

South Chingford Congregational Church
Risk assessment & steps for safe reopening of church for services

Last updated	24/06/2020
To be reviewed	06/07/2020

Area of focus	Controls required	Additional information	Action by whom?	Completed - Date & name
Access to building	Ventilate building before use		During week: DS On Sundays: Duty deacon	24/6/20
	Check for general cleanliness		During week: Cleaner On Sundays: Duty deacon	24/6/20
	Ensure water systems are flushed through before reopening			24/6/20
	Switch on and check electrical/heating systems if needed			24/6/20
Preparation of church for services	Clean church & halls		Team - volunteers	24/6/20
	Make arrangements for ongoing regular cleaning	<ul style="list-style-type: none"> Church will only be used on Sundays, no midweek groups (>72 hours so a general clean is sufficient, with particular attention on high touch areas) Attention will need to be paid to hall bookings to ensure sufficient time between bookings 	DS to prepare a rota with those who have offered to help with cleaning.	

	<p>Make arrangements to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.</p>	<p>Church: Not possible for different exit route, but with only one service it is unlikely that people will be entering and leaving at the same time. Floor markings have been provided to keep spacing and keep the doorway clear. Access to the toilet from the entrance area has been closed – the only flow of people is directly into the church. One toilet is accessible from church (the other will be closed).</p> <p>Halls: It is possible to encourage entrance through the glass doors and exit through the fire door but this may not be necessary (see above).</p>		
	<p>Where possible, doors & windows should be opened to provide ventilation</p>	<p>All doors from street into church to be kept open – this also removes touch points and provides reassurance to people who will be able to see in and observe the measures in place.</p>		
	<p>Remove from use all books (inc. hymn books & Bibles) plus leaflets except single use material that will be removed by user.</p>	<p>There are currently a large number of books in church, meaning their removal is not practical. Instead, book cases and shelves have been taped off to prevent them being accessed. Welcome team to be briefed not to hand out Bibles.</p>		24/6/20
	<p>Remove or isolate children's resources and play areas</p>	<p>Crèche has been closed and made unavailable. The room is being used to store unused chairs from church and a sign informing parents that the crèche is unavailable.</p>		24/6/20
	<p>Plan for physical distancing throughout the building (2m)</p>	<p>Floor markings outside & inside. All chairs spaced 2m apart. There is no central aisle, so walking between chairs gives 1m clearance either side. Welcome Team to be briefed to instruct visitors to fill up from the front, not pick their preferred seat! Access to the toilet from church will be one person at a time, with a clearly marked point to wait.</p>		24/6/20

	Limit access to places where the public does not need to go, with a temporary cordon if needed.	Church: Access is clearly marked from the street directly into church. Access to crèche, kitchen and toilets are closed off. Halls: Access to kitchen/small hall to be blocked. Children's Church room to remain locked.		24/6/20
	Determine placement of hand sanitisers for visitors to use	Floor-standing hand sanitiser stands to be placed in the entrance to church and halls.		
	Put up notices to remind visitors about important hygiene/safety practices	COVID-19 handwashing posters are located in the entrance areas and toilets. Additional signage located at hand sanitising stands remind visitors to clean their hands, wear a face covering and maintain social distancing.		
	If the church has been used in the last 72 hours, ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.		Welcome team/Duty deacon upon opening building, before opening to visitors	
	Check that handwashing facilities have adequate soap provision, paper towels, and a bin.		During the week: Cleaner Sunday: Welcome team/Duty deacon	24/6/20
On Sundays	Ensure maximum capacity is not breached	Pre-booking: Priority given to those without internet access to call the church Thursday. Online bookings open Thursday-Sunday. Anybody arriving at church without pre-booking will only be admitted if there are		

		<p>sufficient spaces left unreserved, and must provide their name and contact details.</p> <p>There are 30 seats in church, once these are full the Welcome Team will direct people to additional seating in the Large Hall where the service will be shown via video link. Once capacity is reached, additional visitors who have not pre-booked will be refused entry.</p>		
	<p>Safety/hygiene measures</p>	<p>All visitors asked not to attend if they are displaying symptoms. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Hand sanitising on entry and exit. Regular hand washing as appropriate.</p> <p>Temperature checks on entry – digital non-contact forehead thermometers will be used at each entrance as people arrive. Anybody with a fever will be refused entry and advised to go home, isolate and get tested.</p> <p>Social distancing → Adhere to floor markings. Fill up seats from the front</p> <p>Face coverings recommended to be worn by all, except:</p> <ul style="list-style-type: none"> • Service leader/preacher whilst on stage, ensuring minimum 2 metre distance from the front row. • Babies, those with a disability or breathing difficulties. 		

		<p>Whilst recommended to be worn by all, face coverings are compulsory for Welcome Team & those coming into close contact with others. Church will initially have a limited supply of face coverings available but it should be announced that we will not routinely provide face coverings – visitors are responsible for bringing their own.</p> <p>Refreshments will not be served.</p> <p>Welcome Team to greet from a distance, with no physical contact.</p> <p>Offering bags will not be used – online giving to be encouraged, and one central basket will be available for loose offering/envelopes.</p> <p>Communion services – Pre-packed and sealed communion elements will be on seats.</p>		
	Ensure continued provision for those unable/unwilling to attend gathered services	Services will continue to be live-streamed online, and printed resources will continue to be made available to those who do not have internet access.		
Preparation of halls for use	Update the list of volunteers available to open/lock up	Some existing volunteers are shielding		
	Ensure hall users are aware of social distancing requirements & maximum capacity.	<p>Hall users to be informed that they are responsible for enforcing social distancing etc. If this is breached, users may not be able to hire the hall again and may forfeit their deposit.</p> <p>Current guidelines forbid certain activities (eg sports and exercise) so booking requests will need to be carefully checked. https://www.gov.uk/guidance/opening-certain-businesses-and-venues-in-england-from-4-july-2020</p>		

	If there is less than 72 hours between bookings, ensure that appropriate cleaning arrangements are in place before accepting the booking.			
	Bins to be emptied and routine cleaning to be carried out between all bookings, with particular focus on high risk areas/high touch points.			
Cleaning the building before & after general use (No known exposure to anyone with COVID-19 symptoms)	If the building has been closed for 72 hours between periods of being open there is no need for extra cleaning to remove the virus from surfaces.			
	Set up a cleaning rota to cover opening arrangements			
	Ensure cleaners are provided with appropriate PPE and cleaning materials			
Cleaning the building after known exposure to someone with COVID-19 symptoms	If possible, close the building for 72 hours with no access permitted			
	If 72 hour closure is not possible, carry out cleaning in line with government advice on cleaning in non-healthcare settings	See Government guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings		

	If the building has been quarantined for 72 hours, carry out cleaning as per normal.			
Children's Church	Children's Church will not operate at Sunday services	To be reviewed before September. Children's Church Zoom gatherings will continue during this time but will move away from a Sunday morning to enable families who attend church on Sunday to still take part in Children's Church online. Details to follow.		