

Risk Assessment for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
16 th July 2021	10	The House of Bishops COVID-19 Recovery Group

This update has been reviewed to reflect step 4 of the [roadmap to ease restrictions](#) issued by the UK government and is intended for use from 19th July onwards. As step 4 sees the easing of all legal restrictions it is recommended that risk assessments currently in place are re-run to ensure they fit the new circumstances. The Church of England's [guidance on step 4](#) may be a helpful reference point.

It is recommended that you carry out a separate risk assessment for each activity type e.g. public worship, use by community groups, concerts etc. and that these are regularly reviewed with reference to local Covid infection rates and other relevant circumstances. You may decide to have different mitigations or safety measures in place for different events. Where activities run simultaneously or back-to-back, each iteration of the risk assessment should address the shared or consequential risk.

Risk assessment templates for outdoor worship and for contractors and construction workers are also available on the [Church of England Coronavirus page](#).

Church: St. John the Baptist, Foxham		Assessors' names: Andy Skipp, Robert Pegler, Linda Carter		Date completed: 22 nd July 2021		Review date: 14 th August 2021	
Event or service this assessment relates to:			Baptisms, Weddings and Funerals				
Risk	Controls to consider	Local Application of Measures (Additional information)		Action by whom?	Completed – date and name		
Aerosol or droplet transmission of Covid-19	Increase ventilation in your building: natural ventilation by opening doors, windows and vents.	Open main (south) doors, vestry (north) door, windows (incl bell tower west)		CW/Sidespeople			
	Request 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 (see below)	Face coverings not required for bride and groom.					
	Singing indoors	Not yet permitted at St John's – to be reviewed (13.8.21)		PCC			
	Put in place measures to reduce contact between people e.g. retaining social distancing Likelihood of larger social bubbles	Orders of Service on pews to indicate social distancing if possible Offer guidance but cannot insist on compliance. Priority to keep volunteers safe.					
	Seating – maximum numbers which can be accommodated	If seated as couples (per pew) 56 If 5 per pew 104					
	South door entry and exit which requires careful management of flow of people	Churchwardens/sidespeople Verbal instruction at end of service					
Surface transmission of Covid-19	Provide hand sanitiser.	On entry					
	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.	Current practice applies					
	Good hygiene and cleaning of the building.	Current practice applies					

	Consider hygiene around shared items such as orders of service (OOS), pens, that are used by multiple people.	OOS quarantined after each service. Pen for signing Marriage document sanitised after each user.		
	If providing single-use service sheets either place these on seats or ask people to sanitise hands before picking one up, and request that people take these home with them.	Single use OOS placed on seats		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Current practice applies		
Track and Trace	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 remains in place. Request contact details of guests in advance of service in line with GDPR policy.		
	Provide welcoming notices that outline safety measures.	Announcements before service begins		
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.			
	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.	Current practice applies		