC on 14.7.20
	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Announcement of opening of church and copies of notice at entrance to church place in local shop and on wall near entrance to church. Same information on church Whatsapp groups, website, facebook and will be in the next edition of church magazine. This information	Vicar, IT Team, Magazine editor and Lay Reader	On 15.7.20

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		also printed and delivered to members of the congregation who do not have access to computers and social media. Copy of announcement included with this assessment.		
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <u><a href="#">cleaning church buildings can be found here.</a></u>	If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	Intention is to limit services to one each Sunday leaving Wednesday or Thursday for funerals, and therefore no need for special cleaning.	PCC	Agreed at PCC on 13.7.20
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	See previous.		
	Set up a cleaning rota to cover your opening arrangements.	Cleaning rota for cleaning team will be emailed when necessary.	Vicar	When necessary
	All cleaners provided with gloves (ideally disposable).	All PPE including disposable gloves, masks and aprons available at back of church. Vicar and Wardens placed PPE items in church for the cleaners to use. Stocks will be replenished when necessary.	Vicar and wardens	Vicar and wardens on 15.7.20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Cleaning materials including antibacterial wipes available at back of church.	Vicar and Wardens	Vicar and wardens on 15.7.20



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		Vicar and Wardens placed items in church for the cleaners to use. Stocks will be replenished when necessary.		
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	No hand towels present. Any potentially contaminated waste after double bagging will be removed and taken home to be disposed of in home bin.	Vicar and Service leader	Agreed at PCC 13.7.20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After each service.	Vicar and Service leader	Agreed at PCC 13.7.20
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.	Services will only be permitted after a minimum of 72 hours has elapsed since previous.	Vicar and wardens	Agreed at vicar & wardens site meeting 2.7.20
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<b>Public Health England guidance available <a href="#">here</a>.</b> In exceptional circumstances if 72 hours not possible a deep clean by cleaners wearing full PPE will be undertaken	Cleaning Team	Agreed at vicar & wardens site meeting 2.7.20

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	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <u><a href="#">cleaning church buildings can be found here.</a></u> See above	Cleaning Team	Agreed at vicar & wardens site meeting 2.7.20
<b>Covid-19 guidelines 18<sup>th</sup> January 2021 see below</b>	Actions to be taken		PCC	Agreed at PCC 18/01/21

### **Guidelines for Positive COVID-19 test for a person who attended a church service 18<sup>th</sup> January 2021**

#### **Track and Trace**

The QR code is available on entering church and people have been asked to download the App to their phone so they can scan the QR code.

If the positive tested attendee used Track and Trace he/she will be contacted by Track and Trace who will also contact others who used Track and Trace when entering church if they had been in close contact with the said person. Any positive COVID-19 persons will be instructed to self-isolate as per the latest government guidelines.

#### **Procedure for people who did not use Track and Trace.**

The details of people who attend church are recorded and all those on the list are contacted by telephone by a member of clergy or a standing committee member. The attendees will be informed of the latest government guidelines and will be advised of the nearest place to the church for a lateral test if they wish to be tested.

#### **Church closure if a church attendee tests positive for COVID-19**

The church will be closed for **10** days so no funerals will be possible and the church services on Sundays will be on Zoom. This action will preserve confidence, as the congregation can see that there is a clear adherence to government guidelines, and where there is doubt, we have applied caution rather than taken any risks.

Despite a robust risk assessment being adopted by the church, there is no way to eliminate the risk of COVID-19 completely. Even though all the rules are being followed, and a full risk assessment was carried out, there is concern about people attending church. While our measures are effective at reducing the risk of spreading coronavirus, there is a chance of seeding the virus into our local population because of worship in church.

This decision has been taken to acknowledge our responsibility to our congregation and the local community and an understanding that the guidelines are a best attempt to prevent a local outbreak. The key principle of our risk assessment is that where there is doubt we err on the side of caution.