

**RISK ASSESSMENT**

**Activity: COVID-19 Opening/Closing church building for Private Prayer Date of this risk assessment: 12th June 2020**

**Location: St Peter’s Parish Church, Chorley Frequency: Weekly/ Guidance changes**

**Name of leader with responsibility: Health & Safety Officer Date to be reviewed: 22/06/2020**

**N.B- Meeting took place on 10th June 2020 to discuss this Risk Assessment. Present at meeting- Vicar- Revd. Peter Smith and both Wardens**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Risk Level** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Access to building/ Point of entry. | All entering church building. | Access into the church building via North door only. | Moderate | All opening and closing the building follow COVID-19 cleaning guidelines as outlined in the document. | H&S Officer | Prior 15th June 2020 |  |
| Lone Working | Clergy/ Wardens. All who need access. | Lone Working Policy in place. Policy review Aug 2020. | Moderate | All to be aware of policy content.  All have Clergy contact numbers. (For emergency purposes) | H&S Officer | As Above |  |
| Building Safety Check. | All using the building. | Utilities all checked.  All legal test certificates are in place and valid. | Low | Clergy/ Wardens to check regularly and report any problems to H&S Officer Immediately. | H&S Officer | As Above |  |
| Transmission of COVID-19 to door handles. | All opening/ closing the church building. | Ensuring the same person opens/ closes the building.  North door is left open whilst building is open.  Anti-bacteria wipes are used to wipe the handle. | High | All persons opening/ closing the building should sanitize their hands before touching the handle.  Locking the building-Closing the door/ padlock. The door handle and padlock should be wiped using an antibacterial wipe. | H&S Officer | As Above |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Literature/ Prayer Materials. | All touching Bibles, leaflets, Prayer materials- Church Issue. | Removal of all church issue Bibles, Prayer materials and leaflets to reduce cross contamination. | High | To issue single use prayer materials which are taken away by the visitor. | H&S Officer | By 15/06/2020 |  |
| Social distancing- Seating. | All accessing the church building. | Discussed seating in the All Souls’ Chapel. | High | Tape off Pews in the All Souls Chapel to establish social distancing- 2 meters | H&S Officer | As above |  |
| Social distancing- Accessing/ Leaving All Souls Chapel. | All who access the church building. | Discussed safe flow of visitors maintaining 2 metres social distancing. | High | Tape off areas in the church building not for access by visitors.  Install signs guiding visitors to and from All Souls Chapel using designated aisles. | H&S Officer | As above |  |
| Safety Measures for Visitors- Hand Sanitizing. | All Visitors. | Discussed hand sanitizing procedure when entering the building- Visitors. | High | Establish hand sanitizing station at entrance to church building for visitors.  Purchase bulk quantity of hand sanitizer. | H&S Officer | As above |  |
| Safety Measures- Visitors leaving building. | All Visitors. | Discussed cleaning all surfaces touched by each visitor immediately once they have left the building. | High | Clergy/ Wardens – Wearing disposable gloves to wipe down all surfaces with an anti-bacterial wipe touched by each visitor once they have left the building.  Dispose of gloves and wipes in designated bin provided. | H&S Officer | As above. |  |
| Safety Measures- Toilet facilities. | All Visitors. | Discussed access to church toilet for visitors. | High | Toilet facilities are not to be used by visitors unless for health/ medical reasons.  If the toilet is used, Clergy/ Wardens must ensure it is cleaned before being used by anyone else.  All surfaces touched by visitor- handrails, light switches are also wiped. All gloves and wipes to be disposed of in the designated bin. | H&S Officer.  Clergy/ Wardens. | When used. |  |
| Cleaning the church before locking the building. | All accessing the church building. | Discussed the cleaning procedure prior to locking the church building. | High | Purchase cleaning materials required- Gloves, Anti-bacterial wipes, paper towels, polythene bin bags.   * Clergy/ Wardens wearing disposable gloves to wipe down all surfaces touched by visitor- seating, pews, etc. * To dispose of gloves and all wipes in designated bin working your way from the All Souls Chapel to the entrance door. * To remove all contaminated waste- tie up bin liner and remove from bin, replace with new bin liner at the end of each session. * All contaminated waste to be double bagged and placed in outside bin. | H&S Officer  Clergy/ Wardens | As Above  At the end of each session. |  |
| Cleaning church after known exposure to COVID-19. | All accessing the church building | Discussed procedure to follow. | High | To close the church building immediately for 72 hours with no access permitted.  Once the church has been quarantined for 72 hours a designated church member enters the church building and cleans as per procedure in this Risk Assessment in line with Public Health England guidelines. | H&S  Officer | ASAP following contamination |  |