

Risk assessment template

Church:	Assessor's name:	Date completed:	Review date:
St James the Great, Bierton.	Revd Dan Beesley	10/12/2021	09/12/2022

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.	Actioned.	DB	10/12/21
	Use outdoor spaces if appropriate and available.	As necessary.	DB	10/12/21
	Give people the choice to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing.	Actioned.	DB	10/12/21
	Position signage to remind people to keep a safe distance when receiving communion.	Actioned.	DB	10/12/21
	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.	Actioned.	DB	10/12/21
Surface transmission of Covid-19	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Actioned.	DB	10/12/21
	Identify where you can reduce the contact of	Actioned.	DB	10/12/21

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	people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.			
	Good hygiene and cleaning of the building.	Actioned.	DB	10/12/21
	Consider hygiene around shared items such as Bibles, prayer and hymn books that are used by multiple people.	Actioned.	DB	10/12/21
	If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them.	Actioned.	DB	10/12/21
	Put in place a cleaning rota/system for children’s materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children).	Actioned.	DB	10/12/21
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Actioned.	DB	10/12/21
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Actioned.	DB	10/12/21
Visitors are unclear on requirements for attending church or visiting the building for other	Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system.	Actioned.	DB	10/12/21
	Update your website, A Church Near You, and any relevant social media with information for visitors.	Actioned.	DB	10/12/21

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purposes, or anxious about attending.	Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.	Actioned.	DB	10/12/21
	Provide welcoming notices that outline current Government guidelines.	Actioned.	DB	10/12/21
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Actioned.	DB	10/12/21
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Actioned.	DB	10/12/21
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Actioned.	DB	10/12/21