

Risk Assessment for Opening St John the Baptist, Hove to the Public

Version Control

Issue Date	Version Number	Issued by
10 th December 2021	10.1	The House of Bishops COVID-19 Recovery Group
20 Feb 2022	10.2	St John's PCC

This update has been reviewed to reflect the new restrictions contained in Plan B implemented by the UK government in Dec 2021 and the subsequent relaxation of some regulations. The Church of England's [guidance](#) is a helpful reference point.

It is recommended that a separate risk assessment is undertaken for each activity type e.g. public worship, use by community groups, concerts etc. and that these are regularly reviewed with reference to local Covid infection rates and other relevant circumstances. We may decide to have different mitigations or safety measures in place for different events. Where activities run simultaneously or back-to-back, each iteration of the risk assessment should address the shared or consequential risk.

More information is available on the [Church of England Coronavirus page](#) and on the Government's [website](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer
 - Public worship with or without congregational singing
 - Funerals, weddings, baptisms, ordinations
 - Livestreaming or recording services
 - A choir or music group singing indoors as part of a public, livestreamed or recorded service
 - Community and support groups
 - Opening shops/cafes

- Opening for visitors/tourists/educational visits as a heritage attraction
 - Opening for concerts, plays etc
2. Consider the hazards:
- Transmission of COVID-19
 - Hazards arising from using the church in a different way to usual
 - Shared or consequential risks of activities running simultaneously or back-to-back (eg crossover of people at entry/exit points)

Read the guidance and think about how it relates specifically to our 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 we are planning will affect different groups of people. The risks are not different for larger churches as long as they are properly managed, but having any significant numbers of people coming through your building makes the possible impact – in particular someone with COVID-19 coming into contact with others – higher than in smaller churches with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate. Gathered congregations and major services may attract people from far afield, which is likely to add to the risk profile. Consider whether we need to consult our wider membership and users.
4. Using the risk assessment checklist below and:
- 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: St John the Baptist, Hove	Assessor's name: Tom Savage and Sue Davidson	Date completed: February 2021	Review date: Mar PCC or Govt Guidance change
Event or service this assessment relates to:		Standard Church Services (Sunday, Tuesday, Wednesday), Wednesday Opening, rental events.	

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
Aerosol or droplet transmission of Covid-19	Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary.	Consult HSE guidance on identifying poorly ventilated areas Do not prop open fire doors.	Welcomers – to maintain open doors front and rear, as long as is possible, given the temperature. Tue and Wed services to move into larger Church if numbers require it.	Stewards from church re-opening. PCC View Feb 22
	Use outdoor spaces if appropriate and available.		N/A	

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
	Provide masks on entry and promote usage, whilst being clear this is no longer mandatory.		Welcomers	In Place
	Advise anyone enquiring that we no longer manage social distancing, and of best position in the Church to meet this need if they so require it.	Consider the option of issuing cards for those who require social distancing, to place next to them asking people to leave clear space	Welcomers	PCC view in Feb 22
	If practical in your building, 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 door for exit.		Blue arrows in place and notices in service to support.	In place
	For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations.		Hirers to complete their own Risk Assessment in advance, to be approved by Churchwardens	In place
Surface transmission of Covid-19	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.	Sanitisers at all entrances	In place
	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.		Single service sheets, unused for 7 days between usages.	In place

Risk	Controls to consider (delete or detail as appropriate to your location and event)	Additional information	Action by whom?	Completed – date and name
	Good hygiene and cleaning of the building.	See advice on cleaning church buildings .	Regular cleaning on Wed.	In place
	Consider hygiene around shared items such as Service sheets, Bibles, prayer and hymn books that are used by multiple people.		7 days between usages.	In place
	Put in place a cleaning rota/system for children’s materials		7 days min between usages	In place
	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.	Weekly cleaning schedule.	In place
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Weekly cleaning schedule.	In place
	Update your website and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious.		PCC Secretary – to be updated Feb 22.	
	Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.		Integrated into welcoming.	In place
	Provide welcoming notices that outline safety measures.		Integrated into welcoming.	In place
Cleaning the church after known exposure to	If possible close the church building for 48 hours with no access permitted.		Self sustaining through weekly timetable.	In Place

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someone with Coronavirus symptoms	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.	See above	
	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.	Weekly cleaning schedule.	In Place