

Risk assessment

Church:	Assessor's name:	Date completed:	Review date:
SACRED TRINITY	Sam Eccleston	19 th May 2021	23 rd June 2021

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or livestreaming General advice on accessing church buildings can be found here.	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 found here .	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
Preparation of the Church for individual prayer and services	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
	Ensure that access to the stairs to the balcony and ringing chamber are blocked.			
	Block off the seating within the narthex.		AS & SE	AS 08/07/20

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	Rearrange seating to ensure physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 1m in all directions from each person.		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 cleaning church buildings can be found here.	AS & SE	AS 08/07/20
	Provide handwashing facilities at the kitchen sink and ensure adequate soap provision and paper towels, and a bin for the paper towels.	See Parish Buying 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 Parish Buying 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

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Guidance for “ushers” when the building is open for private prayer and services.	Display QR code for NHS app.		AS & SE	AS 08/07/20
Advertisement of open times for Church services and private prayer	Publish opening times as Sunday 11.15 and 5.30.		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.			
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here.	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
	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
Cleaning the church after known exposure to someone with Coronavirus symptoms	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.	Public Health England guidance available here.	AS & KA	AS 08/07/20

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	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here .	AS & KA	AS 08/07/20