

**Risk assessment**

<b>Church:</b>	<b>Assessor's name:</b>	<b>Date completed:</b>	<b>Review date:</b>
SACRED TRINITY	Haydnb Worrall	26 <sup>th</sup> June 2020	8 <sup>th</sup> July 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>	Enter through the South side door at the East end of the building through the chair store		AS	AS 08/07/20
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here</a> .	AS	08/07/20
	Check for animal waste and general cleanliness.		KA & AS	08/07/20
	Holy water stoups and the font are empty.		AS	08/07/20
<b>Preparation of the Church for individual prayer and services</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		AS	AS 08/07/20
	Clear notices to indicate that entry to church is via the North door into the narthex.		AS & SE	AS 08/07/20
	Clear notices to indicate that the exit from the church is via the South door from the narthex.		AS & SE	AS 08/07/20
	Clear notice outside the church saying that there are no toilet facilities available inside the building.		AS & SE	AS 08/07/20
	Bolt to be fitted to the door from the narthex to the toilet and office corridor. Ability to lock the door from the nave to the corridor.		AS	AS 08/07/20
	Ensure that access to the stairs to the balcony and ringing chamber are blocked.		AS	AS 08/07/20
	Block off the seating within the narthex.		AS & SE	AS

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				08/07/20
	Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user.		AS & SE	AS 08/07/20
	Remove children’s resources from the private prayer room.		AS & SE	AS 08/07/20
	Put doors on to block access to narthex kitchen area.		AS & SE	AS 08/07/20
	Rearrange seating to ensure physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person.		AS & SE	AS 08/07/20
	Clear occupancy signs on the outside of the Church door.		AS & SE	AS 08/07/20
	Clearly marked out seating areas including exclusion zones to maintain distancing.		AS & SE	AS 08/07/20
	Clearly marked out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		AS & SE	AS 08/07/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		AS & SE	AS 08/07/20
	If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	Advice on <a href="#">cleaning church buildings can be found here.</a>	AS & SE	AS 08/07/20

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	Provide handwashing facilities at the kitchen sink and ensure adequate soap provision and paper towels, and a bin for the paper towels.	See <a href="#">Parish Buying</a> for procurement options.	AS & SE	AS 08/07/20
	Provide hand sanitisers available for visitors to use as they enter and leave the building.	See <a href="#">Parish Buying</a> for procurement options.	AS & SE	AS 08/07/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		AS & SE	AS 08/07/20
<b>Guidance for “ushers” when the building is open for private prayer and services.</b>	Detailed guidance to be written for “ushers” on isolating protocol, maximum number of people allowed and what to do in an emergency.			
	Guidance on recording contact details of people who enter the church.		AS & SE	AS 08/07/20
	Provided with gloves (ideally disposable) and spray disinfectant and paper towels or disposable wipes a to wipe down furniture, equipment after use.	See <a href="#">Parish Buying</a> for procurement options.		
<b>Advertisement of open times for Church services and private prayer</b>	Publish opening times as Wednesday lunch time 12:00 to 14:00 on Wednesdays for private prayer and 18:30 on Sunday evening service.		AS & SE	AS 08/07/20
	Information on the content of all, real and virtual, opportunities for worship and prayer at Sacred Trinity to be published and be available in Church.	Not done yet.		
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	Change Kolyn’s cleaning times to Wednesday morning and Saturday		AS & KA	AS 08/07/20
	As 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.		AS & KA	AS 08/07/20

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Advice on <a href="#">cleaning church buildings can be found here.</a>	Confirm the removal potentially contaminated waste (e.g. hand towels) from the site – each time the building is cleaned by Kolyn.		AS & KA	AS 08/07/20
<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.		AS & KA	AS 08/07/20
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here.</a>	AS & KA	AS 08/07/20
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>	AS & KA	AS 08/07/20