

Risk Assessment for Public Worship

Version Control

Issue Date	Version Number	Issued by
22 nd May 2020	1	The House of Bishops COVID-19 Recovery Group
8 th June 2020	2	The House of Bishops COVID-19 Recovery Group
12 th June 2020	3	The House of Bishops COVID-19 Recovery Group
1st July 2020	4	The House of Bishops COVID-19 Recovery Group
7 th July 2020	5	St Mary Magdalene, Ashton on Mersey
28 th August 2020	6	St Mary Magdalene, Ashton on Mersey
7 th January 2021	7	St Mary Magdalene, Ashton on Mersey

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 is based on the template risk assessment from the Church of England (see version control).

7th Jul 2020 face coverings now mandatory

*28th Aug 2020 Update to preparation of the church – physical distancing – 1m+
Addition of face coverings required*

*5th Jan 2021 South porch doors will only be open during set up and arrival and closed during the service.
Update to preparation of the church – physical distancing – 2m*

and must not join any other group or mingle with any person from another group

Risk assessment template

Church: St Mary Magdalene, Ashton on Mersey	Assessor's name: Jane Mottram	Date completed: 12/07/2020	Review date: 07/01/2021
--	---	--------------------------------------	-----------------------------------

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Deciding how to offer public worship.	Manage capacity by considering if a booking system is needed.	Conduct a survey of the church to assess demand If demand exceeds capacity produce a booking system	Jane Mottram	12/07/2020
	Communicate with church members, church contacts and the wider community informing them of the opening of the building for public worship	Church member emails Facebook posts Notice in church noticeboard	Jane Mottram	12/07/2020
	Update your website and A Church Near You		Jane Mottram	22/07/2020
Preparation of the Church for access by members of the public.	Follow the 'cleaning' section of this risk assessment (below).			
	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.	Entrance and exit will be through the South porch doors only except for the key holder. Signs and welcomers will be in place to provide direction. Due to there being a start and finish time there will only be	Anne Keast	12/07/2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>one direction of flow therefore 1 door is sufficient.</p> <p>Disabled people can access through the church centre, opened by the key holder.</p> <p>Emergency exits remain available – back of church and through the church centre.</p>		
	<p>Make any temporary arrangements for people to wait or queue outside the building.</p>	<p>Queuing is not anticipated due to low numbers attending and immediate access available.</p>		
	<p>Where possible, doors and windows should be opened temporarily to improve ventilation.</p>	<p>South porch doors will be open during the set up and on arrival to improve ventilation and reduce touch points, however they will closed during the service to keep heat in.</p> <p>The internal church centre doors will remain open throughout the service.</p>	<p>Anne Keast</p>	<p>07/01/2021</p>
	<p>Remove Bibles/literature/hymn books/leaflets</p>	<p>All literature has been removed and people are advised to bring their own Bibles.</p>	<p>Jane Mottram</p>	<p>12/07/2020</p>
	<p>Walk through the church to plan for physical distancing in seats.</p>	<p>Chairs have been set in the church to maintain 2m distances. Mitigation will remain in place, including the mandatory use of face coverings and all</p>	<p>Anne Keast</p>	<p>07/01/2021</p>

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		people facing the same direction. Church members are instructed to leave a gap of 2 chairs between households.		
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	People come in and fill the seats from the front to the ends of the aisles. Sidespeople are on duty to provide instruction. On leaving people exit from the back.	Anne Keast	12/07/2020
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Areas are marked 'no access'	Anne Keast	12/07/2020
	Determine placement of hand sanitisers available for visitors to use.	Hand gel is available for use on entrance and exit to the church centre and church with instruction to use.	Anne Keast	12/07/2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices are on the main church doors with safety instructions.	Jane Mottram	12/07/2020
	Provide those booked on with safety instruction prior to attending	Email is sent containing instruction to wear face coverings, keep distance, use hand gel, not attend if they have any symptoms	Jane Mottram	12/07/2020
	Collection plate to be made available for cash donations.	All cash donations to be placed in the office safe and left for 72hours before counting	Jane Mottram	12/07/2020
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes (chairs, light switches, handles)	All chairs and touch points are wiped down after each use, therefore they are clean on arrival and are cleaned at the end of the service.	Anne Keast	12/07/2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Toilets are checked on a weekly basis for soap. Hand dryers are used.	Jane Mottram	22/07/2020
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Once bins are emptied new liners are put in place.	Anne Keast	12/07/2020
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Due to the booking system all names are recorded and then kept for 21 days.	Jane Mottram	12/07/2020
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	Set up a cleaning rota to cover your opening arrangements.	Cleaning in church, the foyer entrance area and disabled toilet is conducted each Sunday. Spot cleaning is conducted after each use	Jane Mottram	12/07/2020
	All cleaners provided with gloves (ideally disposable).	Cleaner is provided with gloves	Jane Mottram	12/07/2020
	Suitable cleaning materials provided.	Disposable anti-bacterial wipes are used to clean surfaces	Jane Mottram	12/07/2020
	Confirm person responsible for removing potentially contaminated waste (e.g. wipes) from the site.	Warden for the service disposes of all waste after each service.	Anne Keast	12/07/2020
Cleaning the church after known exposure to someone with Coronavirus symptoms	If there has been known exposure, the church building will be closed for 72 hours with no access permitted.	Signage includes instruction to contact Jane Mottram to inform if there has been a known exposure.	Jane Mottram	12/07/2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
During the service	People advised that face coverings are mandatory in church	Include this instruction when booking and signs on the doors.	Jane Mottram	07/08/2020
	Service leader to remind people of safety measures including how to exit at the end of the service	Service leaders to include in their notices	Jane Mottram	12/07/2020
	Each service leader to use a different microphone	Steve R – radio mic A Jane B – radio mic B	Jane Mottram	14/07/2020
	People must not be encouraged to raise their voices or sign during the service	Service leaders to plan the service around these restrictions	Jane Mottram	14/07/2020
	At the end of the service people must exit the building and disperse.	We are not permitted to mingle with anyone from another household. People will be informed within the service and via communication when making a booking.	Jane Mottram	07/01/2021
First aid provision	In the event of an incident requiring first aid, treating any casualty properly is our first concern. The first aider will try to assist at a safe distance from the casualty as much as possible to minimise the risk of transmission. If the casualty is capable, they may be guided to complete their own first aid. For more complex first aid the first aider will wear a face covering and disposable gloves.	Move first aid box and incident forms to the church. Inform the church first aiders	Jane Mottram	22/07/2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Following the incident the first aider will safely discard any disposable items and clean / wipe down any reusable equipment.			