

## Risk Assessment for Opening Church Buildings for the Purpose of Service Broadcasting (National Lockdown: 5<sup>th</sup> November-2<sup>nd</sup> December 2020)

### Version Control

Issue Date	Version Number	Issued by
05/11/20	1	St Andrew the Great Church
20/11/20	2	St Andrew the Great Church

*This update has been reviewed in the light of new guidance from the [Health and Safety Executive](#) and is intended for use during the period of national lockdown from 5<sup>th</sup> November. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly. The additions here are to support parishes in make decisions around remaining open for private prayer and other permitted purposes.*

From 5<sup>th</sup> November churches are permitted to open for specific purposes:

- Private prayer
- Funerals and commemorative events celebrating the life of a person who has died
- To broadcast an act of worship, whether over the internet or as part of a radio or television broadcast
- To provide essential voluntary services or urgent public support services
- For childcare provided by a person registered under Part 3 of the Childcare Act 2006

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for any permitted purposes. As well as offering guidance on best-practice, the template is also intended to help parishes make a decision on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. Specific guidance linking to advice on the lockdown period is available on the [Church of England Coronavirus pages](#).

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

**Risk assessment template**

<b>Church:</b>	<b>Assessor's name:</b>	<b>Date completed:</b>	<b>Review date:</b>
<b>St Andrew the Great</b>	<b>Laura Murray</b>	<b>20/11/2020</b>	<b>05/12/2020</b>

<b>Area of Focus</b>	<b>Controls required</b>	<b>Additional information</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
<b>Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present)</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Ensure you have enough people who are safely able and willing to attend the church building to allow for livestreaming or recording to take place.		Church Office	
	One point of entry to the church building clearly identified	Main doors will remain closed and locked, side door to be used for controlled entry.	Laura Murray	
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here</a> .	Xander Coomber	
	Buildings have been aired before use.		Sarah Wolstencroft	
	Staggered arrival times for those involved in livestreaming to allow people from multiple different households to arrive at the building in a safe way.		Church Office	
	Check for animal waste and general cleanliness.		Sarah Wolstencroft	
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	Laura Murray	

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	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		Sarah Wolstencroft	
	Ensure safe use of equipment needed for broadcasting: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Matt Macgregor	
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here</a> .  Ministry Interns to clean the church in between services.	Laura Murray & Sarah Wolstencroft	
<b>Use of the building during ‘service broadcasting’</b>	Ensure all persons involved in broadcasting comply with safe distancing measures and handwashing procedures.	Hand gel to be available upon entry into StAG and located around broadcasting area. Social distancing should be practiced at all times by those involved in broadcasting and rehearsing.	Laura Murray & All involved in activity	
	Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.	When seated and not actively broadcasting or rehearsing, face coverings should be worn at all times.	All involved in activity	
	Remove Bibles/literature/hymn books/leaflets	We will make Church Bibles available but will provide a separate quarantine box for any that are used to be stored.	Sarah Wolstencroft	
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Laura Murray	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Laura Murray	
	Record name and contact details of those involved in activity; retain each day’s record for 21 days	We will keep an electronic record of this, and attendance will be logged on Sunday	Rachel Foley	
<b>Communicating to the public that the church building is closed, but services are being broadcast.</b>	Update the website, and any relevant social media to indicate how people can access the broadcasts online or via other means.		Rachel Foley	
<b>Cleaning the church before and after ‘service broadcasting’.</b> <b>(no known exposure to anyone with Coronavirus symptoms)</b>	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>	Sarah Wolstencroft	
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with <a href="#">Parish Buying</a> for procurement options.	Sarah Wolstencroft	
Advice on <a href="#">cleaning church buildings can be found here.</a>	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with <a href="#">Parish Buying</a> for procurement options.	Sarah Wolstencroft	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Sarah Wolstencroft	
	If 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.		Sarah Wolstencroft	
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		Sarah Wolstencroft	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Set up a cleaning rota to cover ‘safe broadcasting’ arrangements.	Ministry Interns to clean areas used between broadcasts.	Sarah Wolstencroft	
	All cleaners provided with gloves (ideally disposable).	Register with <a href="#">Parish Buying</a> for procurement options.	Sarah Wolstencroft	
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with <a href="#">Parish Buying</a> for procurement options.	Sarah Wolstencroft	
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Sarah Wolstencroft	
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Sarah Wolstencroft	
<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.		Laura Murray	
	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>	Laura Murray	
	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>	Sarah Wolstencroft	