

Church: St Mary's Lapworth	Assessor's name: The Revd Patrick Gerard	Date completed: 21/01/2021, using template 8, 13/01/2021	Review date: On change of risks or guidance
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
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. Can someone else fulfil their role in the recording/livestreaming? 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. Make sure that only those essential for livestreaming or recording enter the church.	Advice on livestreaming and recording can be found here . Checked.		Rector 21/01/2021
	Identify one point of entry to the church building, and a separate exit if possible.	Entry and exit through main south door.		Ongoing
	A suitable lone working policy has been consulted if relevant.	An example can be found here . Lone workers are encouraged to carry mobile phones.		Ongoing
	Consider staggered arrival times if multiple people from different households are coming into the building.	The relatively small number people means this is not usually a problem. Two meter markers maintained on the path by the door should queuing be required.		Ongoing

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	Holy water stoups and the font are empty.			Rector 04/07/2020
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Rector and Ollie Parkes	Ongoing
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Sanitisers at front door, Rector's vestry, organ cupboard, credence table when used. Foot operated before communion.	Verger	Ongoing
	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 .		Ongoing
	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.	Advice on face coverings can be found here . Facemarks included in guidance for those entering church		Ongoing
	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.	Choir stall cordoned off (but may be used on Sunday) and most handled items removed.		Rector and Wardens 04/07/2020
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult advice on complying with Track and Trace . QR code in place since October. Seating plans retained for 21 days after each service.		Ongoing

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Deciding whether to open to the public for private prayer, public worship and other permitted activities	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.	The church has a remote setting, which helps. Most worshippers travel less than 3 miles. Many walkers pass the building.		Rector 21/02/2021
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	The Old School is closed.		Rector 21/01/2021
	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.	Checked		Rector 21/01/2021
	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.	The weekly emails to parishioners to discourage the most vulnerable. Online services are available. The church is open and quiet Monday to Friday 9am-5pm.		Ongoing
	Consider if a booking system is needed, whether for general access or for specific events/services	The congregation are asked to book in advance with the churchwarden.		Ongoing
	Communicate with nearby churches to ensure offered provisions are complementary.	Most are closed.		Rector 21/01/2021
Preparation of the Church for access by members of	Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.	Checked		Rector 21/01/2021

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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.	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 (or provide a link to this document).			Ongoing
	Update your website to remind people who are clinically extremely vulnerable to COVID-19 to stay at home as much as possible and observe social distancing guidance, and either strongly discourage them from attending church in person during this time or indicate a time for them to attend for individual devotions.			Ongoing
	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 .		Ongoing
	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.	Advice on face coverings can be found here .		Rector August 2020
	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.	The main south door is used for entry and exit, but it is rare that people are entering and exiting at the same time.		Ongoing
	Make any temporary arrangements for people to wait or queue outside the building (taking into	2 meter markers are in place outside the church.		Wardens July 2020

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	account any consequential risks arising from people gathering outside).			
	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).	No special arrangements required for the small numbers of people involved.		Rector 21/01/21
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Door to Rector’s vestry is left open during live streamed services		Ongoing
	If heating is required check your system is safe to use and test it before people are allowed in.	Guidance on church heating can be found here . Checked		Rector September 2020
	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.	Done		Rector and Wardens 04/07/2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Choir stalls are cordoned off. (May be used on Sundays.)		Ongoing.
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	Pew runners removed. Kneelers removed from pews used in the seating plan.		Wardens 04/07/2020 Verger 20/12/20
	Remove or isolate children’s resources and play areas.	Removed.		Wardens 04/07/2020
	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	New version of the seating plan from January 2021 to		Wardens 04/01/21

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	from each person (or 1m with risk mitigation if absolutely necessary).	ensure a full 2 meters between households.		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Purple cards used to mark seats for main service.		Verger Ongoing
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Two meter markers are shown on the carpets.		Rector 04/07/2020
	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.	Choir stalls are cordoned off (may be used on Sundays).		Ongoing.
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options. By main door.		Ongoing.
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions . The seating plan is used to maintain social distancing. Visitors for private prayer place coloured cards on their seat to indicate to others where not to sit. Typically only one or two such visitor per day, plus Rector. We removed after 72 hours, or after clean.		Ongoing.
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notice for visitors on entry.		Rector 04/07/2020

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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 .		Verger Ongoing
	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.		Verger Ongoing
	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.		Verger Ongoing
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.			Verger ongoing
Use of the church for baptisms, weddings, funerals and commemorative services	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	<p>Advice on baptisms can be found here.</p> <p>Advice on weddings can be found here (scroll down to Can weddings go ahead?).</p> <p>Advice on funerals can be found here.</p> <p>The government’s advice on commemorative events can be found here.</p>		Rector Ongoing
Use of the church for permitted activities other than private prayer or worship	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	The government’s guidance on the safe use of multi-purpose community facilities for permitted activities		Rector Ongoing

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	working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.	(including formal childcare and support groups) can be found here . Usually not applicable. Advice on use of churches as vaccination centres can be found here . The government’s guidance on the use of hospitality spaces can be found here .		
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 . 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.			Verger Ongoing
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			Rector Ongoing
	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.			Verger Ongoing
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Almost all objects removed.		Wardens 04/07/2020
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	Most removed. Service sheets quarantined for 48 hours.		Verger Ongoing

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	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options. Verger to source. Expenses charged to PCC.		Verger Ongoing
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options. Verger to source. Expenses charged to PCC.		Verger Ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.			Verger Ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Removed if more than 1/3 rd full.		Verger Ongoing
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Church is open, but coloured cards are used to indicate places where people have sat. These are removed after 72 hours.		Rector and Verger Ongoing
	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.		Verger Ongoing
	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. Not usually applicable.		Verger Ongoing