

## Risk assessment template for using Crosthwaite Church Keswick

**Based on:**

**Risk Assessment template(v9) produced by Church of England for Opening Church Buildings to the Public  
Government Guidance - COVID-19: guidance for the safe use of places of worship (updated 26 March 2021)**

<b>Church:</b> Crosthwaite Keswick	<b>Assessor's name:</b> Andy Murphie/Keith Rigg/Barry Cox/Linda Rigg	<b>Date completed:</b> Version 4: 29 March 2021	<b>Review date: 2 month or when guidance changes</b>
---------------------------------------	---	--	--

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for purposes of private prayer, recording and/or livestreaming</b>  <b>Risk:</b> contracting or spreading the virus by not social distancing or by touching contaminated surfaces	Consider if anyone required for recording is clinically extremely vulnerable or has household members who are. Ensure you have enough people who are safely able and willing to attend the church building to allow for recording to take place.		Andy/Keith	29/3/21 Andy/Keith
	Identify one point of entry to the church building, and a separate exit if possible.		Andy	12/6/20 Andy
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here</a> .	Andy	12/6/20 Andy
	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	N/A		

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.		Barry/Linda	29/3/21 Barry & Linda
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here</a> .	Barry/Linda	29/3/21 Barry & Linda
	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.		Andy	8/8/20 Andy
	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.		Barry/Linda	29/3/21 Barry & Linda
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Sarah C to keep register  QR Code poster for Test and trace at entrance	Barry/Linda  Andy/Keith	29/3/21 Barry & Linda 29/3/21 Keith
<b>Deciding whether to open to the public for private prayer, public worship and other permitted activities + Preparation of the Church for access by members of the public for any permitted purposes</b>	Consider how the national lockdown applies to the particular circumstances of the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider the implications of where people travel from and the distance involved.	Agreed to re-open church for public worship at Easter	Andy	8/3/21
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	N/A		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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.		Andy, Barry & Linda	29/3/21 Andy, Barry & Linda
	Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a time for them to attend for individual devotions.	Encourage congregation to make their own decision, but continue to provide online service option	Andy	29/3/21
	Consider if a booking system is needed, whether for general access or for specific events/services	N./A		
	Communicate with nearby churches to ensure offered provisions are complementary.		Andy	29/3/21 Andy
	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 weddings, funerals, commemorative events and any other permitted activities where upper limits apply			29/3/21 Andy
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Advice on <a href="#">cleaning church buildings can be found here.</a>	Barry/Linda	29/3/21 Barry & Linda
	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.		Andy	8/8/20 Andy

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	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.		Andy, Keith	1/7/20 Keith
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Ensure distancing maintained by welcome team in entrance area	Barry/Linda	29/3/21 Barry & Linda
	Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).	N/A		
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Barry/Linda	29/3/21 Barry & Linda
	Remove Bibles/literature/hymn books/leaflets unless they are absolutely essential and participants cannot bring their own. Hardcopy literature should be quarantined for at least 48 hours between use.		Barry/Linda	29/3/21 Barry & Linda
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	N/A		
	Consider if pew cushions/kneelers need to be removed as per government guidance	Kneelers left in situ as not used		
	Remove or isolate children’s resources and play areas		Judith M	12/6/20 Judith

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).		Andy, Keith, Barry and Linda	29/3/21 Andy, Keith, Barry and Linda
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Keith, Barry and Linda	29/3/21 Keith, Barry and Linda
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Encourage the congregation to leave promptly at the end of the service	Andy & Keith	29/3/21 Keith
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	N/A		
	Determine placement of hand sanitisers available for visitors to use and ensure kept topped up	Register with <a href="#">Parish Buying</a> for procurement options.	Barry/Linda	29/3/21 Barry & Linda
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> .	N/A	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Refresh notices and content in weekly email	Andy	29/03/21 Andy
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning church buildings can be found here</a> .	Barry/Linda	29/3/21 Barry & Linda
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		Barry/Linda	29/3/21 Barry & Linda

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.		Barry/Linda	29/3/21 Barry & Linda
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Barry/Linda	29/3/21 Barry & Linda
<b>Deciding whether to have a choir or music group singing/performing</b>  <b>Risk:</b> Aerosol spread of coronavirus may be increased by singing and playing of wind instruments	Check current guidance on singing to establish what is permitted. This can be found in the Church of England <a href="#">guidance</a> on conducting public worship and on in the Government guidance for <a href="#">places of worship</a> .	Andy has discussed with Laurence and Alison	Andy	29/3/21
	Ensure that singers from different households can be socially distanced from one another, and from anyone else present (including a conductor, camera or microphone operator or, if present, a congregation).		Andy/Keith	29/3/21
	Put in place measures to create a physical barrier between singers and any congregation.	N/A		
	Remind any members of congregation present that at present they are not allowed to sing indoors.		Andy	29/3/21
<b>Use of the church for baptisms, weddings, funerals and commemorative services</b>	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	Advice on baptisms can be found <a href="#">here</a> .  Advice on weddings can be found <a href="#">here</a> (scroll down to Can weddings go ahead?).	Andy	29/3/21 Andy

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>Advice on funerals can be found <a href="#">here</a>.</p> <p>The government’s advice on commemorative events can be found <a href="#">here</a>.</p>		
<b>Use of the church for permitted activities other than private prayer or worship</b>	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.	<p>N/A</p> <p>The government’s guidance on the safe use of multi-purpose community facilities for permitted activities (including formal childcare and support groups) can be found <a href="#">here</a>.</p> <p>Advice on use of churches as vaccination centres can be found <a href="#">here</a>.</p> <p>The government’s guidance on the use of hospitality spaces can be found <a href="#">here</a>.</p>		
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	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.		Barry/Linda	29/3/21 Barry & Linda
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	N/A		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Advice on <a href="#">cleaning church buildings can be found here</a> .  <b>Risk:</b> 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.		Barry/Linda	29/3/21 Barry & Linda
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.		Barry/Linda	29/3/21 Barry & Linda
	All cleaners provided with gloves (ideally disposable).	Cleaners offered use of gloves	Barry/Linda	29/3/21 Barry & Linda
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		Barry/Linda	29/3/21 Barry & Linda
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Barry/Linda	29/3/21 Barry & Linda
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Barry/Linda	29/3/21 Barry & Linda
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 48 hours with no access permitted.	Church and toilets will remain closed	Andy, Keith, Barry & Linda	29/3/21 Policy in place
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<a href="#">Public Health England guidance available here</a> .		
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here</a> .		