

Risk assessment update

Church: St John Flixton		Date completed: 31 Aug 2021	
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	Consider if a booking system is needed, whether for general access or for specific events/services	For Sunday service 10.30am	Clergy, wardens, PCC	yes
	Booking system for specific events/services?	Funerals, ashes, etc (see below)	Clergy	yes
Preparation of the Church for access by members of the public for any permitted purposes Risk: Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	Provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Named sidesperson to man a reception desk each time; ask for names and phone nos. Pre-registering by email also possible.	RB, sidespeople	yes
	Update your website, A Church Near You, and any relevant social media with information for visitors.		RB	yes
	Complete the 'cleaning' section of this risk assessment (below).		wardens	yes
	Read the CofE guide on face coverings and produce signage or other relevant materials		RB	yes
	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.	Exit will be to Memorial Garden (except those with mobility issues): signs and notices needed	wardens, clergy	yes
	Where possible, doors and windows should be opened temporarily to improve ventilation, and		wardens, clergy	yes

heaters run to compensate when doors and windows closed.			
If heating is required check your system is safe to use and test it before people are allowed in.		RB	yes
Bibles/literature/hymn books/leaflets should be quarantined for at least 48 hours between each use.	Red Bibles stay in church; black Bibles stay in chapel	wardens, sidespeople	yes
Remove from public access any items if they are liable to be touched or closely breathed on	Vestry out of bounds except to ministers and wardens: signs needed	wardens	yes
Large collection bowls at back: no passing plates	Signs and notices needed	Wardens, clergy	yes
Remove or isolate children's resources and play areas.	Side chapel out of bounds in 10.30am service: signs needed	wardens	yes
Physical distancing in seats (1m with risk mitigation).	Altar rails to stay, but Communion to be brought to members of congregation by priest	wardens, clergy	Yes, but ongoing
Limit access to places were the public does not need go, maybe with a temporary cordon is needed.	Side chapel – see above		
Determine placement of hand sanitisers available for visitors to use.	Entrance and exit	GD	yes
Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		RB	yes
Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on cleaning church buildings can be found here .	Cleaners Sidespeople yes ...

	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		GD, cleaners	yes
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		GD, cleaners	yes
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		GD, cleaners	yes
Use of the church for baptisms, weddings, funerals and commemorative services	<p>Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place:</p> <ul style="list-style-type: none"> ● Ask family to compile list of attenders in advance. ● Any possible symptomatic/positive attenders? Tell them to keep away, but send order of service. ● Any self-isolaters to be present? Get family to check and then contact any vulnerable possible attenders and advise <u>them</u> of situation. ● No paper/books except fd's orders of service, hygienically distributed (?on seats in advance). ● Heat, light and PA to be switched on before others enter and switched off after all have left. ● If no sound operator/organist: fd's to provide music. 		clergy, wardens	ongoing
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	Identify surfaces frequently touched (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.		GD, cleaners	ongoing

Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		Clergy, wardens	ongoing
	Bibles/literature/hymn books/leaflets should be quarantined for 48 hours after use.	See above	Clergy, wardens	ongoing
	All cleaners provided with gloves (ideally disposable).		GD	yes
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		GD	yes
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		GD	yes
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Once a week (after Sunday service) at present	GD	yes
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.			
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	.		

Planned changes and mitigations:

Sunday 10.30am seating to be increased from 19th September: use hall for socialising after service.

Sunday 6.30 services to be in main church until cold weather; then in chapel with heaters running (at low temperature if necessary).

Monday prayer meeting and Music Group practices ditto. Masks to be used in all interior areas.