

Risk Assessment for Opening Church Buildings to the Public: Services where congregation remain in their pews throughout v2 including Holy Communion.

Church: St John the Baptist, Flitton	Assessor's name: Clare Butler Ellis/Jo Holt	Date completed:	Review date:
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Area of Focus	Controls required	Additional information	Action by whom?
Cleaning	Set up and maintain a cleaning rota	No more than two people at a time to ensure social distancing while cleaning. Ideally cleaning should be 72 hours after last opening, and 72 hours before next opening, i.e. on a Wednesday or Thursday. Fortnightly cleaning.	Jo
	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.	No cleaning within 72 hours of church use.	Jo
	Review CofE guide on cleaning church buildings.	Advice on cleaning church buildings can be found here . All those on cleaning rota will also be emailed a copy	Jo
	All cleaners provided with gloves (ideally disposable).	Cleaners to provide their own gloves.	Cleaners
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Usual materials can be used	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	No covid-contaminated waste will be generated. Normal waste disposal will be possible.	
	Check for animal waste and general cleanliness.		Cleaning rota
	Dust, Hoover, wipe surfaces.	ditto	
Switch on and check electrical and heating systems if needed.	Servicing gas heaters to be organised	Jo	
Preparation of the Church for a service	Walk through the church to plan for physical distancing in seats. Identify maximum number of people that can	Remove 'private prayer' area. Revise max number – likely to be about 21. These relate to individuals or	Jo and Clare

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General advice on accessing church buildings can be found here.	be accommodated with 2 m social distancing	couples. If larger households are attending, this will increase the number a little further	
	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.	Because of the small number of people expected a single entry and exit point (i.e. the main door) will be acceptable provided exit and entry are managed by sidespeople	
	Buildings have been aired before use.	Clerestory windows permanently left open.	
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Main door to be left open when the church is in use when warm enough.	
	Remove from use all books (inc. hymn books and Bibles) except service books.	Service books to be left on pews – 4 in each long pew, 2 in short pews. Encourage all to bring their own bible – make sure there is time for them to find the reading at the beginning of each reading. No singing, so no hymn books. If pew-sheets are used, place in pews 72 hours prior to service and ask people to take them with them at the end, but only use them where essential.	Jo, Margaret
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Not necessary for the small numbers expected. Clear any clutter from porch and back of church to give as much space as possible	
	Limit access to places were the public does not need go	Congregation to remain in the Nave – not permitted to enter chancel, vestry or bell tower. Every other pew to be roped off.	Jo
	Determine placement of hand sanitisers available for visitors to use.	To be located just inside the main door.	Jo
	Determine if temporary changes are needed to the building to facilitate social distancing	None needed	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		Clare

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	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 not be opened at intervals of less than 72 hours. All visits to the church to be logged with one individual to ensure coordination. Once weekly services resume, no private prayer.	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	No covid-contaminated waste will be generated. Normal waste disposal will be possible.	
Speaking during service	Microphones to be used to limit the need for voice projection Each person speaking needs a separate microphone – not to be passed from person to person.	The number of people who can speak during the service will be limited by the number of microphones available. Masks to be removed for speaking only if person is more than 2 m from everyone, e.g. <ul style="list-style-type: none"> • In chancel (and anyone else in chancel must move away towards the altar) • At lectern if no one from another household is in the nearest front pew • At back of church If speakers can be sat near to the location from where they will speak, this will minimise the amount of moving around the church.	Jo, Margaret
Immediately before and after service, and during service	Celebrant, churchwarden and two sidespersons only to be present to set up. Must remain vigilant to keep 2m apart. Only one person in vestry at a time.	Members of congregation arriving early to be seated and remain in their pew.	
	Face coverings to be worn	Everyone to wear face coverings throughout (some exceptions below) Sidesperson at back of church to remind everyone as they come in. Services are to be kept <u>short</u> so that the discomfort is minimised and effectiveness is maximised.	Sidesperson
	Ensure people waiting to be seated maintain 2 m distances.	It is anticipated that with small numbers we can manage without tape on the floor or other permanent marks	Clare to do trial run before first service. Thereafter sidesperson
	All to use hand sanitiser on way in	Sidesperson at back of church to remind everyone	

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	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Option for leaving details on form provided in each pew	
	Seating the congregation on arrival	Every other pew can be used with two people per pew, either a couple or two individuals, one at each end. Or for a single household, all can be seated together in one pew. One sidesperson manages the queue at the back of the church, the other leads people to their seats. Fill pews from the front so that we limit people walking past each other.	Sidespeople
	Celebrant should be seated in chancel before arrival of congregation	To prevent walking too close to the congregation, celebrant should remain in the chancel while the congregation is present.	
	Celebrant to wear face covering at least until the start of the service	Use lapel microphone so that no voice projection is needed during the service. [New wires needed for the personal mikes as some have gone missing]. Celebrant to remain in chancel while not wearing face covering.	Jo to see if some new wires are available.
	Notices at the start of the service to include 'housekeeping for covid'	Produce a checklist to be read out. Notices to be done using microphone. Keep face covering on if there is anyone from another household in the front pew within 2 m.	Margaret or Jo to read notices; Clare has produced checklist from this document
	Collection plate not passed around	Plate at the back near the exit. Anyone counting money must wash hands/use sanitiser immediately afterwards	Jo, Margaret
	Congregation led out of the church by the sidespeople in the reverse order of entering	One sidesperson leads people out, starting from the back, the other encourages people to remain seated until their turn. Make sure people have time to drop their collection on the plate on the way out.	Sidesperson
	Celebrant wears face covering and can leave the chancel		

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Receiving sacrament in Holy Communion	Hands to be sanitised immediately before preparing wafers and wine in vestry, and mask will be worn throughout.	Count out the minimum quantity of wafers likely to be needed.	Person setting up for service
	The Minister should not speak over uncovered 'consumables'	While the president can speak the words of the Eucharistic Prayer over bread and wine that he or she alone will consume, bread that will be consumed by other communicants must remain covered (in ciborium) with the lid on.	Minister/president
	At the fraction (breaking of the bread) only the consecrated bread that the president will receive is broken during the words that accompany that action.		
	At the invitation to communion, only the piece of consecrated bread that the president will receive is shown while speaking the words of invitation.		
	At the giving of Communion, the president receives Communion in both kinds. The words of distribution are spoken to the congregation and all who intend to receive say, "Amen" At the distribution, Holy Communion is administered in silence.		
	Individual communion wafers to be used	To minimise the physical contact the president will have with the elements	
	The president will sanitise hands and put on a face covering before distribution of the Sacrament.		
	Those wishing to receive the Sacrament will be asked to stay in their pews and extend their hands at the appropriate time. Face coverings should stay in place to receive the Sacrament, then communicants should lower or unloop the	No pressure will be put on anyone with concerns about participating. This information be added to the start of service Notices.	

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	covering, consume the consecrated bread and then replace the face covering. No wine will be offered.		
	The president will enter the empty pew between communicants to distribute the Sacrament. The consecrated wafer will be dropped into the hands of communicants. Individual communicants should not pass around the wafers.	Care should be taken not to touch communicants' hands. If this does happen, both the president and the communicant should sanitise their hands immediately.	President
	Following the service, all 'equipment' will be wiped with antiseptic wipes or washed in warm soapy water		Person clearing up after service
Social interaction after the service	This can take place outdoors in the churchyard providing 2 m is maintained and face coverings are encouraged.	Sidesperson to ensure that people move away from the porch door if they are not leaving immediately. Anyone who has recently been in a potential hotspot should be discouraged from this	
Cleaning the church after known exposure to someone with Coronavirus symptoms Advice on cleaning church buildings can be found here.	Close the church building for a minimum of 72 hours with no access permitted.		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	As above	Jo to organise a special clean if deemed necessary