






REOPENING ST AUGUSTINE'S FOR PUBLIC WORSHIP INCLUDING WEDDINGS AND FUNERALS



This takes as a template the Church of England Risk assessment document. 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 individual private prayer. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for individual private prayer or not, based on their local circumstances, resources and context.








There are four stages










- Stage One Full risk assessment. Including identifying any actions necessary before opening.
This will lead to a open/stay closed until.. decision by the PCC
- Stage Two Actions identified in stage one.
- Stage Three Actions prior to every opening
- Stage Four Actions after every opening

Stage Two will include notifying all potential attenders (including those without e-mail) what to expect at a service and suggesting that at this stage anyone who has been in the "at risk" cohort should not attend.

Church: St Augustine Endcliffe	Assessor's names: Rev Claire Dawson – Priest in Charge St A; Viv Smith - Church warden; Rev Ed Pennington CCE minister	Date completed: 4 th August 2020	Review date: 24 th August 2020	
Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	STAGE ONE		Risk assessment team – Claire Dawson, Ed Pennington, Anna Fantham, Viv Smith	30 July RA Team
Access to church buildings General	1.1 One point of entry to the church building clearly identified	Main door		
	1.2 A different point of exit with suitable facilities clearly identified.	Main door – not necessary to have a different exit due to staggered start and end time.		
	1.3 Buildings have been aired before use.	Stewards to arrive 30 mins before service to do this		
	1.4 Check for animal waste and general cleanliness.	Building inspected on the 30 th July, has been regularly cleaned weekly. Pest control services used when necessary.		
	1.5 Ensure water systems are flushed through before use.	Water system has been flushed weekly during lockdown.		
	1.6 Switch on and check electrical systems if needed.	N/A		

	1.7 Estimate number of attenders if social distancing of 2m is observed	Max capacity is 40.		
	1.8 Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow at all times.	Zones have been marked and allocated. 2m social distancing marked on floor. Safe flow for people around building and for communion has been mapped out.		

	STAGE 2	Additional information	Action by whom?	Completed – date and name
Preparation of the Church for public worship including funerals and weddings	2.1 Confirm that all steps above have been carried out		RA team	30 July 2020 RA
	2.2 Review CofE guide on cleaning church buildings – see Appendix. 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. Set up a cleaning rota to cover opening arrangements.	Extra cleaning materials have been purchased. Rota has been set for safe cleaning before and after building has been in use. Cleaning company to continue enhanced cleaning.		
	2.3 Where possible, doors and windows should be opened temporarily to improve ventilation.	Door catches and props to enhance ventilation.		
	2.4 Consider if pew cushions/kneelers need to be removed as per government guidance	Kneelers removed and seat covering.		
	2.5 Remove from use all books (inc. hymn books and Bibles) plus leaflets	All items removed.		
	2.6 Remove children’s resources and play areas and prepare single person resource packs for use in church by parents	Individual resurce packs prepared.		
	2.7 Prepare lists for recording attenders	Steward will collect a list of attenders each Sunday.		
	2.8 Clearly mark out seating areas including exclusion zones to maintain distancing. Alternate rows; one family per row.	Safe seating areas clearly marked/pews roped off to maintain social distancing		

	2.9 Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements	Stewards will guide people into their seats and out of the building at the end of the service.		
	2.10 Limit access to places where the public does not need go, Hall and Kitchen.	Kitchen, hall and vestry not in use.		
	2.11 Equipment to wedge open all doors before, during and after services	Cabin hooks on main entry doors		
	2.12 Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notice in main foyer		
	2.13 Determine placement of hand sanitisers available for visitors to use.	Main foyer and at various stations in church.		
	2.14 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.	Church will be cleaned and sanitised after use.		
	2.16 Check that handwashing facilities have adequate soap provision and paper towels, and bins for the paper towels at each point.	All supplies in hall. Extra bins. New sink in vestry and paper towel dispenser.		
	2.17 In the toilet, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Only disabled toilet to be used – as 2.16		
	2.18 Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them	All bins have black bin liners		
	2.19 Ensure all church attenders are aware of the changes and what to expect in order to open safely.	Information sheet sent out to all members	CD	23.07.2020

	STAGE 3	Additional information	Action by whom?	Completed – date and name
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	3.1 Repeat sections 2.11 – 2.16	Stewards to check all in place	Viv Smith	To be completed for each church opening
	3.2 Appoint Distance sidesperson. Stands outside to ensure queuing in 2m, counts numbers and if necessary suspends entry. S/he also supervises exit from church via the vestry at the end.	Stewards rota with specified duties set up	Viv Smith	4.08.2020 VS
	3.3 Add to welcome sidesperson duties explain seating and records names. Collects any service sheets left in pews at the end (needs gloves?)	Additional info sent to stewards	Viv Smith	4.08.2020 VS
	STAGE 4			
	4.1 SEE 3.2, 3.3			
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Cleaning roat set up and processes identified in flow chart for safe use of building. No cleaners/stewrds to be in vulnerable/high risk group.	RA	30.07.2020 RA
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	APPENDIX CLEANING			
	Set up a cleaning rota to cover opening arrangements.	Completed – as above. Also additional contract cleaners will be used.	RA	30.07.2020 RA
	All cleaners provided with gloves (ideally disposable).	All materials provided including gloves.	RA	30.07.2020 RA
	Suitable cleaning materials provided, depending on materials.	As above	RA	30.07.2020 RA
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Bins emptied after each service as per cleaning schedule.	RA	30.07.2020
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	Action to be taken if and when necessary.		
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	See above.		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	See above.		