

Risk assessment

Church: St Botolph's church, Hadstock	Assessor's name: Revd Dr Caroline Currer, Team Vicar	Date completed: 22.7.21	Review date: November 2021
Event or service this assessment relates to:		Opening for visitors and routine church services	

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
Aerosol or droplet transmission of Covid-19	Use outdoor spaces if appropriate and available.	Greeting after church outside: encouraged through notices	CC and church members	At services
	Request or consider requiring people to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing.	To ask people to use masks when singing, but not required at other times	CC or service leader	At services
	Put in place measures to reduce contact between people e.g. retaining social distancing	Retain social distancing of pews and for communion	PCC	20.7.21
	If practical in your building, 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 door for exit.	Use of alternative exit not feasible, but flow will be managed before and after services	Sidesperson on duty	At services
	For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings.	Additional measures and care needed for large services. These are unlikely before review date	PCC	November 2021

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
Surface transmission of Covid-19	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	In place	PCC	20.7.21
	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.	Door to be open before services. Books will not be used for two weeks between services.	PCC	Each service
	Good hygiene and cleaning of the building.	In place	PCC	ongoing
	Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.	Time between use is two weeks	PCC	
	If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them.	Notice sheets to be taken home if used; most will access electronically	PCC	20.7.21
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on).	Not applicable	-	-
	Put in place a cleaning rota/system for children's materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children).	Not applicable	-	-
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Not applicable	-	-
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	In place	PCC	ongoing

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.	Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. Encourage visitors to use one or other of these options.	QR code is displayed, and paper slips in use to record names.	In place	Action already in place
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious.	Website being updated Notices displayed in church and village	CC	1.08.21
	Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.	Considered, no additional advice needed	CC	-
	Consider if a booking system is needed, whether for general access or for specific events/services.	Considered: not needed for routine services	PCC	20.7.21
	Communicate with nearby churches to ensure offered provisions are complementary.	Not applicable	-	-
	Provide welcoming notices that outline safety measures.	Notices being amended	CC	1.08.21
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Will implement if needed	PCC	As needed
	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.		