

**Risk Assessment: Building Use for Services.**
**READ IN CONJUNCTION WITH OUTDOOR SERVICES RISK ASSESSMENT**

<b>Church:</b> Christ Church Chorleywood	<b>Assessor's name:</b> Dr. Geoffrey M Roberts	<b>Date completed:</b> 18 July 2020	<b>Review date:</b> 1 September 2020
---	---	--	---

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified and separate from public entry if possible	The church has two entrances: the main one through the 'Brides Door', the secondary one from the Junction. Note: in normal times prime access is through the Junction but this is closed off to the public during the current pandemic.	Mrs. Sarah Wright (SW)	23 March 2020. SW
	A suitable lone working policy has been consulted if relevant.	Lone working policy in place. Staff and visitors to The Junction/Church Office sign in. Text notification on arrival/departure to colleague. Visitors to church (for private prayer) only during 10-14.00, supervised from Office via video link.	Geoffrey Roberts (GMR)	23 March 2020. GMR
	Buildings have been aired before use.	Natural ventilation is limited but effective via roof vents. Brides' door left open during times for private prayer.	SW, Alistair Bassett (AB) for daily checks	15 June 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Check for animal waste and general cleanliness.	Cleaned after March-June closure. No animal waste.	SW	15 June 2020. SW
	Ensure water systems are flushed through before use.	Taps in choir vestry to be opened, flushed weekly. Water system in Junction also checked weekly - no mist generating systems in either location.	SW	Junction: from 1 June; Church from 4 July. SW.
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Systems all checked. No issues.	Ben Holbrook (BH); SW	Church & Junction from 1 June. BH.
	Holy water stoups and the font are empty.	Not applicable.		
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Local risk assessment by Worship Minister and team, supported by key volunteers.	BH.	23 March 2020. BH
<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not applicable.		
	Update your website, A Church Near You, and any relevant social media.	Church Near You not accessible; Updated own website, Facebook & Instagram pages,	AB/SW	Completed 1 July 2020. SW
	Consider if a booking system is needed, whether for general access or for specific events/services	Booking system for services set up in Church Suite	SW.	1 July 2020.SW
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Not applicable		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Confirmed. Revd. Canon David Hall (DH)	DH.	1 June 2020
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Only general access to church allowed Tues-Thursday, 10.00-14.00. Door left open, sanitiser and advice notices prominently displayed at entrance. Relevant surfaces cleaned at the end of each day.	SW, AB	Tuesday - Thursday each week from 15 June. SW. AB
	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 and exit via same door - but visitors reminded of social distancing requirements. Exit managed by sidespersons, 1 row/family section at a time	SW	15 June 2020. SW
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	2m markings to be placed on entrance area, reminder on social distancing placed. Sidespersons managing queues.	Sylvia Mann	19 July 2020 (tbc on day)
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Brides’ Door left open during the service.	SW, AB, BH	From 15 June. SW, AB, BH
	Remove Bibles/literature/hymn books/leaflets	All literature and bibles removed. No ‘takeaway’ materials.	SW	15 June 2020. SW
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	All items removed or cordoned off.	SW	15 June 2020. SW

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Consider if pew cushions/kneelers need to be removed as per government guidance	Not applicable. All chairs removed, attendees at service are to bring own chairs.	DH	19 July 2020. (tbc on day)
	Remove or isolate children’s resources and play areas	None available in Church, these are all in The Junction which is kept closed off to public.	SW.	23 March 2020. SW
	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).	All chairs have been removed.	DH, AB.	24 June 2020. DH, AB
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Chairs removed. SD seating plan to be managed by sidespersons, general 2m separation marks established prior to service to facilitate sidespersons work.	DH	18 July 2020. DH, SM
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Signage placed at door to remind visitors of restrictions.	SW	15 June 2020. SW.
	Sidespersons to wear face masks and gloves.	See also risk assessment for outdoor services - includes distribution of activity packs for children	DH	19 July 2020.
	Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	Junction (and toilets) remain closed to public. Staff use is limited.	GMR	23 March 2020. GMR
	Determine placement of hand sanitisers available for visitors to use.	Sanitisers placed at entry/exit point.	SW	15 June 2020. SW.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Determine if temporary changes are needed to the building to facilitate social distancing	No changes required. Not applicable.		
	Put up notices to remind congregants about important safe practices e.g. no physical contact, practice hand washing etc.	Signage placed at door to remind visitors of restrictions.	SW	15 June 2020. SW.
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Dettol and similar sanitiser wipes and sprays used.	SW, AB	15 June 2020. SW, AB
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Handwashing facilities not available for public visitors, only for the (limited) staff use of Junction. Adequate supplies available of both towels, soap and sanitiser.	SW	23 March 2020. SW.
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Handwashing facilities not available for public visitors, only for the (limited) staff use of Junction. Adequate supplies available of both towels, soap and sanitiser. If emergency use by members of congregation is required then a duty sides person will monitor and wipe clean after each use.	DH	19 July 2020. (tbc on day).
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Normal practice.	SW.	Ongoing.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Worshippers have to pre-book via ChurchSuite, details of any 'drop ins' will be recorded.	SW	From 1 June 2020. GMR. SW.
	Provision of communion to be via single use, individual wafer/grape juice capsules.	Capsules to be handed out by sidespersons on entry, waste to be collected in bin on exit and bin double bagged and disposed of as normal waste.	DH	19 July 2020
	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.	Information published on website, Facebook, Instagram. Discussions held with Christ Church School.	SW. AB	Ongoing.
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here.</a>	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.	Kept under review.	SW. DH	Ongoing
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	No vulnerable or self isolating staff used. Potentially vulnerable cleaner furloughed.	GMR	1 June 2020. GMR
	Set up a cleaning rota to cover your opening arrangements.	Currently an ad hoc system in place coordinated by SW.	SW	On going - from 1 June 2020.
	All cleaners provided with gloves (ideally disposable).	Gloves always provided	SW	Ongoing
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Suitable materials available	SW	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Rota established	SW. AB. BH.	Ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Currently removed Mon-Friday	SW.AB	Ongoing. SW. AB.
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.	<b>Policy adopted.</b>	GMR. Onyx Ad- esakin (OA)	Ongoing.
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-health-care settings.	<b>Policy adopted</b>	GMR. Onyx Ad- esakin (OA)	Ongoing
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	<b>Policy adopted</b>	GMR. Onyx Ad- esakin (OA)	Ongoing