





Risk Assessment for Opening for Services, Funerals & Weddings and Private Prayer.

Version Reviews

Issue Date	Version Number	Issued by	Checked by Health and Safety Officer
25 th July 2020	1	Christina Beveridge Church centre manager	
Reviewed 14 th Sept 2020	2	Christina Beveridge Church centre manager	
Reviewed 15 th Jan 21	3	Christina Beveridge Church Centre manager	
19 th January 2021	4	Christina Beveridge Church centre manager	
20 th May 2021	5	Christina Beveridge Church centre manager	
21 st June 2021	6	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 in place till July 19th 2021.

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

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Church: All Saints Hoole	Assessor's name: Christina Beveridge/Paul Barnfather	Date completed: 18/06/21	Review date: If Government change guidelines
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
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	19/6/20 CB/PB
	A suitable lone working policy has been consulted if relevant.	Kept in H&S file in Main Office	CB	19/6/20 CB Sent to all staff reminder 13/1/21
	Buildings have been aired before use.	Most days church to centre door is opened for airing	CB	30/3/20 CB
	Check for animal waste and general cleanliness.	Mon- Fri it is checked	CB	30/3/20 CB
	Ensure water systems are flushed through before use.	Mon- Fri taps are run/toilets flushed Dishwashers run weekly	CB	30/3/20 CB
	Switch on and check electrical and heating systems if needed.		CB	30/3/20 CB
	The font & Baptism Pool are empty.	Always are emptied following use	CB/Church wardens/Sidespeople	14/5/20 CB
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		KW/PB	

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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	14/6/20 CB
	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
	<p>Attendance numbers limits</p> <ul style="list-style-type: none"> • A person, or single household may pray on their own, up to a maximum of 80 people in total. • Weddings 80 individual people or 50 households (could be more than 80). Anyone working is not included as part of the person limit. • Funerals 80 individual people or 50 households (could be ore than 80). Anyone working is not included as part of the person limit. • Commemorative events to celebrate the life of a person who has died. 30 people in attendance. Anyone working is not included as part of the 30 person limit. • Communal worship, including prayers, devotions or meditations led by a Minister of Religion or lay person: Sunday Service 9am 80 people or 50 households plus staff. • Broadcasting or filming an act of worship: to only involve those people working or volunteering who are essential for the 	Signs for each limit	CB/AW/Church Wardens/Clergy	18/06/21 CB

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	<p>content of the service, and for technical support to enable people to watch and worship online or via a television or radio. If musicians or singers usually form part of the act of worship that is being broadcast, they may participate but only if they are essential to the delivery of that act of worship. The numbers or people involved should be kept as small as possible to minimise risks and participants should follow social distancing guidance. Max 6 singing.</p> <ul style="list-style-type: none"> Support groups that have to be delivered in person can continue with up to 30 participants (doesn't include under 5 years of age) where formally organised to provide mutual aid, therapy or any other form of support - but they must take place at a premises other than a private home. 			
	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 ENTRANCE TOWER EXIT Signs to clearly indicate	CB	19/6/20 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	CB	17/7/20 CB
	Doors and windows should be opened to improve ventilation.	Hoole Road and Tower doors should be open along	CB	20/05/21 CB

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		with one of the internal doors at each.		
	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, minimum 1m+	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.	Use of sticky notes to indicate where someone has sat, will mean people social distance clearly.	Volunteers/Visitors	19/6/20 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 where the public does not need go, maybe with a temporary cordon in needed.	Doors closed or locked	CB	19/6/20 CB
	Determine placement of hand sanitisers available for visitors to use.	Entrance and Exit Handwashing 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 indoors	CB	23/3/20 CB 19/6/20 CB 8/7/20 CB 24/7/20 CB
	If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have	Sanitiser and blue roll available at all times all	CB/AW/Church wardens/Clergy	15/1/21 CB

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	been wiped with appropriate sanitiser spray or disposable wipes.	touchable surfaces are cleaned as req'd.		
	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 visitors about 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

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	Ensure all waste receptacles 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	<p>Sound desk users need to ensure area left clean for next user.</p> <ul style="list-style-type: none"> • Max 2 people at 1 metres + on Sound desk • Masks to be worn • gloves to be worn • wipe down with sanitiser as able <p>Rubbish bin to be emptied each time, tie bag and place in the black bin on exit.</p>	Signs on sounddesk with instructions.	CB/Sound desk users	CB 6/7/20
Organist	Is socially distanced must wear mask arriving and leaving – Weekly use means organ will not need cleaning in between service.	Weddings/Funerals organ may need wiping if less than 72 hours CB to notify Sunday organist so they can wipe down all that has been touched	CB/AW/Organist	CB 6/7/20
Specific requirements for weddings, funerals and commemorative events	Bride, Groom and Vicar are exempt from wearing face masks during the service.	The rest of the congregation do unless exempt from.	JP/SD-H	18/06/21 CB
	No food or drink should be consumed as a part of any event			
	Those attending should socially distance from anyone they do not live with (or have formed a support bubble with).			
Cleaning the church before and after general use (no	If the church building has been closed for 72 hours between periods of being open then there	Agreed		30/3/20 CB

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known exposure to anyone with Coronavirus symptoms)	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 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.		CB	CB 30/3/20
	All cleaners provided with gloves (ideally disposable).	PPE available in cleaning cupboard and office	CB	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	CB	CB 30/3/20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	CB/AW/CWAC	CB	CB 30/3/20 CB/AW 6/7/20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Daily	CB/AW	30/3/20CB 19/6/20 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	

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	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 away Signs 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.			
Singing, chanting and the use of musical instruments	Where singing or chanting is essential to an act of worship, this should be limited to 6 people – amateur wherever possible. Professionally no limit however you should try and limit as much as possible. Strict social distancing should be observed and the use of Plexi-glass screens should be considered to protect worshippers, and each other.		Service leaders/Musicians	20/05/21 CB

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	Communal singing should not take place. This applies even if social distancing is being observed or face coverings are used.	Not even with masks on – no humming or singing indoors	Services leaders/Musicians	20/05/21 CB
	Chanting, shouting and/or playing of instruments that are blown into should also be avoided in communal worship and and in rehearsals.	All equipment should be sanitised afterwards	Musicians	20/05/21 CB