

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

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13 th January 2021	8	The House of Bishops COVID-19 Recovery Group

This update has been reviewed in the light of new guidance from the [Health and Safety Executive](#) and is intended for use from 13th January onwards. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly and checked against this latest version of the risk assessment.

England entered a third national lockdown from 5th January 2021. This replaced the three-tier system introduced in late 2020 and later augmented with a fourth tier. During the lockdown, churches are permitted to open for communal worship, private prayer and a number of essential purposes where they can be carried out in a Covid-safe way. There may be specific local regulations recommended by local authorities, that place additional restrictions on certain activities. Before completing this risk assessment you can see what is permitted by checking [this document](#). Guidance on opening cathedral and church buildings to the public during COVID-19 can be found [here](#).

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for any permitted purposes. As well as offering guidance on best practice, the template is also intended to help parishes make a decision on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. Specific guidance linking to advice on the lockdown period is available on the [Church of England Coronavirus pages](#).

The government acknowledges that places of worship play an important role in providing spiritual leadership for many individuals, and in bringing communities and generations together. However, their communal nature also makes them places that are particularly vulnerable to the spread of the virus. In drawing up a risk assessment for your church, or revising it in the light of the current situation, you will need to think carefully whether the public benefits you achieve by opening are justified by the risks involved, however much you can mitigate them. This judgement will vary depending on the location and nature of your church building and the make up of your congregation and visitor profile. You will need to discuss the factors with your governing body, whether the PCC or chapter. Remember that this is your collective choice whether to open: while our churches are permitted by

government to open, they are not obliged to do so. If you decide not to open, you can continue to have a valuable role serving the community in a number of ways. Guidance on this can be found on the [Church of England Coronavirus pages](#).

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

Separate risk assessments for outdoor worship and for access by contractors and construction workers are available on the [Church of England Coronavirus pages](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer
 - Public worship
 - Livestreaming or recording services
 - Funerals, weddings, baptisms
 - Formal childcare or where part of a school
 - Essential voluntary and public services
 - Use as a vaccination centre
 - Other exempted activities such as support groups
 - Opening for visitors/tourists, including opening shops and cafes

2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how. Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches as long as they are properly managed, but having any significant numbers of people coming through your building makes the possible impact – in particular someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate. Gathered congregations and major services may attract people from far afield, which is likely to add to the risk profile and go against the general guidance that people should stay local for any activities outside the home. Consider whether you need to consult your wider membership and users.
4. Using the risk assessment checklist below as a template:
 - add in mitigations for any risks that are particular to your circumstances that may not be on the list;
 - record what you need to do for each activity to go ahead safely;
 - consider any equipment you need and any temporary changes you might need to make to the church;
 - check back against your list of activities to confirm which ones can go ahead and when.

Risk assessment template

Church:	Assessor's name:	Date completed:	Review date:
All Saints, Maldon	Reverend Asa Humphreys	22/03/21	28/03/21

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present) Risk: contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role in the recording/livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church.	Advice on livestreaming and recording can be found here .	Livestreaming to take place in the Vicarage or at St George's, Heybridge Basin	AH 22/03/21
	Identify one point of entry to the church building, and a separate exit if possible.	8am service to solely use door in the D'Arcy Room. 9.30am service to solely use the South Door.	Sidepersons on the day.	Minister to ensure on day.
	A suitable lone working policy has been consulted if relevant.	An example can be found here .	n/a	
	Consider staggered arrival times if multiple people from different households are coming into the building.	Queueing system to be laid out on the floor outside the South door.	Floor stickers delivered on 22/03/21.	
	Holy water stoups and the font are empty.	Confirmed by Wardens.		AH 22/03/21
	Ensure safe use of equipment needed for	n/a		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard			
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Checked supplies and station locations.	AH 22/03	AH 22/03 Sidespersons to re-confirm on day.
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found here . 48 hour gap to be maintained between church use.	Discussed – AH with Wardens 22/03	Rota drawn up to ensure gap maintained. AH 22/03
	Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	Advice on face coverings can be found here .	Extra up-to-date posters to be put up. BG and JO	Double-check ahead of 28/03 - AH
	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.	Service booklets to be left on chairs no less than 48 hours ahead of a service.	Sidespersons at the preceding service, to set-up for the subsequent one.	Wardens to double check following Funeral on 31/03
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult advice on complying with Track and Trace .	JO to print, laminate and put up.	AH 22/03
Deciding whether to open to the public for private prayer, public worship and other permitted activities	Consider how the national lockdown applies to the particular circumstances of the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider the implications of where	Discussed with PCC on March 8 th – schedule subsequently agreed with Wardens – open for private prayer on 28/03 – corporate worship from 02/04	PCC, Wardens and AH	AH 22/03

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	people travel from and the distance involved.			
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	No other adjacent businesses will be open at that the time we re-open.	n/a	
	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.	Only those willing to volunteer will be present. Most people had at least first dose of COVID-19 Vaccine.	Wardens to advise of those who are 'clinically extremely vulnerable'	AH – 22/03 To be kept under review.
	Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a time for them to attend for individual devotions.	Weekly online worship provided for those shielding or remaining at home.	AH	Ongoing - AH
	Consider if a booking system is needed, whether for general access or for specific events/services	Discussed with Wardens 22/03. Judged unnecessary.	n/a	
	Communicate with nearby churches to ensure offered provisions are complementary.	Working with MMU partners to ensure services are shared where possible.	AH	AH – 22/03
Preparation of the Church for access by members of the public for any permitted purposes Risk: Getting or spreading coronavirus in common use high traffic areas such as	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.	Confirmed 22/03		
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for weddings, funerals, commemorative events and any other permitted activities where		Mike Kneller to be asked to update website accordingly	AH – 24/03

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
corridors, toilet facilities, entry/exit points and other communal areas.	upper limits apply (or provide a link to this document).			
	Update your website to remind people who are clinically extremely vulnerable to COVID-19 to stay at home as much as possible and observe social distancing guidance, and either strongly discourage them from attending church in person during this time or indicate a time for them to attend for individual devotions.		Mike Kneller to be asked to update website accordingly	AH – 24/03
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Advice on cleaning church buildings can be found here .	Wardens	Ongoing
	Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.	Advice on face coverings can be found here .	BG	Ahead of 28/03
	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.	0800 service – D’arcy room door only. 0930 service – South door only.	Sidespersons on the day	Minister on the day to double-check.
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Queueing system to be laid out on the floor outside the South door.	Floor stickers delivered on 22/03/21.	
	Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).	n/a		

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	Where possible, doors and windows should be opened temporarily to improve ventilation.	Keep door of entry open at all times.	Sidespersons	At each service.
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on church heating can be found here .	In use already.	Correct as of 22/03
	Remove Bibles/literature/hymn books/leaflets unless they are absolutely essential and participants cannot bring their own. Hardcopy literature should be quarantined for at least 48 hours between use.	Checked.	Policy already in place.	Correct as of 22/03
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Candles to be available to light – but only to be lit and handles by nominated person.	Sidesperson to be nominated on the day.	Warden or Minister to ensure.
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.			
	Remove or isolate children’s resources and play areas.	n/a		
	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).	Completed.	AH and Wardens. 22/03	Correct as of 22/03
	Clearly mark out seating areas including exclusion zones to maintain distancing.	As above.		
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	As above.		
	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.	As above.		

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	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	Already in place.	Checked by AH on 22/03
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	Discussed on 22/03	No action required.
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		BG to identify and put up posters.	To be done ahead of 28/03.
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on cleaning church buildings can be found here .	Cleaning to follow 31/03 service.	48 hr gap to be maintained
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	Stock to be reviewed after 28/03 – Wardens	TBC – 28/03
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	Stock to be reviewed after 28/03 - Wardens	TBC – 28/03
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		To be double-checked by cleaning team on 31/03	TBC – 31/03
Use of the church for baptisms, weddings, funerals and commemorative services	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	Advice on baptisms can be found here . Advice on weddings can be found here (scroll down to Can weddings go ahead?).	Funerals are ongoing – baptisms and weddings yet to be restarted.	Awaiting further Diocesan Guidance. Correct as of 24/03

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		<p>Advice on funerals can be found here.</p> <p>The government’s advice on commemorative events can be found here.</p>	Baptisms remain the highest risk service.	
Use of the church for permitted activities other than private prayer or worship	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.	<p>The government’s guidance on the safe use of multi-purpose community facilities for permitted activities (including formal childcare and support groups) can be found here.</p> <p>Advice on use of churches as vaccination centres can be found here.</p> <p>The government’s guidance on the use of hospitality spaces can be found here.</p>	n/a	
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church	If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.		Discussed and agreed – AH and Wardens 22/03.	
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Duly noted – due to lack of volunteer cleaners <i>not</i> in vulnerable category this is to be avoided wherever possible.		

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buildings can be found here. Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.		Cleaning Team	Policy already in place.
	Identify ways to safely mitigate handling of collection plate offerings.	Begin process of introducing Contactless giving. Any cash double-counted a week <i>after</i> it was offered. Kept in safe in-between times.	PCC discussed 08/03 Wardens agreed, Treasurer informed 22/03	Ongoing – AH
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	See above		
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	Worship booklets to be laid out after the preceding service.	Sidespersons	After each service.
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	Gloves already in stock.	Correct as of 22/03
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	Cleaning team	Policy already in place.
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Churchwarden or cleaning team.	After each service.
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After each service.	Cleaning Team or Wardens	After each service.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Preferred policy.		
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.		
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.		