

Risk Assessment Template for Opening Church Buildings to the Public

Version Control

Issue Date	Version Number	Issued by
2 nd December 2020	7	The House of Bishops COVID-19 Recovery Group

This update has been reviewed in the light of new guidance from the [Health and Safety Executive](#) and is intended for use from 3rd December onwards. Risk assessments carried out using an earlier template may still be valid but should be reviewed regularly.

From 3rd December, regardless of tier, churches are permitted to open for all purposes that can be carried out in a Covid-safe way. There may be specific local regulations, especially in tier 3 areas, that place additional restrictions on certain activities. There are varying limits on mixing of households that apply in different tiers. Before completing this risk assessment you can see what is permitted in your tier by checking [this document](#).

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.

Separate risk assessments for outdoor worship and for access by contractors and construction workers are available on the [Church of England Coronavirus pages](#).

Carrying out a risk assessment

1. **Agree what activities you are planning for:**
 - **Private prayer (see Appendix A)**
 - **Public worship (page 5-10 of this document)**
 - **Live streaming or recording services (page 3-4 of this document)**
 - **Choir singing (see Appendix B)**
 - **Outdoor services (see Appendix C)**
 - **Funerals, weddings, baptisms - National rules to be applied**
 - **All activities are to keep a Covid-19 registry for track and trace (Appendix D)**
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches so long as they are properly managed, but having more people coming through your building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
4. Using the risk assessment checklist below as a template:
 - add in mitigations for any risks that are particular to your circumstances that may not be on the list;
 - record what you need to do for each activity to go ahead safely;
 - consider any equipment you need and any temporary changes you might need to make to the church;
 - check back against your list of activities to confirm which ones can go ahead and when.

Risk assessment template

Church: Morland	Assessor's name: John Ellerton	Date completed: 3rd Jan 2021	Review date: 3rd Feb 2021
----------------------------------	---	---	--

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present) Risk: contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Check that those attending for livestreaming or recording can do so within the limits for places of worship in the relevant tier.	Ensure the organiser has informed the participants of the increased risk if they or anyone in their household is clinically extremely vulnerable.	Organiser(s)	
	Identify one point of entry to the church building, and a separate exit if possible.	Usual entry point		
	A suitable lone working policy has been consulted if relevant.	An example can be found here .		
	Consider staggered arrival times if multiple people from different households are coming into the building.	Formal staggering of attendance should be adopted if at all possible		
	Holy water stoups and the font are empty.	N/A		
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Usual precautions with trip hazards. Equipment used is not expected to overload the sockets		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	On entry and exit, and at any surface that may be touched during the recording.		
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on cleaning church buildings can be found here .		
	Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	Face coverings to be worn at all times except where exemptions have been announced. During recording, face coverings can be removed if social distancing is at least 2 metres to the side. Face to face positioning should not occur during the recording		
	Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.	Own versions of script to be used		
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult advice on complying with Track and Trace . Use the QR code or the register		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Deciding whether to open to the public for private prayer, public worship and other permitted activities	Consider how the tier system applies to the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider whether anybody attending would be likely to be traveling from a higher or lower tier	Tier 4; communal worship allowed provided that any person attending is: alone or part of a group all from the same household or from two linked households and must not join any other group or mingle with any person from another group. Private prayer to be managed as appendix A Choir singing to be managed as appendix B Outdoor services to be managed as appendix C Funerals allowed to a max of 30 persons. Other activities will be assessed if needed		
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not applicable		
	Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.	As previously assessed; further reminders to appropriate persons	JE to be completed by Jan 2020	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Consider if a booking system is needed, whether for general access or for specific events/services	A booking system is envisaged if numbers are likely to exceed that of the building		
	Communicate with nearby churches to ensure offered provisions are complementary.	Not applicable		
Preparation of the Church for access by members of the public for any permitted	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.	Confirmed	JE	4/12/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p>purposes</p> <p>Risk: Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.</p>	<p>Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for the tier in which the church is located (or provide a link to https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know).</p>	<p>The website will be updated and the risk assessment will be published and available at the church and if possible on the website. The building limit is estimated at: Congregation - 30 households with 24 sited in the pews, 2 in the side chapel, 2 in the kitchen area, and 2 in the 'children's corner. Continuing with one entry and exit point should lead to a lower maximum of congregation - 50 persons. If more are considered, a separate north door exit could be used. A choir of up to 8 persons could be accommodated in the chancel as previously outlined</p>		
	<p>Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).</p>	<p>Advice on cleaning church buildings can be found here. It is anticipated that a 48 hr rule will apply to the use of pews and entry/exit point surfaces will be cleaned after each service and daily on opening</p>	JE	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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.	Advice on face coverings can be found here . Signage in situ. Supply of single-used face coverings available.		
	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.	Continue to use single point of entry and exit with open door during entry and exit times for the congregation. The choir should use the chancel door for entry and exit		
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Not envisaged		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	As above		
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on church heating can be found here . Done	JE	Nov 2020
	Remove Bibles/literature/hymn books/leaflets.	Out of bounds	JE	4/12/20
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Not applicable		
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	48 hr rule		
	Remove or isolate children’s resources and play areas.	Done		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	Done		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Done		
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.			
	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.	Use of the side chapel limited to clergy meetings		
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options. In the porch and at the chancel door		
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Done	JE	4.12.20
	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 . done daily on opening the church	JE	
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options. Done	JE	

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.	Register with Parish Buying for procurement options. Toilet facilities open during services with cleaning after a service if used. Toilet facilities closed during private prayer and recording activities	Church wardens	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Done	JE	4.12.20
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	Usual practice; cleaning is done on request and ad-hoc by a professional cleaner. Should the need for cleaning be required, precautions would be addressed with the cleaner.	JE	20.12.20
Advice on cleaning church buildings can be found here .	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	As above	JE	
Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.	Handrails and door knob cleaned daily on opening	JE	4.12.20
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Daily check	JE	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options. When applicable		
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options. When applicable		
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	JE		
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Daily	JE	4.12.20
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Expected action		
	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.		
	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. Expected to be the rule.		

Appendix A: Private prayer

Morland Church is open for individual prayer

The church is open between approximately 9:15 and 15:00 daily (5th November until 4th December)

If you have or have had potential Covid-19 symptoms in the last 7 days please do not enter the church but contact 111 for advice. We apologise that the toilet is not available currently.

Social distancing of 2 metres should be followed at all times.

Please use the hand sanitiser provided before entering the church and on exit.

Please record your visit on the register provided using your own pen or one from the green container. Place the used pen in the red container. (Details of why we ask you to do this is on the register.)

Face coverings are mandatory by law when you are in this building. You must bring your own face covering.

We have indicated specific seats for individual prayer. As you walk down the aisle you will see them as a green sheet on the cushion. Please sit here. When you leave, please take your green sheet away with you.

(This enables us to ensure that the seat and its surroundings is 'quarantined' for 72 hours after use so the risk of passing Covid-19 to a subsequent worshipper is minimised.) We would be most grateful if you can comply with this imposition.

If you have any problems, please contact John Ellerton at the Hollies, Morland. This is due south from the church door through the private gate next to the passage to Morland square.

Church: Morland	Assessor's name: John Ellerton	Date completed: 3rd Jan 2021	Review date: 3rd Feb 2021
----------------------------------	---	---	--

Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		JE	4/11/20
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	No additional cleaning envisaged		
	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.	Done	JE	4/11/20
	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.	Done	JE	4/11/20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Not applicable		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Not applicable		
	Remove Bibles/literature/hymn books/leaflets	Cordoned off	JE	4/11/20
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Not applicable		

Consider if pew cushions/kneelers need to be removed as per government guidance	See below		
Remove or isolate children's resources and play areas	Done		
Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	Done	JE	4/11/20
Clearly mark out seating areas including exclusion zones to maintain distancing.	Seating for private pray will be clearly labelled on a daily basis	JE	Daily
Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Not applicable		
Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Not applicable		
Determine placement of hand sanitisers available for visitors to use.	Hand sanitiser in porch (to be used before opening church door) and on exit		
Determine if temporary changes are needed to the building to facilitate social distancing	Not applicable		
Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Done	JE	4/11/20
Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Church door knob and rails will be wiped daily on opening the church		

	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Not applicable		
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Available to use, checked daily	JE	4/11/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Not applicable		
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Sheet and a supply of clean pencils provided daily	JE	4/11/20
	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Will be done via email, website and social media		

Appendix B:Choir singing

Church: Morland		Assessor's name: John Ellerton		Date completed: 3rd Jan 2021		Review date: 3rd Feb 2021	
Access to church buildings for purposes of performance in live services							
Who is at risk?	What is the outline risk?	Controls required	Additional, specific control measures to be implemented	Priority (High/Med/Low)	Action by whom?	Completed – date and name	
	Transmission of virus through close personal contact	Choose one point of entry into the church to manage the flow of your musicians and indicate this with notices, keeping emergency exits available at all times. Where possible use a different entrance and exit to the congregation or other attendees.	There is a argument that the choir/organist could use the door that opens into the chancel both for entry and exit. Hand sanitiser and the register would need to be provided and post- service cleaning of knobs done.				

	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	Addressed in risk assessment for opening church. Chancel door to be kept open during the practise and service if possible			
	Insufficient cleaning of shared spaces	Review the CofE guide on cleaning church buildings, which can be found here . Agree a cleaning procedure before the event or ensure the venue will take responsibility for adequate cleaning. Complete the cleaning checklist (below) if appropriate.	Additional cleaning of organ keyboard etc if > 1 organist and < 48 hrs between usage			

	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	Cordon off between chancel and transept with access for clergy and choir only. This could be a physical barrier or a virtual one with the congregation reminded that the chancel is out of bounds for them and the choir requested to leave their space via the chancel door and conduct any post-service chat with the congregation socially distanced in the church yard.			
	Separated space is not observed for musicians	Survey the area to be occupied by your musicians to plan for physical distancing in seats, aisles, and allowing for the safe flow of visitors. Remember 1m plus in all directions from each person.	If nave altar is being used; the choir could be seated in the sanctuary at 2metre spacing with a central aisle for access. This gives an impressive distancing from the congregation but will be poor acoustically. If high altar is being used; the choir could be 2 metre distanced from each other in the transept. They would need to be > 2 metres away from and, ideally, facing 90 degrees to the congregation			

	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system?	Not applicable. Social distancing to be maintained at all times			
		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	To be done at the start of the practice by the choir master			
		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.	It is envisaged that the norm is > 48 hrs between usage			

		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	As for general opening			
		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue (particularly if wearing robes).	For the choir master to remind members. Robes should remain with the choir member and taken home by the member. They should be on the person or on the person's chair. Alternatively the choir master can decide that robes will not be worn. Any robes residing in church should be taken away.			
		Remove any items that do not need to be present, particularly those in thoroughfares.				

Ensuring participants' safety						
Who is at risk?	What is the outline risk?	Controls required	Additional, specific control measures to be implemented	Priority (High/Med/Low)	Action by whom?	Completed – date and name
	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	Ensure that all choir members are reminded that current government guidance is followed with regard to self-isolation and testing.			
	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	At entry/exit points			
	Illness	Consider asking two people to learn a solo in case one is taken sick.	Not applicable; cancellation more appropriate			
	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	The vicar or choir master			

	Illness	Ensure that there are at least two people on the event team able to fulfil each role (e.g. organist) and at least one additional person approved to supervise u18s.	Not applicable			
	V e n u e unavailable (<i>t h i s circumstanc e m i g h t arise after a C O V I D occurrence</i>)	Consider whether it would be appropriate to have a standby (risk assessed) venue. How would a change of venue be communicated?	Not applicable; cancellation more appropriate			
	Virus transmitted via printed music	Ensure that everyone has their own copy of the music/worship materials.	Own copies managed and disposed of (if appropriate) at their own home. Photocopies to be distributed as suggested			

	Virus transmitted via printed music	If loan library music is being used, minimise the number of people handling it. Ask attendees to drop it into a large box at the end of the event and leave it for 72 hours before counting and returning.	48 hr quarantine if 'library' music is used			
	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	Own markers only with no sharing			
	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	Only one organist per service with cleaning and quarantine as above			

	Virus transmitted through sharing of items	Disinfect the organ consoles and piano: This must be done with a soft cloth sprayed with disinfectant. Disinfectant must not be applied directly to instruments.	At end of service			
		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	Card and sanitiser required			

	Transmission of virus through close personal contact	Consider whether a page- turner is necessary in a confined organ loft – could temporary photocopies be used instead?	Not applicable			
	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	Ideally choir members come robed. If not, robe at their chair. The option of no robes can be agreed			
	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/ small group work.	Not envisaged that this will be required			

	Transmission of virus through close personal contact	Set out chairs in advance, spaced according to guidelines. If using fixed pews or choirstalls, indicate with signs those to be used, spaced according to guidelines.	Set out before the service; choir master and/or assistant to manage allocation and adherence. The choir should consider whether the group should be stratified into high and low vulnerability groups. High vulnerability members may wish to consider the advisability of attending and whether to being seated at the back may reduce their risk from being in the choir. In the first instance, it would be appropriate to start with a small number of choir members. Eight in total would be a suggested number.			
	Transmission of virus through close personal contact	If using choirstalls, consider moving the conductor so that they are not so close to the singers at the end of the row.	Conductor should be socially distanced as far away as possible and ideally facing 90 degrees from the choir			
		Consider whether registration could be done without face-to-face contact and/or a queue.	Registration at point of entry.			

Cleaning checklist						
Who is at risk?	What is the outline risk?	Controls required	Additional, specific control measures to be implemented	Priority (High/Med/Low)	Action by whom?	Completed – date and name
	Insufficient cleaning of shared spaces	Responsibility for cleaning the venue has been agreed beforehand. All cleaners provided with gloves (ideally disposable). Suitable cleaning materials have been provided.	Minimal changes that are all done by the person's at the service			
	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	No additional work			

Someone becoming ill during the event (whether related to COVID-19 or not)						
Who is at risk?	What is the outline risk?	Controls required	Additional, specific control measures to be implemented	Priority (High/Med/Low)	Action by whom?	Completed – date and name
		Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).	Usual practice would apply			

		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	Not applicable			
--	--	---	----------------	--	--	--

Unawareness of control measures amongst attendees						
Who is at risk?	What is the outline risk?	Controls required	Additional, specific control measures to be implemented	Priority (High/Med/Low)	Action by whom?	Completed – date and name
	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.	Choir master. Ensure that rehearsals are short and efficient, and maintain social distancing at all times. Choir members should have a face covering on at all times During singing the choir could agree to remove their face covering if distancing is not compromised			

		Make a risk assessment document available online before the event and alert attendees to its presence.	Suggested risk assessment document to PCC and choir members before the first service. A review of the risk assessment will occur before a second event			
		Identify someone to whom attendees can speak if they have any concerns or questions.	David Jones, the Vicar or John Ellerton			

After a known exposure						
Who is at risk?	What is the outline risk?	Controls required	Additional, specific control measures to be implemented	Priority (High/Med/Low)	Action by whom?	Completed – date and name
		If possible, close the building for 72 hours.	Currently this is the norm			
		If closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. This information is available online .				
		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Applicable			

Appendix C: Outdoor Services

Risk Assessment Template for Outdoor Worship

Version Control

Issue Date	Version Number	Issued by
2 nd December 2020	1	The House of Bishops COVID-19 Recovery Group

This template has been created based on guidance from the [Health and Safety Executive](#) and is intended for use from 3rd December onwards for worship and church-led gatherings taking place outside. A separate risk assessment template is available for all indoor activities.

From 3rd December, regardless of tier, churches are permitted to open for all purposes that can be carried out in a Covid-safe way. Outdoor worship is permitted and outdoor settings are the only places where congregational/group singing can take place. The government [guidance on singing](#) lays out the rules around this and should be read in conjunction with the [performing arts guidance](#). There may be specific local regulations, especially in tier 3 areas, that place additional restrictions on certain activities, whether indoors or outdoors. There are varying limits on mixing of households that apply in different tiers. Before completing this risk assessment you can see what is permitted in your tier by checking [this document](#).

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. As well as offering guidance on best-practice, the template is also intended to help parishes make a decision on whether to hold outdoor events, 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.

Separate risk assessments for opening up church buildings to the public, and for access by contractors and construction workers are available on the [Church of England Coronavirus pages](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Public worship
 - Carol concert
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual, especially uneven outdoor areas and use when it is dark

Read the guidance and think about how it relates specifically to your church and/or the outdoor setting you will be using. What constraints are there? Consider how people will arrive and move across the site; circulation around the space ; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are real but they are in many ways less than those for indoor worship as long as they are properly managed, but having more people coming to an event makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
4. Using the risk assessment checklist below as a template:
 - add in mitigations for any risks that are particular to your circumstances that may not be on the list;
 - record what you need to do for each activity to go ahead safely;
 - consider any equipment you need and any temporary changes you might need to make to the church;
 - check back against your list of activities to confirm which ones can go ahead and when.

Risk assessment template

Church: Morland	John Ellerton	Date completed: 3rd Jan 2021	Review date: 3rd Feb 2021
----------------------------------	----------------------	---	--

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Deciding whether it is safe to hold an outdoor event Risk: contracting or spreading the virus by not social distancing or by touching contaminated services	Consider if anyone required for the running of the service or event is clinically extremely vulnerable or has household members who are. Ensure that the people who need to attend the site to enable the service to take place are willing to do so and can do so safely.	As for indoor services. It is envisaged that ≥ 2 church wardens will be present for smaller gatherings and 2-4 for larger gatherings		
	Consider how the tier system applies to the site and the worship envisaged. For gathered congregations or one-off services drawing people from a wide area, consider whether anybody attending would be likely to be traveling from a higher or lower tier.	Largely tier 2 with the occasional person from a tier 3 area attending in a bubble especially at Christmas. Outside Christmas, likely to be exclusively tier 2.		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	<p>Assess the site, taking into account the need for people from different households to remain 2m apart from each other, and the recommendation that outdoor events have seats for audiences. Consider if the capacity of the site will work with the events you are planning.</p>	<p>The church gates should be unlocked and opened so as to increase safe passage into the church yard if there is expected to be a large gathering. 2 other entry and exit points will also be used. The south passage to the Square should be considered as one way into the church yard with a church warden requesting persons to use another exit at the end of the service.</p>		
	<p>Assess the availability of utilities such as electricity that might be needed, especially for events taking place in the hours of darkness e.g. for lights, microphones. Do you have the correct safety equipment for outdoor use?</p>	<p>Not applicable. Daylight hours and no microphones</p>		
	<p>Consider accessibility issues such as access to the site for those who use wheelchairs or have difficulty walking, and also how people who are deaf or hearing impaired will be able to participate (make use of microphones and good lighting).</p>	<p>Wheelchairs can access the site from the main gates</p>		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not applicable		
	Consider if a booking and seat-allocation system is needed	Not envisaged necessary		
	Communicate with nearby churches to ensure offered provisions are complementary.	Will be advertised in newsletter		
Preparation of the site for access by members of the public for outdoor worship Risk: Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	Set up a one-way route around the site to aid distancing measures. Indicate this with notices, keeping emergency exits available at all times.	Notices will be placed at the 3 entry points before the outdoor service(s)	JE	
	Clearly mark out seating or (if seating is not possible) standing areas, including exclusion zones to maintain distancing.	Standing areas will be identified with 2 metres between 'household' area. Choir area (if applicable) set at least 4 metres from the congregation and not directly facing to congregation.		
	If ticketing/booking is being used, decide how best to manage that process e.g. specific points of entry, barriers.	Not envisaged necessary		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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.	Face coverings required for all except for personal exemptions and when ‘performing’ (clergy, readers, choir singing)		
	Identify where you can reduce the contact of people with surfaces, e.g. by using electronic documents rather than paperwork. If paper service sheets are to be used agree a process for handing them out safely and encourage people to take them home with them.	Paper sheets handed out by church warden and taken home by participants		
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult advice on complying with Track and Trace . Register will be completed by church warden(s)		
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering.	Will be done		
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Not applicable		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	See notice below at entry points		
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Register with Parish Buying for procurement options. Stations at entry points		
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options. Not applicable		
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options. Toilet facilities not available as entry to church would breach 2 metre rule during the envisaged service		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Done	JE	5/12/20
	Ensure that safety procedures are in place for closing the site down – e.g. providing gloves and masks to those stacking chairs or moving electrical/ staging equipment.	Done	JE	5/12/20

Morland Church – Outdoor Service

10:30am, Christmas Day in the churchyard

If have or have had potential Covid-19 symptoms in the last 7 days, or are self-isolating, please do not enter the church or its grounds. Contact 111 for advice if necessary.

There are 3 entry points (main gate, Church Lane, passage from the Square). Please do not exit by the passage to the square - this is one-way 'in'. Wheelchair access is via the main gates. Please use the hand sanitiser provided before entering and on leaving the church grounds.

We apologise that **the toilet is not available for this service.**

Covid-19 restrictions must be obeyed at all times. Face coverings must be worn during the gathering except if you have a personal medical exemption or you are 'performing' as part of the service. **You must bring your own face covering.**

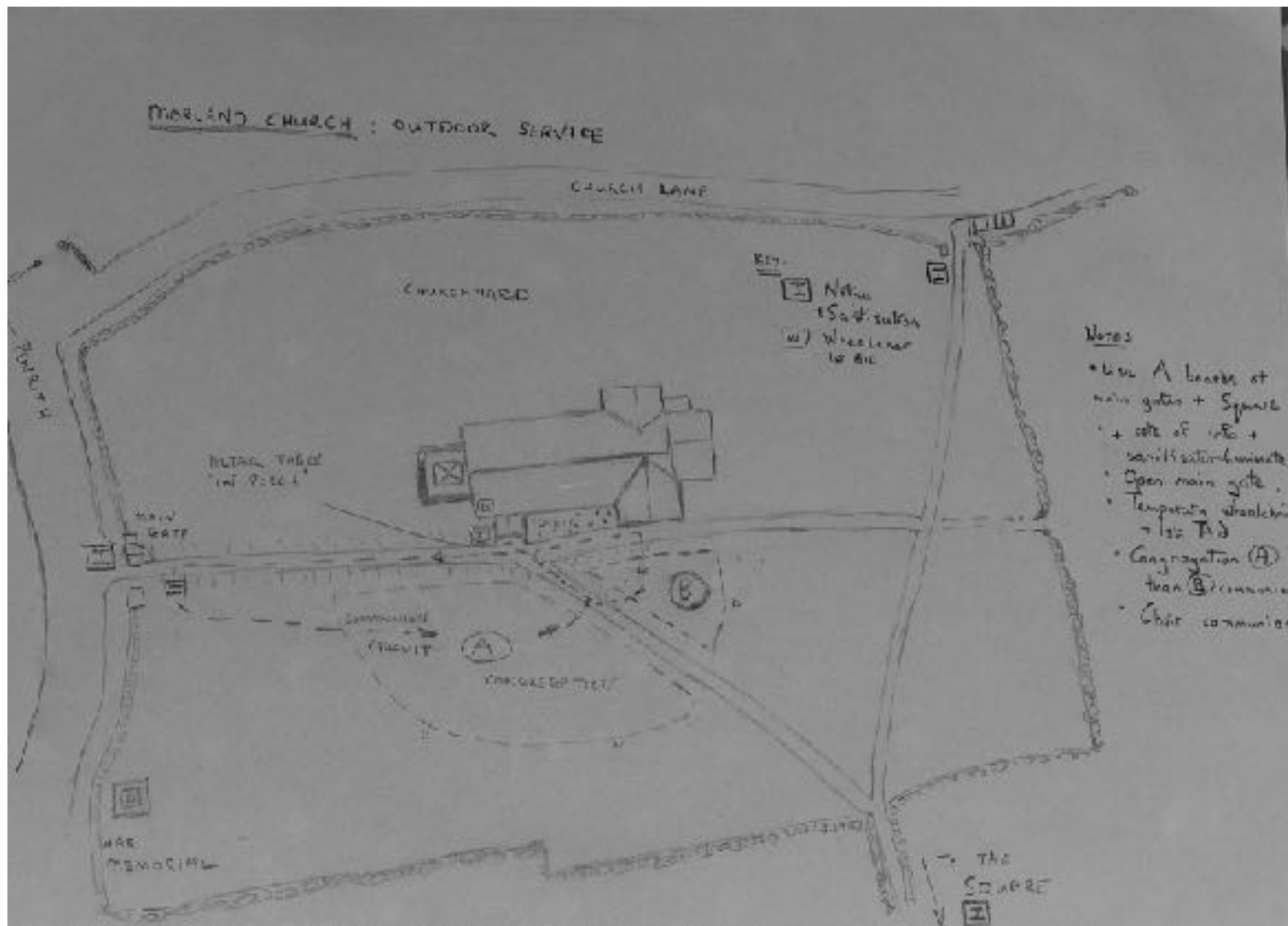
A ≥ 2 metre distance from an other household/bubble must be maintained at all times. Households and Christmas bubbles must not mingle or socialise with another bubble/household.

We will ask you if we may record your visit on the Covid Track and Trace register. (Details of why we ask you to do this is on the register and we can tell you about this if you request or see our website.)

We have designated specific areas for households/bubbles to stand in. Please ensure that you are at least 2 metres from any other group. The congregation should stand opposite the church porch on the grass 2 metres south and west of the paths. The choir will be north and east of the porch. Communion will be served from the altar table in the porch. The choir will 'stay put'; the congregation will file past going down onto the path from the passage, walking past the porch and out towards the main gate before returning to their positions.

We will distribute the order of service to you. Please take this home with you so you can safely dispose of it.

If you have any problems, please contact any of the church wardens or clergy.



Appendix D: Register

COVID-19

Collection of Name and Contact Details for NHS Test and Trace

Register

Morland Church

Date: __ Jan 2021

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving Morland church. Your details are removed from the church at the end of the day but will be visible to later visitors that day. Alternatively you could scan the displayed QR code into the NHS Covid-19 app.

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

Thank you for your understanding. If you agree to providing your information for this reason, please complete the following:

Name	Telephone	Time entering	Time leaving

Name	Telephone	Time entering	Time leaving

