

St. Andrew's Risk Assessment for Use of the Church

Church: <i>The Anglican and Methodist Church of St Andrew, Paddock Wood</i>	Assessor's names: <i>Rachel Smith & Bryan Knapp</i>	Date completed: 12/07/20	Review date: 20/07/2020 On-going
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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 General advice on accessing church buildings can be found here.	One point of entry to the church building clearly identified and separate from public entry if possible	Main door into foyer and ask people to sign in.	B Knapp	On-going
	A suitable lone working policy has been consulted if relevant.	Church Council document	B Knapp	On-going
	Buildings have been aired before use.	Windows around the church to be opened (for at least an hour) before church first used	A Dunn	15/06, 22/06
	Check for animal waste and general cleanliness.		A Dunn	15/06, 22/06
	Ensure water systems are flushed through before use. See Government Guidance for organisations on supplying safe water supplies	WCs being flushed and taps run at least weekly	A Dunn	On-going
	Switch on and check electrical and heating systems if needed, Fire alarm, emergency lighting (where applicable).	Check before use	B Knapp	22/06
	Holy water stoups and the font are empty.	N/A		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Preparation of the Church for individual prayer and funerals	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		B Knapp	15/06 on-going
	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 .	R Smith	15/06
	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.	West doors of church. Enter by door NW (closest to car park) & exit via SW (closest to Vicarage). Ramp will also be available at NW door for entrance and exit purposes.	B Knapp Volunteers on duty	On-going
	Where possible, doors and windows should be opened temporarily to improve ventilation.	West doors internal & external, and lower windows	B Knapp Volunteers on duty	On-going
	Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user.	Library books also to be covered over.	B Knapp R Smith	16/06
	Cordon off or remove from public access any devotional objects or items	Prayer corner & associated items cordoned off	B Knapp R Smith	16/6
	Consider if pew cushions/kneelers need to be removed as per government guidance	Stored at west end of church (out of use)	B Knapp R Smith	16/06
	Remove or isolate children’s resources and play areas	Store in Vestry	B Knapp R Smith	16/06
	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.	Only nave in use. Limited chairs available (15)	B Knapp R Smith	16/06

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Clearly mark out seating areas including exclusion zones to maintain distancing.	2m distance tape on floor where necessary.	B Knapp R Smith	16/06
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	A frames with notices sign posting people to exit and reminding of 2m distancing.	B Knapp R Smith	16/06
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Restricting to main nave area only	R Smith	16/06 on-going
	Determine placement of hand sanitisers available for visitors to use.	On entry and exit doors with suitable signage.	B Knapp R Smith	16/06
	Determine if temporary changes are needed to the building to facilitate social distancing	N/A		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Signage inside entrance and around building Email to members prior to opening.	B Knapp R Smith	19/06
	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. Advice on cleaning church buildings can be found here	Daily cleaning on days which church open, and/or closure in readiness for Sunday	Anne Dunn Volunteers on duty	On-going
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Toilets will be closed to general public, and Disabled WC only open to volunteers	Anne Dunn	On-going
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	As above	Anne Dunn	On-going

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Removed daily; encourage people to take home waste	Anne Dunn	On-going
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here.	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.	Initially church open Mon-Thurs 10-12, Sun 2-3pm		
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	N/A however, will double check with A. Dunn her health.	B Knapp	
	Set up a cleaning rota to cover your opening arrangements.	Cleaning Schedule revised	R Smith	19/06
	All cleaners provided with gloves (ideally disposable).	Suitable PPE has already been provided. Stock available on site	R Smith	15/06 On-going
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Available products: AX Bactericidal Cleaner, Isopropanol spray & Milton solution (appropriate concentration prepared daily). Disposable cloths & paper towels in stock.	A Dunn B Knapp (Sun)	15/06 On-going
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		A Dunn	19/06
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Daily (Mon-Thu)	A Dunn	19/06
	Signage asking that people report if symptoms develop, and/or tested positive.	Parish Office tel number, sign sheet in for volunteers.	B Knapp to monitor	19/06

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 72 hours with no access permitted.	Will action as required.	B Knapp	On-going
	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. N/A	B Knapp	On-going
	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.	A Dunn B Knapp R Smith	On-going
Volunteers on-site whilst church is open	Individuals are briefed prior to their volunteering with document initially sent, and briefing at the first volunteering session	Outlining Do's and Don'ts regarding physical distancing and the physical environment.	B Knapp R Smith	19/06 On-going
	Refreshments and Toilet facilities (Disabled only)	Volunteers asked to bring their own water as kitchen is out of use. Flushable sanitising wipes to be used on Disabled WC touchpoints eg taps, toilet seat & handle before & after use.	Volunteers on duty	22/06 On-going
	For those seeking a conversation and/or prayer	This should be done from a 2m distance and side on, whilst our volunteers wear suitable PPE.	Volunteers on duty	22/06 On-going
	Items above reviewed 08/07/2020. No changes made.			

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Preparation of the Church for access by members of the public for any permitted purposes, including worship Activities during worship	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		B Knapp	On-going
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Cleaning schedule amended	R Smith	On-going
	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.	Entrance through the foyer. Exit through both NW & SW doors. Signage indicating entrance, exits & flow within the building. Service leader to advise worshippers to exit one row at a time starting from the back (west end) of the nave.	B Knapp R Smith Service Leader	On-going
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Members requested to arrive early (in previous correspondence) to avoid ‘group rush’ immediately prior to the service. Welcomer to monitor flow of people into the building. Sign to remind people to socially distance whilst waiting to enter the building.	Welcomer B Knapp	On-going
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Before worshippers enter the building: foyer & lower church windows, and foyer & church doors to be opened, Winter	Warden Sidespeople	On-going

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		Hall windows & concertina doors to be opened. In the case of internal double doors both to be opened to assist ventilation and reduce touch points. Both double external doors to be opened prior to use.		
	Remove Bibles/literature/hymn books/leaflets except single use material that will be removed by user.	Service books (including Bible at eagle lectern) taken out of use & library books covered over. Readers to bring own Bible or a print out of the reading. Use of overhead screens for service liturgy and information.	B Knapp R Smith	16/06/20 On-going
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Prayer Corner cordoned off	B Knapp R Smith	16/06/20
	Consider if pew cushions/kneelers need to be removed as per government guidance	Stored beneath organ loft at west end of church	R Smith	16/06/20
	Remove or isolate children's resources and play areas	Removed from church & foyer	B Knapp R Smith	10/07/20
	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).	Max Capacity of church: 35-45 Chairs set out in pairs & singles Surplus chairs stored in choir area & under organ loft at	B Knapp R Smith	09/07/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		west end of church, leaving access to crypt.		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Majority of choir area not used due to limited ventilation Area beneath organ loft only accessible to visual/sound system operators.	B Knapp R Smith	09/07/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Signage and marking on floor. Sidepeople to guide attendees	B Knapp R Smith	
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Areas not in use, including kitchen, halls & Wallis Room, indicated by signage &/or cordoned off (noting access to necessary fire exits)	B Knapp R Smith	
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitiser available at entrance (x 2 on tables across opening to Winter hall), exits (in both porches at west end of church) & outside toilets. Separate bottle for Service Leaders	R Smith Wardens	On-going
	Determine if temporary changes are needed to the building to facilitate social distancing. Consult advice on gaining temporary permissions	Automatic hand sanitiser dispensers to be mounted in communal areas and church incl: in corridor opposite WC facilities, RHS of office door in	B Knapp R Smith D Farnham	

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		foyer, in both porches at west end of church		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Signage close to entrance within the foyer Posters in toilet facilities and adjacent to hand sanitiser bottles re hand hygiene Reminder on overhead screen Verbal reminder by service leader	B Knapp R Smith	
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Relevant surfaces (detailed in cleaning schedule) cleaned each weekday morning before public enter the building. Building unavailable for use Fridays & Saturdays If two Sunday services, relevant surfaces cleaned in between AX Bactericidal Spray & disposable cloths available in church	A Dunn Warden Sidespeople	On-going
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Soap available & hand dryers in situ	A Dunn	On-going
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Soap available & hand dryers in situ. Hot water ON Windows opened prior to worshippers entering building	A Dunn B Knapp D Farnham Warden/	On-going

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		One in/one out system - indicate by signage on doors to WC facilities Flushable sanitising wipes available to be use on touchpoints eg taps, toilet seat & handle before & after use.	Sidespeople	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	All wastebins lined and waste removed each weekday morning before access by public	A Dunn	On-going
	Ask members to indicate attendance each week to determine if capacity of church likely to be exceeded	Two services offered: 9.00am & 11.00am. Explore using Churchsuite to book members in to a service and co-ordinate with those not on email via telephone (who/which number?) if they plan to attend	B Knapp	On-going
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Service leaders, wardens & sidespeople to complete form on arrival. A sideperson to record name & contact details (postcode, house number & tel no) of worshippers. Preprinted list of expected attendees.	B Knapp Service Leader Wardens Sidespeople	On-going

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	Collection	Washable collection bowl located inside entrance to church in north transept. Warden to take to back office & contents transferred to safe for subsequent counting & banking. Gloves to be worn when handling collection. Contactless machine from Fairtrade shop ‘manned’ by sidesperson in north transept,	Warden Sidespeople	
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard Confirm permission of attendees if included in ‘footage’ of recorded service	Talking with John Dean	Visual/Sound system operators	
	No singing, playing of wind instruments. If organ used it must be cleaned before & after use		B Knapp Organist	
	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.	Letter to members, website, Contact magazine, St A Facebook page. Film Video showing attendees what to expect	B Knapp	
	Advise church members & others that certain individuals (>70, clinically vulnerable etc) of risk of attending	Letter to members, website, Contact magazine, St A Facebook page.	B Knapp	
Service Leaders, Wardens, Sidespeople	Individuals briefed prior to first service and written details provided re tasks	Masks available. Supplies in back office.	B Knapp	
Holy Communion	No physical sharing of the Peace		B Knapp	

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	Bread & Wine	Only bread (individual wafers) offered to worshippers. Handled solely by the priest who sanitizes hands prior to distribution.	B Knapp	
	Eucharist	Bread for worshippers to remain covered while priest speaking. Priest to consume bread & wine after distribution to worshippers	B Knapp	
	Distribution	Priest takes bread to the worshippers who have raised their hands to receive. Wafer dropped into their hands with no physical contact.No words spoken. Those not receiving bread offerd a silent prayer. Priest preceded by sidesperson distributing hand sanitiser to worshippers taking bread. Priest and sidesperson wear masks ????	B Knapp Sidesperson	On-going
	For those seeking a conversation and/or prayer	This should be done from a 2m distance and side on, whilst our individuals wear masks		

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	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		B Knapp R Smith	
	Set up a cleaning rota to cover your opening arrangements.	Cleaning schedule revised A Dunn to clean each weekday. Sidespeople to clean touchpoints (chairs, handrails, door handles etc) between services. After the service Holy Communion silverware to be handled and washed by sidesperson wearing disposable gloves	R Smith A Dunn Sidespeople	On-going
	All cleaners provided with gloves (ideally disposable).	Supplies available in back office	R Smith	On-going
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	AX Bactericidal Cleaner for touch points, Isopropanol spray for audio-visual equipment. Disposable cloths in stock.	R Smith	On-going
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site		A Dunn	On-going
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Every weekday	A Dunn	On-going

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Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.		B Knapp	
	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.		
	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.		