

Risk assessment template

Church: Sacred Trinity Salford	Assessor's name: Andy Salmon	Date completed: 20/07/21	Review date:
Event or service this assessment relates to:		Public Worship	

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	Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary.	Switch on corridor lights so that fans are going	AS/RC/Church Wardens	
	Use outdoor spaces if appropriate and available.	Serve refreshments outside when possible.	AS	
	Request people to wear a face covering, unless exempt, when moving about inside our building. No need to wear a face covering once in position.		AS	
	Maintain at least 1 metre distance between individual pews and seats.		AS	
Surface transmission of Covid-19	Provide hand cleansing station in the entrance area and in the toilets.		AS	
	As much as possible leave open doors that are not fire doors, we will not take a collection, no communion wine for the moment, no kneeling at the altar (people encouraged to come forward singly and remain standing).		AS/RC/Church Wardens	

	Good hygiene and cleaning of the building.		AS/KA	
	Put in place a cleaning rota/system for children's materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children).		AS/RC/Church Wardens	
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		AS/KA	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		AS/KA	
Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.	We will continue to display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. We will encourage visitors to use one or other of these options.		AS/RC/Church Wardens	
	Update our 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.		AS	
	Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.		AS/RC/Church Wardens	
	Provide welcoming notices that outline safety measures.		AS/TW	
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.		AS/RC/Church Wardens	
	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.	AS/RC/Church Wardens/KA	

	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.	AS/RC/Church Wardens/KA	
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AS = Andy Salmon Rector
 RC = Rebecca Crave, Assistant Priest
 KA = Kolyn Amor, church cleaner
 TW = Tracey Whitnall, Church Admin