

Risk assessment template

Church: Christ Church High Harrogate	Assessor's name: Revd Matthew S. Evans	Date completed: 27.02.22	Review date: 12.05.22
Event or service this assessment relates to:		Public Gathered Worship _ including free Open Church provision	

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	Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary.	Consider opening doors from Narthex - Nave or Nave - Ramp for larger gatherings. Open external doors if necessary, when weather permits.	Clergy / Churchwardens / Stewards	27.02.22 and ongoing
	Use outdoor spaces if appropriate and available.	NA	NA	NA
	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.	REQUEST use of Hand-Sanitiser. ENCOURAGE Social Distancing at All times. WELCOME use of Face covering, especially when moving around the building at all services.	Churchwardens, Stewards over services and Open Church times	Ongoing

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	Put in place measures to reduce contact between people e.g. retaining social distancing	One-in-two pews open for use. Signs encouraging distance.	MSE	27.02.22 and ongoing
	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.	End One-Way system	MSE	27.02.22 and ongoing
	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.	Be aware, raise and discuss bespoke needs for unusual or specific events including Weddings, Baptisms and Funerals.	MSE / JW	27.02.22 and ongoing
Surface transmission of Covid-19	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Provision in Foyer, Narthex, two points at front of Nave. Also near Wedding Door for Weddings and Funerals. Also throughout the Parish Centre.	MSE / JW / DC	27.02.22 and ongoing
	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.	Foyer-Narthex door always open. Narthex-Nave doors hooked open when there is a semi-continuous flow of people moving through.	MSE / JW /DC / Wardens	27.02.22 and ongoing
	Good hygiene and cleaning of the building.	Door Handles and Hand-Rails cleaned each day alongwith Parish Centre Daily Cleaning	DC	27.02.22 and ongoing

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		(see Parish Centre Covid Policy)		
	Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.	Minimal regular risk. Return books to Narthex shelves. Continue to invite use of Hand-Sanitiser prior to the use of shared books at Morning Prayer.	MSE	27.02.22 and ongoing
	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.	Invite use of Hand-Sanitiser by those receiving books. Ensure use of Hand-Sanitiser by those providing books. Continue to invite service books to be taken home.	Churchwardens and Stewards	27.02.22 and ongoing
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on).	No longer applicable.	MSE	27.02.22 and ongoing
	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).	Return hard-surface toys to Narthex. Exchanged weekly. (Withhold soft / non-cleanable toys for the present)	Wardens	27.02.22 and ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Supervised and managed by the Parish Office. Cleaned at least once per day.	JW / DC	27.02.22 and ongoing

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	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Supervised and managed by the Parish Office.	JW / DC	27.02.22 and ongoing
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.	No longer applicable	JW	27.02.22 and ongoing
	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 continually reviewed and attempts made to publicise needs and restrictions. Risk Assessment posted on website.	MSE	27.02.22 and ongoing
	Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.	Clear visual signage, including with regard to dementia sufferers. Welcome Stewards at gathered services.	MSE, JW, Stewards	27.02.22 and ongoing
	Consider if a booking system is needed, whether for general access or for specific events/services.	End notification system.	MSE / SM	27.02.22 and ongoing
	Communicate with nearby churches to ensure offered provisions are complementary.			
	Provide welcoming notices that outline safety measures.	Continue to seek to provide Notices of Welcome and Information.	MSE, JW	27.02.22 and ongoing

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Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Use of 48hr+ periods of non-usage if necessary.	All	27.02.22 and ongoing
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	MSE / JW / DC / Churchwardens	27.02.22 and ongoing
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	As above. Advice on cleaning church buildings can be found here.	MSE / JW / DC / Churchwardens	27.02.22 and ongoing
Holy Communion	Administration of Holy Communion in accordance with current Church of England guidelines of : numbers attending, social distancing, face-covering, distribution, hand-washing	Hand-Sanitiser available and invited on entry. Host kept covered until time of administration. Hand-Sanitiser and Face-Masks to be used by Clergy and Administrants for administration. Communion	MSE / Clergy	27.02.22 and ongoing

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		received through intincted Host. Communion received in turn whilst standing (not at Communion Rail).		
Weddings	Conducted in accordance with current Church of England guidelines according to : numbers attending, social-distancing, face-covering, liturgy	Hand-Sanitiser available and invited on entry. Hand-Sanitiser to be used by Clergy.	MSE / Clergy / Stewards	27.02.22 and ongoing
Funerals	Conducted in accordance with current Church of England guidelines according to : numbers attending, social-distancing, face-covering, liturgy	Hand-Sanitiser available and invited on entry. Hand-Sanitiser to be used by Clergy.	MSE / Clergy / Stewards	27.02.22 and ongoing
Holy Baptism	Conducted in accordance with current Church of England guidelines according to : numbers attending, social-distancing, face-covering, liturgy	Hand-Sanitiser available and invited on entry. Hand-Sanitiser to be used by Clergy. Combinations and numbers of families to be adjusted according to number attending, social distancing and shielding needs.	MSE / JW / Baptism Team / Clergy /	27.02.22 and ongoing