




Risk Assessment for Opening Church Centre Buildings to the Public

Version Reviews

Issue Date	Version Number	Issued by	Checked by Health and Safety Officer
13 th July 2020	1	Christina Beveridge Church centre manager	
25 th July 2020	2	Christina Beveridge Church centre manager	
14 th September 2020	3	Christina Beveridge Church centre manager	
15 th January 2021	4	Christina Beveridge Church centre manager	
19 th January 2021	5	Christina Beveridge Church centre manager	
20 th May 2021	6	Christina Beveridge Church centre manager	

Churches and cathedrals are legally permitted to open for purposes of individual private prayer from 13th June.

House of Bishops guidance provides for churches to open for funerals from 15th June.

4th July Churches and Community facilities can open with certain exclusion to leisure/singing/musical instruments

Mission and Ministry with Children, Young People and Families in a Church setting 14th July

The Church of England COVID-19 Advice on Face Coverings 21st July.

Reviewed 15th Jan 2021 and again following updated guidance issued 19th Jan 2021

Step 3 17th May 2021 amendments made accordingly.

All Guidance via GOV.UK

Church: All Saints Church Centre	Assessor's name: Christina Beveridge/Paul Barnfather	Date completed: 20/05/21	Review date: IF guidance changes
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Deciding whether to open to the public	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	No immediate neighbour to worry about – we have own access – our own carpark. Queuing system to enter if required.		CB 15/1/21
	Update your website, A Church Near You, and any relevant social media.	Website Facebook - video		CB/RK 15/1/21
	Consider if a booking system is needed, whether for general access or for specific events/services	Church services to be booked in via Reception@allsaints.church as required	CB/RK	CB 15/01/21
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark			
Preparation of the Church Centre for access by members of the public for any permitted purposes.	Review C of E guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Done	CB/AW	CB/AW 30/3/20
	A suitable lone working policy has been consulted if staff/volunteers are working alone.	We have a policy already in place and sent to staff as reminder	CB/AW	CB 15/1/21

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Buildings have been aired before use.	Weekly doors and windows have been opened	CB/AW	CB 30/3/20
	Check for animal waste and general cleanliness.	Mon- Fri everywhere has been checked	CB/AW	CB 30/3/20 AW 6/7/20
	Ensure water systems are flushed through before use.	Weekly taps and dishwashers have been run. Toilets flushed daily Mon-Fri	CB/AW	CB 30/3/20 AW 6/7/20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	All non-essential electrics have been unplugged PAT testing carried out June 20	CB/AW	CB 30/3/20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	2 metre markers on floor Along marked footpath	CB	July 2020
	Doors and windows should be opened to improve ventilation.	Rooms to have windows opened as needed by each user. Raven Vent Axia to pull air in.	CB/User group leader	20/05/21 CB
	Remove Bibles/literature/hymn books/leaflets/cushions	Done	CB	CB 30/3/20 AW 6/7/20
	Cordon off or remove from public access any objects or items (if they are liable to be touched or closely breathed on)	Done signs up and doors locked where they can be.	CB	CB 17/7/20
	Remove or isolate children's resources and play areas	No toys available unless organised with CB	CB	CB 30/3/20
	Walk through the church centre to plan for physical distancing in seats, including safe flow of visitors. Remember 2m in all directions from each		CB	CB March – July20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	person (or 1m with risk mitigation if absolutely necessary).			
	Seating	Pews clearly marked. Each group must wipe all furniture used and leave down for us to then also clean and ensure good hygiene.	CB	CB 15/6/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Arrows on the floors to show direction to exits and also toilet facilities	CB	CB 15/6/20
	Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	Office closed and only 3 people at any one time. All other areas locked or signs up to say no access.	CB/AW	CB 20/05/21
	Determine placement of hand sanitisers available for visitors to use.	On all entrances and exits	CB/AW	CB 15/6/20
	Determine if temporary changes are needed to the building to facilitate social distancing	Canopy over fire exit in main hall as using as exit.	CB/AW	CB 15/6/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing, face masks etc.	Signs up everywhere.	CB	CB March-July 20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	All areas will be cleaned daily at least if not more frequently.	CB/AW/SF	CB 30/3/20 AW 6/7/20
	Check that handwashing facilities have adequate soap provision and hand dryer	Done	CB	CB 30/3/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where there are toilet facilities, ensure an adequate supply of soap and drying (hand dryer), and a bin is available.	Done	CB /AW	CB 30/3/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Done	CB/AW	CB 30/3/20 AW 6/7/20
	Provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days.	Church has track and trace box. Centre users keep a register of each class for the purpose of track and trace. QR code for NHS Test and Trace app on display.	CB	CB 14/9/20
	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.	Emails/ notices/notice sheets/ Facebook ongoing	CB/HD/RK/MH/Church wardens	CB 15/6/20
Access to church buildings for centre users	One point of entry to the church centre area of the building clearly identified.	Main Hall has own entrance and exit point Eagle Sparrow and Raven use Main entrance and Vestry door exit Church uses Hoole road entrance – Exit via Tower porch.	CB	CB 13/7/20
	Staggered entry times where possible for different user groups who maybe in the building at any one time.		CB	CB 17/7/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	All group leaders need to do their own risk assessments for their activity to ensure they have thought through all the risks	No group resumes before this is done	CB	CB 17/7/20
	For supervised activities for children, numbers should be limited to the number of people who can safely socially distance in the venue in line with COVID-19 Secure guidance. Support groups that have to be delivered in person can continue with up to 30 participants where formally organised to provide mutual aid, therapy or any other form of support.	To be included in the relevant group risk assessment	CB	
	Hand Sanitiser on all entrance and exits	Wall mounted or on stands	CB	17/7/20 CB
	Cleaner Sanitiser and Blue roll available in all rooms to ensure groups clean down all furniture used. Furniture to be left up.	All groups informed that they need to clean after use.	CB/AW	CB/AW 17/7/20
	Bins available in all rooms – emptied after each group.		CB/AW	CB/AW 17/7/20
	TRACK & TRACE – each user group is responsible for taking details of those attending for the purpose of Track & Trace.	Church activities – co-ordinators to do same. QR code for NHS Test and Trace app on display.	CB	CB 29/6/20
Kitchen	Staff only – not available for users until further notice unless CB has authorised.	Sign on doors to indicate No Access	CB	CB 17/7/20
	Café to produce own risk assessment before commencing	Using Eagle and the main centre kitchen	RC/CB	RC 23/9/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Toilets	Toilet doors fitted with foot opening device to limit handle touching	Doors can be wedged open on Ladies and Gents also to reduce touching	CB	CB 6/7/20
	Cleaned daily including restocking and bins emptied.		CB/AW	CB/AW 1/7/20
	Doors and windows opened to improve ventilation		CB/AW	CB/AW 1/7/20
	Put up notices to remind visitors about important safe practices e.g. practice safe handwashing, safe mask wearing, social distancing		CB	CB March – July 20
	Ensure an adequate supply of soap, hand dryer working, and a bin for waste.		CB/AW	CB 30/3/20 AW 1/7/20
	Ensure all waste receptacles have disposable liners (e.g polythene bin bags) to reduce the risk to those responsible for removing them.		CB/AW	CB 30/3/20 AW 1/7/20
Corridors	No stopping and talking in corridors due to enclosed environment	Signs up to indicate this	CB	CB 17/7/20
Cleaning the church centre before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the church centre 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.			
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Andy (AW) has shielded member at home	CB	CB

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Advice on cleaning church buildings can be found here .	Set up a cleaning rota to cover your opening arrangements.	CB/AW to work through – a call to suitable persons when needed	CB	
	All cleaners provided with gloves (ideally disposable).	Yes	CB	CB 30/3/20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Yes	CB	CB 30/3/20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	CB/AW/SF	CB/AW	CB 30/3/20 AW 6/7/20
Cleaning the church centre after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.		CB	
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here .	CB/AW	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here .	CB/AW/SF	

Rooms

Church – capacity currently 50 households max or 80 people whichever is reached first
Limit doesn't include staff

Raven – 12 People max (lack of suitable ventilation)

Sparrow – 8 People at 2m or 12 people at 1m plus extra precautions

Eagle – 20 People at 2m or 30 at 1m plus extra precautions

Main Hall – 40 people at 2m or 50 at 1m plus extra precautions