

Church: St John the Divine, Merton	Assessor's name: Revd Alison Judge	Date completed: 14.6. 2020 and updated 2.8.20	Review date: Ongoing
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
AJ 14.6.20	One point of entry to the church building clearly identified and separate from public entry if possible		AJ	AJ 14.6.20
	A suitable lone working policy has been consulted if relevant.	An example can be found here .	Noted	
	Buildings have been aired before use.		AJ	AJ 14.6.20
	Check for animal waste and general cleanliness.		AJ	AJ 14.6.20
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	AJ	AJ 14.6.20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		AJ	AJ 14.6.20
	Holy water stoups and the font are empty.		AJ	AJ 14.6.20
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		AJ	AJ 14.6.20
Deciding whether to open to the public	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.		N/A	
	Update your website, A Church Near You, and any relevant social media.		AJ BG	AJ 14.6.20

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	Noted	AJ	AJ 14.6.20
	If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark	Apply here.	N/A	
	Include details on requirements such as bringing a face covering in communications.		AJ	AJ 2.8.20
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.		AJ	AJ 14.6.20
	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.	AJ	AJ 14.6.20
	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.	Awaiting signage	AJ	AJ 2.8.20
	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.		AJ	AJ 14.6.20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		AJ	AJ 4.7.20
	Where possible, doors and windows should be opened temporarily to improve ventilation.		AJ	AJ 14.6.20
	Remove Bibles/literature/hymn books/leaflets		AJ	AJ 14.6.20

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	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		AJ	AJ 14.6.20
	Consider if pew cushions/kneelers need to be removed as per government guidance		AJ	AJ 14.6.20
	Remove or isolate children’s resources and play areas		AJ	AJ 14.6.20
	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).		AJ	AJ 14.6.20
	Clearly mark out seating areas including exclusion zones to maintain distancing.		AJ	AJ 14.6.20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		AJ	AJ 14.6.20
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.		AJ	AJ 14.6.20
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	AJ	AJ 14.6.20
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	N/A	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		AJ	AJ 14.6.20

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	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.	AJ	AJ 14.6.20
	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.	N/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 Parish Buying for procurement options.		
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		AJ	AJ 14.6.20
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days		AJ	AJ 4.7.20
	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.		AJ	AJ 14.6.20
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.		AJ	AJ 14.6.20
Advice on cleaning church buildings can be found here.	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		AJ	AJ 14.6.20
	Set up a cleaning rota to cover your opening arrangements.		AJ	AJ 14.6.20

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	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	AJ	AJ 14.6.20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	AJ	AJ 14.6.20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		AJ	AJ 14.6.20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.			
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.		AJ	AJ 14.6.20
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.	AJ	AJ 14.6.20
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.	AJ	AJ 14.6.20