**Version Reviews**

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| Issue Date  | Version Number  | Issued by  | Checked by Health and Safety Officer |
| 25th July 2020 | 1 | Christina Beveridge Church centre manager | A picture containing object  Description automatically generated |
| Reviewed 14th Sept 2020 | 2 | Christina Beveridge Church centre manager  |  |
| Reviewed 15th Jan 21 | 3 | Christina Beveridge Church Centre manager |  |
| 19th January 2021 | 4 | Christina Beveridge Church centre manager | A picture containing object  Description automatically generated |
| 20th May 2021 | 5 | Christina Beveridge Church centre manager | A picture containing object  Description automatically generated |
| 21st June 2021 | 6 | Christina Beveridge Church centre manager | A picture containing object  Description automatically generated |
| 9th August 2021  | 7 | Christina Beveridge Church Centre Manager |  |

Churches and cathedrals have been legally permitted to open for purposes of individual private prayer from 13th June 2020.

House of Bishops guidance provided for churches to open for funerals from 15th June 2020.

Public worship, with measures in place for social distancing, are allowed from 4th July 2020.

C Of E COVID-19 Advice on Face Coverings 21st July 2020.

COVID-19: guidance for the safe use of places of worship updated 19th January 2021

Amalgamated all our risk assessments for Church to one 25/7/20

Re-evaluated risk assessment 14/9/2020 & 15/1/2021 & 19/1/2021

Step 3 change 17th May 2021 risk assessment reviewed and amended.Step 3 remains inplace till July 19th 2021.

Future versions of this document will be produced when different forms of public worship and access are allowed.

July 19th all legal requirements removed and emphasis on personal and corporate responsibility going forward. With the exception of isolation being law.

Survey carried out to assess peoples feelings regarding Covid 19 July/August 2021.

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| **Church:****All Saints Hoole** | **Assessor’s name:****Christina Beveridge/Paul Barnfather** | **Date completed:****09/08/21** | **Review date:****If Government change guidelines** |

| **Area of Focus**  | **Controls required**  | **Additional information** | **Action by whom?** | **Completed – date and name**  |
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| **Access to church buildings for clergy for purposes of private prayer and/or livestreaming** | One point of entry to the church building clearly identified and separate from public entry if possible | VIA Church Centre | Service leader/CB | 19/6/20CB/PB |
| A suitable lone working policy has been consulted if relevant. | Kept in H&S file in Main Office | CB | 19/6/20CBSent to all staff reminder 13/1/21 |
| Buildings have been aired before use. | Most days church to centre door is opened for airing | CB | 30/3/20CB |
| Check for animal waste and general cleanliness.  | Mon- Fri it is checked | CB | 30/3/20CB |
| Ensure water systems are flushed through before use.  | Mon- Fri taps are run/toilets flushedDishwashers run weekly | CB | 30/3/20CB |
| Switch on and check electrical and heating systems if needed. |  | CB | 30/3/20CB |
| The font & Baptism Pool are empty. | Always are emptied following use | CB/Church wardens/Sidespeople | 14/5/20CB |
| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard |  | KW/PB |  |
| **Preparation of the Church for Church Services, Individual prayer, Weddings Funerals** | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. | Weekly | CB/AW | 14/6/20CB |
| Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). | Mthly or if they change | CB/AW | 15/6/20 CB |
| Attendance numbers limits* A person, or single household may pray on their own, up to a maximum of people that will be accommodated with social distancing in place within the building.
* Weddings, funerals and life events -upto the limit on the building including with social distancing.
 | Once a safe limit is reached then access should be denied. | CB/AW/Church Wardens/Clergy | 09/08/21 CB |
| 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. | HOOLE ROAD ENTRANCETOWER EXITSigns to clearly indicate |  Wardens/Sidespeople | 09/08/21 CB |
| Make any temporary arrangements for people to queue outside the building ( taking into account any risk from people gathering outside) | Marker tape indicating spacing – cones can be used as necessary | Wardens/Sidespeople | 09/08/21 CB |
| Doors and windows should be opened to improve ventilation. | Hoole Road and Tower doors should be open along with one of the internal doors at each.Vestry door could also be opened if manned throughout the service.Fans could also be use at the front of the church to move air towards doorways. | Wardens/Sidespeople | 09/08/21 CB |
| CO2 monitors to be used to assess that ventilation is adequate for the building. | Monitored before, during and after the services to ensure safe for all attending. Fill in sheet provided. | Wardens/Sidespeople/Centre manager | 09/08/21 CB |
| Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Recommending upto 2m distance in all directions  | Note on every other pew to say don’t use | CB/AW/Church Wardens/Sides people/Welcomers |  |
| Clearly mark out seating areas including exclusion zones to maintain distancing.Back of church to have seating for people anxious and wanting to have good social distancing, better ventilation and no one singing over them. | Use of sticky notes to indicate where someone has sat, will mean people social distance clearly.Signs for ‘safer zone’ | Church Warden/Sidespeople/Volunteers/Visitors | 09/08/21 CB |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Arrows on floor to direct flow to exit | CB | 19/6/20 CB |
| Limit access to places were the public does not need go, maybe with a temporary cordon if needed. | Doors closed or locked | CB | 19/6/20 CB |
| Determine placement of hand sanitisers available for visitors to use. | Entrance and ExitHandwashing available at sink | CB | 19/6/20 CB |
| Determine if temporary changes are needed to the building to facilitate social distancing |  | CB | 19/6/20 CB |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing, face mask wearing etc. | Face Masks to be worn on arrival, departure and when moving around the building.AND when singing (quietly). | CB | 23/3/20 CB19/6/20 CB8/7/20 CB24/7/20 CB |
| If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes. | Sanitiser and blue roll available at all times all touchable surfaces are cleaned as req’d.  | CB/AW/Church wardens/Clergy | 15/1/21 CB |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Done | CB/AW/SF | 30/3/20 CB |
| 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/SF | 30/3/20 CB |
| **TRACK & TRACE** | Everyone attending needs to be registered in for Track & Trace purposes. Those not registered on ChurchSuite must give full name and contact number each week. | Forms produced to make this easier.Kept in Safe for 21 days then shredded under GDPR rules. | Wardens/Sidespeople/Welcomers/CB/RK | 18/06/21 |
| **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 06/7/20 |
| Cleaned daily including restocking and bins emptied. | Daily | CB/AW/SF | CB 8/7/20 |
|  | Where possible doors and windows opened to improve ventilation | Daily | CB/AW | CB/AW 8/7/20 |
|  | Put up notices to remind visitorsabout important safe practices e.g. practice safe handwashing, safe mask wearing, social distancing | Reviewed along with guidance and signs put up accordingly | CB  | CB March – July 20 |
|  | Ensure an adequate supply of soap, hand dryer working, paper towels, and a bin for waste. | Daily | CB/AW/SF | CB/AW 30/3/20 |
|  | Ensure all waste receptables have disposable liners (e.g polythene bin bags) to reduce the risk to those responsible for removing them. | Daily | CB/AW/SF | CB/AW 30/3/20 |
| **Sound desk Users** | Sound desk users need to ensure area left clean for next user. * Max 2 people at 1 metres + on Sound desk if 3 req’d all should wear masks.
* wipe down with sanitiser as able

Rubbish bin to be emptied regularly, tie bag and place in the black bin on exit. | Signs on soundesk with instructions. | CB/Sound desk users | CB 09/08/21 |
| **Organist** | Is socially distanced. Must wear mask arriving and leaving – Wipe down touch points after use. |  | CB/AW/Organist | CB 09/08/21 |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)** | 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. | Agreed |  | 30/3/20 CB |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | Andy Warren has shielding partner at home – use of PPE and shower and change clothes when he goes home. | CB | CB/AW 6/7/20 |
| Set up a cleaning rota to cover your opening arrangements for services. | Wardens/Sidespeople responsible for ensuring all cleaning requirements are met. | Wardens/Sidespeople | CB 30/3/20 |
| All cleaners provided with gloves (ideally disposable). | PPE available in cleaning cupboard and office | CB- Wardens and sidespeople | CB 30/3/20 |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Sanitiser purchased is suitable for coronavirus and blue roll provided.Spray the blue roll then wipe to avoid bleaching pews by just spraying them, you must wipe, and change blue roll frequently. | CB/ Wardens and Sidespeople | CB 09/08/21 |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | CB/AW/CWAC  | CB/AW | CB 30/3/20CB/AW6/7/20 |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Daily | CB/AW | 30/3/20CB19/6/20 CB/AW |
| **Cleaning the church 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. | See guidance Public Health England | CB |  |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | **See guidance Public Health England** | CB |  |
| **Use of shared items** | Cordon off or remove from public access any devotional objects or items | Removed | CW/CB/Church wardens /Volunteers | 15/1/21 CB |
| Consider if pew cushions/kneelers need to be removed as per government guidance | Removed | CB | 19/6/20 CB |
| Remove or isolate children’s resources and play areas | Removed | CB | 19/6/20 CB |
| Individuals should also avoid touching property belonging to others which, if removed, should be placed and collected by their owner while adhering to social distancing principles. |  |  |  |
| Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user. | In Dove - locked awaySigns for single use material up | CB/AW | 30/3/20 CB |
| Items owned by the individual to aid worship such as a religious text, can be brought in but should be removed again by the worshipper. |  | Service leaders |  |
| **Singing** | Singing outside is still the preferred option.Singing indoors can take place with the following guidance:Service leaders MUST decide BEFORE the day if singing is permitted. This must be announced in the notice sheet and on the website so those who are vulnerable can decide to attend or join in online. It must also be announce at the beginning of the service so those wanting to have the option to leave can do so.Service leader must ensure that people are reminded before singing to put on masks. Only people wearing masks should sing.Singing is encouraged in a quieter manner as possible. | An area at the back of church will be kept for people who do not want to sing or sit without masks on. This area is a ‘Safer Space’ for the vulnerable or anxious.No one should sing behind this space at all.Ventilation at the back is better due to Tower and Main Entrance doors being open. | Service leaders/Musicians/Wardens/Sidespeople/ Volunteers etc…. | 20/05/21 CB |