

Risk Assessment for Opening St Johns church Rownhams for Twinspires@10 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 John's Church – 10am 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	

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Aerosol or droplet transmission of Covid-19	windows and vents or mechanical ventilation if appropriate/necessary.	Do not prop open fire doors. Weather-permitting Three sets of doors to be opened by sides person. Entrance doors, Transept doors and toilet door in vestry (Both inner vestry doors to remain open)	and/or worship leader	
	Use outdoor spaces if appropriate and available.	Will be used for more energetic singing of hymns – likely to be two hymns/songs at the end of the service. All Age worship Services will be conducted outside where possible.	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 rear of church.	Sides person and service leader.	
	Put in place measures to reduce contact between people e.g. retaining social distancing	Half the church will be set aside for social distanced seating (rear half) and the rest will have no restrictions	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 South (main door) for entrance and South Transept door for exit where possible (NB service leader will be sitting by Transept door so chair will need to be moved before exit of congregation) Sanitiser will be made available in transept for those exiting building.	Sides person	
	For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard	For funerals, weddings and baptisms social distancing will be encouraged as will face coverings and sanitising.	Vicar	

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	to the need for additional mitigations such as social distancing and face coverings.			
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. Screen to be used at all times. Collection will be undertaken using bowl at rear 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 not be in use, everything will be on the screen and service sheets emailed prior to services.		
	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	
	Put in place a cleaning rota/system for children's materials and toys, and consider providing cleaning materials for these if	Toys in creche will be left for a week. Alternatively parents are encouraged to bring their own toys.	Users	

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	safe to do so (keeping all such materials out of the reach of children).			
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Toilet is open. Hand washing is available. Toilet is cleaned once a week. Encourage toilet users to use paper hand wipes.	Church cleaner	
	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 . QR code on display on entrance to building.		Done
	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		

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	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.	A Traditional church service is available at St Boniface church. 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)		
	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.		