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| **Church:**  **SMMW WESTONING**  **THIS RA SUPERCEDES ALL PREVIOUS ‘CORE RA’s WHICH ARE TO BE DISREGARDED** | **Assessor’s name:**  **Philip Steer**  **SERVICE CO-ORDINATOR [SC] MUST BE IDENTIFIED FOR EACH AND EVERY SERVICE OR ACTIVITY** | **Date completed:**  **16 December 2020**  **UPDATED JANUARY 2021** | **Review date:**  **Ongoing**  **CURRENTLY CHURCH CLOSED IN ACCORDANCE WITH RA BELOW** |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **ROLE OF SERVICE CO-ORDINATOR [SC]** | **To ensure that all aspects of any and all RA’s are complied with by ALL present at Service exactly as written. To include Leaders, volunteers, and congregation. RA’s to be adhered to as specified with no variations.**  **ENSURE ALL RA’s AVAILABLE ON TABLE AT CHURCH ENTRY.** | **SC TO BE FULLY OF AWARE, IN DETAIL, OF ALL ASPECTS OF RA’s RELEVANT TO SERVICE** | **SC supported by**  **ALL LEADERS AND VOLUNTEERS** | **ALL COMPLETED AT TIME RA COMPILED OR AS NOTED BELOW** |
| **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. | N/A at present |  |  |
| Identify one point of entry to the church building, and a separate exit if possible. | **Entry via South Door Exit via Chancel Door. This may have to revisited if Choir in attendance** | Day Supervisor |  |
| A suitable lone working policy has been consulted if relevant. | **To be urgently addressed in New Year** An example can be [found here](https://www.ecclesiastical.com/documents/lone-working.pdf). |  |  |
| Consider staggered arrival times if multiple people from different households are coming into the building. | **Under consideration. Booking system currently in place** |  |  |
| Holy water stoups and the font are empty. | ACTIONED |  |  |
| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | N/A at present |  |  |
| Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people cannot wash their hands. | Actioned = all in place |  |  |
| 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](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** |  |  |
| 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. | **Signage in place. Updating required** | PHS |  |
|  | 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. | **OPEN DOORS ARE FIRE DOORS. NEED TO RECONSIDER USE OF PAPER BASED MATERIALS** |  |  |
|  | Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system. | IN PLACE. BOOKING SYSTEM PROVIDE T&T DATA WITH MANUAL BACK UP | PHS/WEBSITE CO-ORDINATOR |  |
| **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.  Monitor local infection rate, congregation demographics and observed behaviours. | **NEED TO MONITOR WHERE WORSHIPERS ARE TRAVELLING FROM. T&T RECORDS SHOULD REVEAL**  **CANNOT GUARANTEE SAFETY OF CONGREGATION IN CONSIDERING VULNERABLE CATAGORIES, EVIDENCE OF NON-COMPLIANCE, DEMOGRAPHICS** | PHS  **RECOMMEND CLOSURE OF CHURCH FOR ALL SERVICES AND PRIVATE PRAYER** | **JANUARY 2021 AND ONGOING AS NECESSARY**  **IMPORTANT NOTE JANUARY 2021 – NEW GOVT GUIDANCE TO STAY AT HOME. TRAVEL TO CHURCH PERMITTED BUT ONLY WITHIN HOME LOCALITY WITIN VILLAGE OR LOCAL PART OF TOWN/CITY** |
| Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible. | **N/A for SMMW** |  |  |
| 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. | **TO BE URGENTLY CONFIRMED WITH ALL CHURCH LEADERSHIP** | **ALL CHURCH LEADERSHIP TEAM** |  |
| Consider if a booking system is needed, whether for general access or for specific events/services | Actioned |  |  |
| Communicate with nearby churches to ensure offered provisions are complementary. | N/A |  |  |
| **Preparation of the Church for access by members of the public for any permitted purposes**  **Risk:** Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas. | Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building. | N/A |  |  |
| 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>). | **Mostly actioned. To be confirmed with Website Co-ordinator** | **PHS/NW** |  |
| Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). | **SEE SEPARATE RA CHURCH CLEANING.** | **PHS/PL/NW** |  |
| 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. | **SIGNAGE IN PLACE BUT TO BE UPDATED IMMEDIATELY.** | **PHS/PL** |  |
| 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. | ACTIONED. NEED TO CHECK WHEN CHOIR IN ATTENDANCE |  |  |
| Make any temporary arrangements for people to wait or queue outside the building (considering any consequential risks arising from people gathering outside). | ACTIONED. DOOR SUPERVISOR IN PLACE AT CHURCH PORCH TO ENSURE | DAY SUPERVISOR |  |
| Where possible, doors and windows should be opened temporarily to improve ventilation. | **ALL CHURCH DOORS ARE FIREDOOORS** |  |  |
| If heating is required check your system is safe to use and test it before people are allowed in. | WEEKLY/DAILY CHECK | PL |  |
| Remove Bibles/literature/hymn books/leaflets. | ACTIONED |  |  |
| Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | ACTIONED |  |  |
| Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces. | ACTIONED |  |  |
| Remove or isolate children’s resources and play areas. |  |  |  |
| 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). | **BOOKED SERVICES REQUIRE PRIOR INDENTIFIED SEAT PLACINGS** | **TBA – BUT FROM LEADERSHIP TEAM** |  |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | AS ABOVE |  |  |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | **ADDITIONAL SIGNAGE REQUIRED** | **PHS** |  |
| Limit access to places were the public does not need go, maybe with a temporary cordon is needed. | ACTIONED |  |  |
| Determine placement of hand sanitisers available for visitors to use. | ACTIONED. |  |  |
| Determine if temporary changes are needed to the building to facilitate social distancing | ACTIONED. |  |  |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | **ACTIONED BUT SIGNAGE TO BE CHECKED** | **PHS** |  |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | **ENSURE ALL CHURCH CLEANERS ARE FULLY BRIEFED, AWARE OF RISK ASSESSMENT AND GIVE CONSENT.** | **CHURCH LEADERSHIP TEAM** |  |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | **ACTIONED BUT CHECK** | **PL** |  |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | **ACTIONED BUT CHECK** | **PL** |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | **ACTIONED BUT CHECK** | **PL** |  |
| **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](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf).  **Risk:** Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities. | 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. | **NOTED AN COMPLIED WITH** |  |  |
| If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | **CHURCH LEADERSHIP TO ENSURE COMPLIANCE** | **ALL** |  |
| 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. | **AS ABOVE** | **ALL** |  |
| Keep surfaces clear to make it easier to clean  and reduce the likelihood of contaminating objects. | **AS ABOVE** | **ALL** |  |
| All cleaners provided with gloves (ideally disposable). | **TO BE INCLUDED AS ABOVE** | **PL** |  |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | **ALREADY COMPLIANT** | **PL** |  |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | **LAST CHURHWARDEN/OTHER LEADER ACTIONS** | **PHS/PL/NW** |  |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | **DAILY AFTER SERVICES** | **AS ABOVE** |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 48 hours with no access permitted. | **MUST ENSURE NO ACCESS – KEY HOLDERS TO BE IDENTIFIED** |  |  |
| If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | [**S**EE SEPARATE RA.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) |  |  |
| 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**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** |  |  |