

Risk Assessment for Opening St Boniface church Nursling for Twinspires@11 morning services

Version Control

Issue Date	Version Number	Issued by
29 th July 2021	1.0	Rev Graeme Dixon on behalf of PCC

Risk assessment template

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Church: Parish of Nursling and Rownhams	Assessor's name: Graeme Dixon (vicar) on behalf of PCC	Date completed: July 29 th 2021	Review date: September 1 st 2021
Event or service this assessment relates to:	Sunday services at St Boniface church – 11am service		

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
	Increase ventilation in your building: natural ventilation by opening doors,	Consult HSE guidance on identifying poorly ventilated areas	Sides person	

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	windows and vents or mechanical ventilation if appropriate/necessary.	Weather-permitting two sets of doors to be opened by sides person. Entrance doors and east wall door’s leading off vestry	and/or worship leader	
	Use outdoor spaces if appropriate and available.	Will be used for more energetic singing of hymns – likely to be one hymn at the end of the service when the vicar is in attendance.	Service leader	
	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.	Face masks to be provided at the entrance to church.	Sides person and service leader.	
	Put in place measures to reduce contact between people e.g. retaining social distancing	Hand sanitising, social distancing, wearing of masks and singing with masks on whilst sitting down.	Admin Assistant and Vicar	
	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 main door for entrance and exit. Sanitiser will be made available at the main doors of the church.	Sides person	
	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.	For funerals, weddings and baptisms social distancing will be encouraged as will face coverings and sanitising.	Vicar	

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Surface transmission of Covid-19	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Encourage all those attending to sanitise hands on way in and out.	Sides person	
	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.	All doors to be open when the church is occupied. Collection will be undertaken using bowl at exit of church or alternatively the contactless device can be used.	Sides person and service leader	
	Good hygiene and cleaning of the building.	See advice on cleaning church buildings Undertaken weekly by church cleaner	Church cleaner	
	Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.	Bibles and books will be used and left in situ for 3 days.	Sides person and church warden	
	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.	Baptism laminated cards will be used and left in situ for 3 days.	Vicar	
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on).	Arrangements for Holy Communion will continue as previous in one form only using sanitisation and wearing masks.	Vicar	
	Where there are toilet facilities, ensure an adequate supply of soap and disposable	Outside toilet will be open. Hand washing is available. Toilets are cleaned once a week.	Church cleaner	

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	hand towels, and a bin for towels, are available.	Encourage toilet users to use paper hand towels.		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Church cleaner to continue to oversee this.		
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.	Consult advice on Track and Trace .		
	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.	Pastoral letter to be placed on website. Front page updated by PCC secretary	Vicar PCC Secretary	
	Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.	Our Twinspires@10 service is available for 7 days online through our website. The CofE Daily Hope phone line and other content can be found here: https://www.churchofengland.org/resources/coronavirus-covid-19-guidance/dailyhope-phone-line		
	Consider if a booking system is needed, whether for general access or for specific events/services.	Not required		
	Communicate with nearby churches to ensure offered provisions are complementary.	St Johns also offers an evening service where pre-stage 4 restrictions are observed (including hand sanitising, wearing masks, full social distancing and no singing)		

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	Provide welcoming notices that outline safety measures.	Admin Assistant to do this		
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Not always possible. Vicar will try to meet people outside where weather permits. Otherwise meetings carried out at rear of church near open doors.	Vicar	
	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.		