

## Risk assessment template for covid-19 virus

Company name: **St John’s Church, Sharow**      Assessment carried out by: **Simon Grenfell and Cathy Gledson**

Date of next review: **TBA**

Date assessment was carried out: **29th September 2020**

What and where are the possible hazards of Covid-19 infection?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Church open during the week</b></p>	<p>Members of the public visiting the church</p>	<p>Leaving the main oak doors held open. Porch doors held open during opening hours, subject to weather. Availability by entrance of:</p> <ul style="list-style-type: none"> <li>• Notices (see below)</li> <li>• hand sanitiser,</li> <li>• ‘luggage’ tickets</li> </ul>				

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<p><b>Notice</b></p>	<p>Members of the public visiting the church</p>	<p>Notice requiring people</p> <ul style="list-style-type: none"> <li>• to wait for any exiting the church before entering;</li> <li>• To check in using NHS mobile phone bar code</li> <li>• Alternatively to fill in a 'luggage' ticket with name, phone number and date</li> <li>• to wear face covering; to use hand sanitiser on entering;</li> <li>• to keep 2 metres apart from each other;</li> <li>• Not to touch anything unnecessarily</li> </ul>				

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<b>Visitors during the week</b>	Members of the public visiting the church	Chancel roped off when no service	No entry notice on Graham Gilbert Room door Door from Chancel locked	church opener	Each Sunday and removed/replaced before/after an event or service	
	Anyone using the building when unattended. A risk has been identified of a person using a toilet, leaving dirt on the floor and failing to flush the toilet	Ceasing access to the Tower room and toilets by bolting the Tower room door		The person responsible for church opening	Each day	

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<p><b>Services</b></p>	<p>Ministry Team Wardens / deputy wardens Volunteers Employees Congregations</p>	<p>Leaving the main oak doors held open. Porch doors held open subject to weather. Availability of hand sanitiser, by entrance Notice requiring people</p> <ul style="list-style-type: none"> <li>• to wear face covering; to use hand sanitiser on entering;</li> <li>• to keep 2 metres apart from each other;</li> <li>• Not to touch anything unnecessarily</li> </ul>	<p>Consider Introducing a one way system - entry by South entrance exit by West door - according to degree of risk at the time</p> <p>Ensure unobstructed way through the Tower room</p>			

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<b>Cash</b>	Ministry Team Wardens / deputy wardens Volunteers Employees Congregations During Services	Limited handling of cash	Consideration of contactless card giving system	churchwarden	As soon as money available	
<b>Wall safe</b>	Wardens / deputy wardens Volunteers		Instructions to wear gloves when opening wall safe and handling contents	churchwarden		
<b>Limits</b>	Ministry Team Wardens / deputy wardens Volunteers Employees Congregations During Services	Limit of 30 persons at services except for weddings and baptisms when the limit is 15		Parish priest or presiding member of ministry team	Each service	

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<b>Chairs</b>	Ministry Team Wardens / deputy wardens Volunteers Employees Congregations During Services	Arranging the chairs in groups of 2 and 3 all at least 2 metres distant from each other	Ensure that chairs are re-arranged into such groups as required; Chairs can be moved together to accommodate families for festal services	Volunteers	Each time the chairs are re-arranged	
<b>Singing</b>	Ministry Team Wardens / deputy wardens Volunteers Employees Congregations During Services	For the present no hymn singing Limited singing by no more than 6 people with masks. No hymn books to be distributed				
<b>Kitchen</b>	Ministry Team Wardens / deputy wardens Volunteers Employees Congregations	Kitchen to be kept locked unless necessary to use				

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<b>Oral instructions</b>	Ministry Team Wardens / deputy wardens Volunteers Employees Congregations	Oral instructions <ul style="list-style-type: none"> <li>• Not to mingle unnecessarily</li> <li>• To leave the church as soon as possible</li> </ul>	Reminders each service	Parish priest or presiding member of ministry team	Each service	
<b>Extension</b>	Ministry Team Wardens / deputy wardens Volunteers Employees Congregations	Toilet doors to be kept open when not occupied	A notice fixed between the toilets to require the toilet doors to be kept open when not occupied	churchwarden	As soon as possible	
<b>Cleaning</b>	Ministry Team Wardens / deputy wardens Volunteers Employees Congregations	Toilets and church being cleaned after any service or event		Cleaner	after any service or event	

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<b>Store room</b>	Ministry Team Wardens / deputy wardens Employees	Store room to be kept locked except for necessary access				
<b>Vestry</b>	Ministry Team Wardens / deputy wardens Employees	Vestry cleaned after services		Cleaner		
<b>Chancel</b>	Ministry Team Wardens / deputy wardens Employees	High Altar wiped down and vessels cleaned after services when High Altar used				



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<b>Volunteers</b>	Volunteers Church Recording Team Church Openers Vergers	Instructions to follow this risk assessment				
<b>Tower Room</b>	Ministry Team Wardens / deputy wardens Volunteers Employees Congregations During Services	Hand sanitiser available Ecover refill suspended	Children's toys and books removed to store	Volunteers	As soon as possible	
<b>Hiring of the church</b>	Hirer	Toilets and church being cleaned after any service or event	Require hirer to show risk assessment Requiring hirer to comply with this the church's risk Assessment	Wardens / deputy wardens		
			Check that hirer is complying with their and the church's risk assessment	Person responsible for greeting and concluding the hire	Beginning and end of the hiring	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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