

*This document contains two risk assessments: the first presently applies with the Tier System; the first is for 'Opening Church Buildings to the Public During Lockdown,'; the second applies when the tier 1-4 system is in place.*

<b>Church:</b> St Leonard's Lexden	<b>Assessors' names:</b> The Rev'd Matthew Simpkins (Priest in Charge) David Watkins (Church Warden) Esther Heptonstall (Church Warden)	<b>Date completed:</b> 9.1.2021	<b>Review date:</b> w/c 8.3.2021
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#### Risk Assessment 1: FOR PERIODS OF NATIONAL LOCKDOWN

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present)</b>	Consider if anyone required for recording or broadcasting 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 livestreaming or recording to take place.	One president and one deacon usual for each streamed service on a Sunday, to reduce contact between households. Only one clergy present for Wednesday broadcasts. Occasionally the priest in charge may attend in addition to this.	MJS Staff team.	MJS 7.11.2020
	Identify one point of entry to the church building, and a separate exit if possible.	Entry via SW extension door	MJS/Staff team	Ongoing
<b>Risk:</b> contracting or spreading the virus by not social distancing or by	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here</a> .	As before	As before
	Consider staggered arrival times if multiple people from different households are coming into the building.		Staff team	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
touching contaminated services	Holy water stoups and the font are empty.		MJS 7.11.2020	MJS 7.11.2020
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Staff Team	Ongoing
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.		MJS 7.11.2020	Ongoing
	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> .	Fallow period of six days left between opening. Cleaning undertaken for funerals.	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.		MJS	June 2020
	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.		MJS	June 2020
	Ensure you have an NHS Track and Trace QR code available, with an alternative	Consult <a href="#">advice on complying with Track and Trace</a> .	In place at all entry points	September 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	option for those who cannot use that system.			
<b>Deciding whether to open to the public for private prayer and other permitted activities</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Because of the position of the church, this is not an issue	N/A	N/A
	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.	Website and social media to be updated.	MJS	Ongoing. Administrator or MJS
	Consider if a booking system is needed, whether for general access or for specific events/services	Public worship presently suspended. Test & Trace details taken from all those attending funerals.	Parish Administrator and Stewards. Facemasks required to be worn by all entering the building.	Ongoing
	Communicate with nearby churches to ensure offered provisions are complementary.			Ongoing
<b>Preparation of the Church for access</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		MJS	MJS

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p><b>by members of the public for any permitted purposes</b></p> <p><b>Risk:</b> Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.</p>	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> .	MJS, DW, EH (Esther Heptonstall) have read documents	MJS, DW, EH 16.6.2020
	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.	<p><b>For individual prayer:</b> extension is kept locked for security reasons and to provide protected hygienic space for parish administrator. NW door used for entry and exit for individual prayer. SE chancel fire exit is open to ensure flow of air. SE extension door used exclusively for parish administrator (working remotely during lockdown). SW door for other authorised individuals.</p> <p><b>For funerals:</b> In addition to arrangements for individual prayer detailed above, SE extension door <i>may</i> be opened – but kitchen and extension kept out of bounds, and toilets used for emergencies.</p> <p><b>For public worship:</b> <del>In addition to arrangements for individual prayer detailed above, SE extension door will be open throughout. Kitchen, and extension (other than path to exit and/or toilet) will be kept out of bounds. Toilet will available for use in emergencies.</del> PUBLIC WORSHIP PRESENTLY SUSPENDED</p>	Individual opening for private prayer or preparing for funeral. Usually MJS.	Planning completed by MJS 16.6.2020. Arrangements to be enacted by person opening up the church for each funeral or period of prayer.
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	<p><b>N/A while Public Worship suspended.</b> Entry door indicated with signage and publicised beforehand in correspondence. Steward to be positioned on this door to manage the queue.</p>	Steward team.  Signage and equipment	Work to be undertaken by stewards at each service.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		2 metre gap markers positioned on main path leading to the entry door	already in place (MJS)	
	Where possible, doors and windows should be opened temporarily to improve ventilation.	<b>For individual private prayer:</b> short period of ventilation before each session. <b>For public worship (PRESENTLY SUSPENDED):</b> NW (Lexden Road double doors), SE Extension (Church Lane), fire exit, and internal double doors all fixed open throughout period of public opening.	Individual opening for private prayer or preparing for funeral. Warden on duty, MJS or officiant.	Individual opening for private prayer or preparing for funeral. Warden on duty, MJS or officiant
	Remove Bibles/literature/hymn books/leaflets	All books and booklets either removed or stowed away with do not touch signs	MJS	MJS 16.6.2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		MJS	MJS 16.6.2020
	Consider if pew cushions/kneelers need to be removed as per government guidance	Cushions and kneelers moved to inaccessible cordoned off pews.	MJS	MJS 18.6.2020
	Remove or isolate children’s resources and play areas		MJS	MJS 16.6.2020
	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 from each person (or 1m with risk mitigation if absolutely necessary).  <b>NORMAL CAPACITY FOR PUBLIC WORSHIP (NOT OCCASIONAL OFFICES) SET AT 40 IN</b>	2m to be maintained throughout the public space, with the exception of time spent in pews where a distance of 1.6m is absolutely necessary because of the width of the aisle and the depth of the pews. This is explicitly permitted in the government regulations, provided ‘risk mitigating factors’ are in place. It is also within the current World Health Organization recommendations.	MJS DW  Wardens/Priest in Charge	MJS DW 2.7.2020 Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	<p><b>THE NAVE</b> (not including ministers, or others socially distanced musicians in the choir and sanctuary – additional distanced seats available in Balcony if needed, larger family bubbles may increase capacity)*</p> <p><b>CAPACITY FOR OCCASIONAL OFFICES – in line with latest Government regulations (WEDDINGS, BAPTISMS, FUNERALS, MEMORIAL SERVICES):</b>  <b>As of 3<sup>rd</sup> October 2020 these are:</b>  <b>30 for funerals</b>  <b>15 for weddings (not including ministers and stewards/staff)</b>  <b>6 for stand-alone baptisms (not including ministers and stewards/staff)</b></p>	<p>Risk mitigating factors introduced at St Leonard’s include:</p> <ul style="list-style-type: none"> <li>• Face-to-face seating has been avoided</li> <li>• Non-essential social spaces have been closed</li> <li>• Ventilation has been improved by keeping the North West, South East, and Emergency exit doors, and internal double doors open at all times</li> <li>• We require the use of face coverings, except for those exempt in the Government’s regulations.</li> </ul> <p><i>*Where the seating of members of the congregation in bubbles or household groups increases the capacity of the nave (because more people have been safely accommodated in certain pews), the Warden on Duty or Priest in Charge can decide to allow others into the building above the limit of 40, until the remaining vacant socially distanced places are filled.</i></p>		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Pews and exclusion areas cordoned off or signage installed.	MJS	MJS 18.6.2020
	Require the use of facemasks inside the Church Building.	PUBLIC WORSHIP PRESENTLY SUSPENDED Signage in place for those attending for individual private prayer	Stewards and ministers	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		<p>All people entering the building are told by stewards that facemasks are required (with the exception of those exempt in the Government’s guidance: <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering</a>). This has also been communicated through email and online, and through signage.</p> <p>Ministers are not presently wearing face coverings while speaking during worship. This is on the basis that:</p> <ul style="list-style-type: none"> <li>• Those ministers who are speaking are a minimum of 3 metres away from the congregation.</li> </ul> <p>This allows those who are hearing impaired to lipread, and for good sound quality to the hearing loop microphones.</p>		
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Vinyl signs on the floor. Other signage installed.	MJS	MJS 18.6.2020
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Chancel, Lady Chapel, balcony, and extension (other than exit route and toilet access) are out of bounds.	MJS	MJS 16.6.2020
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitiser positioned at main entrance and by toilets and exit. Also available near chancel steps for the distribution.	MJS	MJS 17.6.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> . All changes fall outside the need for faculty or temporary permission	MJS	MJS 1.7.2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Signage installed in church space.	Parish administrator to add further signage in toilets.	MJS 16.6.2020 Parish admin. 2.7.2020
	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> .) This is to be undertaken between Sunday services, and after the final service. This will include switches, door handles (especially in the toilet) and pew tops.	Pair of cleaners for each Sunday co-ordinated by Kathleen Scrimgeour (KS)	Ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Stocks kept in extension kitchen.	Warden on duty ahead of each public service	Warden on duty ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		Warden on duty or steward ahead of each public service. Supplies arranged through Kathleen Scrimgeour.	Warden on duty ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Liners kept under kitchen sink in extension.	Liners to be moved after each period of opening to Nicholls Room for DW to dispose of when undertaking Saturday check.	DW Ongoing.
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Worshippers strongly encouraged to send details in advance to Parish Administrator. On the day, a steward with a clipboard will "tick off" those arriving who have submitted their contact details and record the details of those who have not yet submitted.	Parish Administrator. Steward.	Ongoing from 5.7.2020
	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Information sent out by social media, website on email on Thursday 2 <sup>nd</sup> July.	MJS	MJS 2.7.2020
<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.	A 'fallow period' of 6 days exists between opening for individual private prayer, removing the need for cleaning.  Those closing up avoid shared surfaces or wipe them, and then sanitise their hands.	Those on rota organised by KS	KS 1.7.2020 and ongoing
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	No cleaner to be in self-isolating group. Cleaners aged under 70 to be used wherever possible. No	MJS, DW, EH	MJS, DW, EH 16.6.2020

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.		cleaners to be from the Government’s ‘extremely clinically vulnerable group’		
	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.	These surfaces are cleaned after each public service.	KS	KS 25.6.2020
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		All users of church	ongoing
	All cleaners provided with gloves (ideally disposable).	Gloves to be left on the tea bar for use	MJS	8.11.2020
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	DW to remove on weekly inspection.	DW	DW (ongoing)
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Used hand towels removed from shared spaces daily – within plastic waste bag. Put into Nicholls room and then removed each week on a Saturday.	Person closing up, warden on duty, and toilet cleaner.	Person closing up, warden on duty, and toilet cleaner. (ongoing)
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	This has been noted and incorporated into planned schedule for opening for individual private prayer. Once a week – usually on a Tuesday – a couple of cleaners observing social distancing will clean	Those on rota organised by KS	KS 1.7.2020 and ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		switches, handles and shared surfaces. This will also happen after Sunday services.		
<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.		MJS/Wardens	When needed
	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>	KS	When needed
	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>	KS/cleaning team	When needed

## Risk Assessment 2: For Opening Church Buildings to the Public during the tier system

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</b>  <a href="#">General advice on accessing church buildings can be found here.</a>	One point of entry to the church building clearly identified and separate from public entry if possible	North West door for individual prayer. South East door exclusively for Parish Administrator. South West door for other authorised people.	MJS	MJS 16.6.2020
	A suitable lone working policy has been consulted if relevant.	The Ecclesiastical Insurance lone working policy has been consulted. Those authorised to enter the building to ensure that at least one other person knows where they are.	Those entering St Leonard's for church business.	Ongoing
	Buildings have been aired before use.		Stewards, president or person opening up.	Ongoing
	Check for animal waste and general cleanliness.		Stewards, president or person opening up	Daily inspection undertaken by MJS or DW (David Watkins) or other nominated individual
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	Church systems flushed through before public worship resumed on 5 <sup>th</sup> July 2020. Hall systems are	Ongoing MJS or person checking the hall.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
			being flushed through each week.	
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Devices will run on battery and be positioned out of public reach.	MJS/officiant	1.7.2020
<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Because of the position of the church, this is not an issue	N/A	N/A
	Update your website, A Church Near You, and any relevant social media.	Website and social media to be updated.	MJS	Ongoing. Administrator or MJS
	Consider if a booking system is needed, whether for general access or for specific events/services	To ensure public worship is open to the parish and visitors, we are holding two identical back to back services, asking regular attenders to consider attending a particular service by first letter of surname, and using the collection of test and trace information to indicate demand.	Parish Administrator and Stewards. Facemasks required to be worn by all entering the building.	Ongoing
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	<a href="#">Apply here.</a> At present, opening for worship and private prayer considered sufficient.	N/A	N/A
<b>Preparation of the Church for access by</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		MJS	MJS

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>members of the public for any permitted purposes, including worship and tourism</b>	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> .	MJS, DW, EH (Esther Heptonstall) have read documents	MJS, DW, EH 16.6.2020
	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.	<p><b>For individual prayer:</b> extension is kept locked for security reasons and to provide protected hygienic space for parish administrator. NW door used for entry and exit for individual prayer. SE chancel fire exit is open. SE extension door used exclusively for parish administrator. SW door for other authorised individuals.</p> <p><b>For funerals:</b> In addition to arrangements for individual prayer detailed above, SE extension door <i>may</i> be opened – but kitchen and extension kept out of bounds, and toilets used for emergencies.</p> <p><b>For public worship:</b> In addition to arrangements for individual prayer detailed above, SE extension door will be open throughout. Kitchen, and extension (other than path to exit and/or toilet) will be kept out of bounds. Toilet will available for use in emergencies.</p>	Individual opening for private prayer or preparing for funeral. Usually MJS.	Planning completed by MJS 16.6.2020. Arrangements to be enacted by person opening up the church for each funeral or period of prayer.
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Entry door indicated with signage and publicised beforehand in correspondence. Steward to be positioned on this door to manage the queue.	Steward team.  Signage and equipment	Work to be undertaken by stewards at each service.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		2 metre gap markers positioned on main path leading to the entry door	already in place (MJS)	
	Where possible, doors and windows should be opened temporarily to improve ventilation.	<b>For individual private prayer:</b> short period of ventilation before each session. <b>For public worship:</b> NW (Lexden Road double doors), SE Extension (Church Lane), fire exit, and internal double doors all fixed open throughout period of public opening.	Individual opening for private prayer or preparing for funeral. Warden on duty, MJS or officiant.	Individual opening for private prayer or preparing for funeral. Warden on duty, MJS or officiant
	Remove Bibles/literature/hymn books/leaflets	All books and booklets either removed or stowed away with do not touch signs	MJS	MJS 16.6.2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		MJS	MJS 16.6.2020
	Consider if pew cushions/kneelers need to be removed as per government guidance	Cushions and kneelers moved to inaccessible cordoned off pews.	MJS	MJS 18.6.2020
	Remove or isolate children's resources and play areas		MJS	MJS 16.6.2020
	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 from each person (or 1m with risk mitigation if absolutely necessary).	2m to be maintained throughout the public space, with the exception of time spent in pews where a distance of 1.6m is absolutely necessary because of the width of the aisle and the depth of the pews. This is explicitly permitted in the government regulations, provided 'risk mitigating factors' are in place. It is also within the current World Health	MJS DW  Wardens/Priest in Charge	MJS DW 2.7.2020 Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	<p><b>NORMAL CAPACITY FOR PUBLIC WORSHIP (NOT OCCASIONAL OFFICES) SET AT 40 IN THE NAVE</b> (not including ministers, or others socially distanced musicians in the choir and sanctuary – additional distanced seats available in Balcony if needed, larger family bubbles may increase capacity)*</p> <p><b>CAPACITY FOR OCCASIONAL OFFICES – in line with latest Government regulations (WEDDINGS, BAPTISMS, FUNERALS, MEMORIAL SERVICES):</b>  <b>As of 3<sup>rd</sup> October 2020 these are:</b>  <b>30 for funerals</b>  <b>15 for weddings (not including ministers and stewards/staff)</b>  <b>6 for stand-alone baptisms (not including ministers and stewards/staff)</b></p>	<p>Organization recommendations. Risk mitigating factors introduced at St Leonard’s include:</p> <ul style="list-style-type: none"> <li>• Face-to-face seating has been avoided</li> <li>• Non-essential social spaces have been closed</li> <li>• Ventilation has been improved by keeping the North West, South East, and Emergency exit doors, and internal double doors open at all times</li> <li>• We require the use of face coverings, except for those exempt in the Government’s regulations.</li> </ul> <p><i>*Where the seating of members of the congregation in bubbles or household groups increases the capacity of the nave (because more people have been safely accommodated in certain pews), the Warden on Duty or Priest in Charge can decide to allow others into the building above the limit of 40, until the remaining vacant socially distanced places are filled.</i></p>		
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Pews and exclusion areas cordoned off or signage installed.	MJS	MJS 18.6.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Require the use of facemasks inside the Church Building.	<p>All people entering the building are told by stewards that facemasks are required (with the exception of those exempt in the Government’s guidance:  <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering</a>). This has also been communicated through email and online.</p> <p>Ministers are not presently wearing face coverings while speaking during worship. This is on the basis that:</p> <ul style="list-style-type: none"> <li>• Those ministers who are speaking are a minimum of 3 metres away from the congregation.</li> <li>• This allows those who are hearing impaired to lipread, and for good sound quality to the hearing loop microphones.</li> </ul>	Stewards and ministers	Ongoing
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Vinyl signs on the floor. Other signage installed.	MJS	MJS 18.6.2020
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Chancel, Lady Chapel, balcony, and extension (other than exit route and toilet access) are out of bounds.	MJS	MJS 16.6.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitiser positioned at main entrance and by toilets and exit. Also available near chancel steps for the distribution.	MJS	MJS 17.6.2020
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> . All changes fall outside the need for faculty or temporary permission	MJS	MJS 1.7.2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Signage installed in church space.	Parish administrator to add further signage in toilets.	MJS 16.6.2020 Parish admin. 2.7.2020
	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> .) This is to be undertaken between Sunday services, and after the final service. This will include switches, door handles (especially in the toilet) and pew tops.	Pair of cleaners for each Sunday co-ordinated by Kathleen Scrimgeour (KS)	Ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	(Register with <a href="#">Parish Buying</a> for procurement options.) Stocks kept in extension kitchen.	Warden on duty ahead of each public service	Warden on duty 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 <a href="#">Parish Buying</a> for procurement options.)	Warden on duty or steward ahead of each public service. Supplies arranged through Kathleen Scrimgeour.	Warden on duty ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Liners kept under kitchen sink in extension.	Liners to be moved after each period of opening to Nicholls Room for DW to dispose of when undertaking Saturday check.	DW Ongoing.
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Worshippers strongly encouraged to send details in advance to Parish Administrator. On the day, a steward with a clipboard will "tick off" those arriving who have submitted their contact details and record the details of those who have not yet submitted.	Parish Administrator. Steward.	Ongoing from 5.7.2020
	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Information sent out by social media, website on email on Thursday 2 <sup>nd</sup> July.	MJS	MJS 2.7.2020
<b>Avoiding unlawful social gatherings ('mingling') before or after services</b>	Clergy, stewards, and congregation members, to avoid mingling before, during or after the services. Entrance and exit points and paths to be kept clear and flowing.	Stewards to monitor access, entry and exit points to church and through churchyard to facilitate social distancing. Service PowerPoints emphasise that mingling is not appropriate Occasional updates and reminders given in weekly email on need not to mingling.	Stewards to monitor access and exit at worship.	Ongoing Stewards and clergy.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Ensure NHS guidance on self-isolation is followed and plan for potential impact on services and use of church.</b>	All clergy, stewards and other volunteers and workers to self-isolate for 14 days and to inform the priest in charge and churchwardens if they or another person in their household or bubble show Covid 19 symptoms or test positive.	Services flexible (can become warden-led morning prayer, sermon can be omitted) in case of short-notice clergy self-isolation. Other members on stewarding and clergy team to cover absences when possible. If number of stewards required by risk assessment not available, then worship to be cancelled.	Clergy, wardens, stewards, volunteers.	Ongoing.
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  Advice on <a href="#">cleaning church buildings can be found here</a> .	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.	This has been noted and incorporated into planned schedule for opening for individual private prayer. Once a week – usually on a Tuesday – a couple of cleaners observing social distancing will clean switches, handles and shared surfaces. This will also happen after Sunday services.	Those on rota organised by KS	KS 1.7.2020 and ongoing
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	No cleaner to be in self-isolating group. Cleaners aged under 70 to be used wherever possible. No cleaners to be from the Government’s ‘extremely clinically vulnerable group’	MJS, DW, EH	MJS, DW, EH 16.6.2020
	Set up a cleaning rota to cover your opening arrangements.		KS	KS 25.6.2020
	All cleaners provided with gloves (ideally disposable).	Register with <a href="#">Parish Buying</a> for procurement options.	KS/MJS	ongoing
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with <a href="#">Parish Buying</a> for procurement options.	KS/MJS	ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	DW to remove on weekly inspection.	DW	DW (ongoing)
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Used hand towels removed from shared spaces daily – within plastic waste bag. Put into Nicholls room and then removed each week on a Saturday.	Person closing up, warden on duty, and toilet cleaner.	Person closing up, warden on duty, and toilet cleaner. (ongoing)
<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.		Wardens and MJS	To be actioned if and when necessary
	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>	Wardens/MJS/Cleaner	To be actioned if and when necessary
	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>	Wardens/MJS/Cleaner	To be actioned if and when necessary

**RISK ASSESSMENT 2: FOR PERIODS OF NATIONAL LOCKDOWN**

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to church buildings for</b>	Consider if anyone required for recording or broadcasting is clinically extremely	One president and one deacon usual for each streamed service, to reduce contact between	MJS Staff team.	MJS 7.11.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p><b>purposes of recording and/or livestreaming services (with no congregation present)</b></p> <p><b>Risk:</b> contracting or spreading the virus by not social distancing or by touching contaminated services</p>	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 livestreaming or recording to take place.	households. Occasionally the priest in charge may attend in addition to this.		
	Identify one point of entry to the church building, and a separate exit if possible.	Entry via SW extension door	MJS/Staff team	Ongoing
	A suitable lone working policy has been consulted if relevant.	An example can be <a href="#">found here</a> .	As before	As before
	Consider staggered arrival times if multiple people from different households are coming into the building.		Staff team	Ongoing
	Holy water stoups and the font are empty.		MJS 7.11.2020	MJS 7.11.2020
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Staff Team	Ongoing
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.		MJS 7.11.2020	Ongoing
	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> .	Cleaning once a week (Tuesday afternoons)	ONgoing
	Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the		MJS	June 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	law requiring these for all except those exempt.			
	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.		MJS	June 2020
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	Consult <a href="#">advice on complying with Track and Trace</a> .	In place at all entry points	September 2020
<b>Deciding whether to open to the public for private prayer and other permitted activities</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Because of the position of the church, this is not an issue	N/A	N/A
	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.	Website and social media to be updated.	MJS	Ongoing. Administrator or MJS
	Consider if a booking system is needed, whether for general access or for specific events/services	To ensure public worship is open to the parish and visitors, we are holding two identical back to back services, asking regular attenders to consider attending a particular service by first letter of surname, and using the collection of test and trace information to indicate demand.	Parish Administrator and Stewards. Facemasks required to be worn by all	Ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
			entering the building.	
	Communicate with nearby churches to ensure offered provisions are complementary.			Ongoing
<b>Preparation of the Church for access by members of the public for any permitted purposes</b>  <b>Risk:</b> Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		MJS	MJS
	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> .	MJS, DW, EH (Esther Heptonstall) have read documents	MJS, DW, EH 16.6.2020
	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.	<b>For individual prayer:</b> extension is kept locked for security reasons and to provide protected hygienic space for parish administrator. NW door used for entry and exit for individual prayer. SE chancel fire exit is open. SE extension door used exclusively for parish administrator. SW door for other authorised individuals. <b>For funerals:</b> In addition to arrangements for individual prayer detailed above, SE extension door <i>may</i> be opened – but kitchen and extension kept out of bounds, and toilets used for emergencies. <b>For public worship:</b> In addition to arrangements for individual prayer detailed above, SE extension door will be open throughout. Kitchen, and extension (other than path	Individual opening for private prayer or preparing for funeral. Usually MJS.	Planning completed by MJS 16.6.2020. Arrangements to be enacted by person opening up the church for each funeral or period of prayer.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		to exit and/or toilet) will be kept out of bounds. Toilet will available for use in emergencies.		
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Entry door indicated with signage and publicised beforehand in correspondence. Steward to be positioned on this door to manage the queue. 2 metre gap markers positioned on main path leading to the entry door	Steward team.  Signage and equipment already in place (MJS)	Work to be undertaken by stewards at each service.
	Where possible, doors and windows should be opened temporarily to improve ventilation.	<b>For individual private prayer:</b> short period of ventilation before each session. <b>For public worship:</b> NW (Lexden Road double doors), SE Extension (Church Lane), fire exit, and internal double doors all fixed open throughout period of public opening.	Individual opening for private prayer or preparing for funeral. Warden on duty, MJS or officiant.	Individual opening for private prayer or preparing for funeral. Warden on duty, MJS or officiant
	Remove Bibles/literature/hymn books/leaflets	All books and booklets either removed or stowed away with do not touch signs	MJS	MJS 16.6.2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		MJS	MJS 16.6.2020
	Consider if pew cushions/kneelers need to be removed as per government guidance	Cushions and kneelers moved to inaccessible cordoned off pews.	MJS	MJS 18.6.2020
	Remove or isolate children’s resources and play areas		MJS	MJS 16.6.2020
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors.	2m to be maintained throughout the public space, with the exception of time spent in pews where a distance of 1.6m is absolutely necessary	MJS DW	MJS DW 2.7.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	<p>Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).</p> <p><b>NORMAL CAPACITY FOR PUBLIC WORSHIP (NOT OCCASIONAL OFFICES) SET AT 40 IN THE NAVE</b> (not including ministers, or others socially distanced musicians in the choir and sanctuary – additional distanced seats available in Balcony if needed, larger family bubbles may increase capacity)*</p> <p><b>CAPACITY FOR OCCASIONAL OFFICES – in line with latest Government regulations (WEDDINGS, BAPTISMS, FUNERALS, MEMORIAL SERVICES):</b>  <b>As of 3<sup>rd</sup> October 2020 these are:</b>  <b>30 for funerals</b>  <b>15 for weddings (not including ministers and stewards/staff)</b>  <b>6 for stand-alone baptisms (not including ministers and stewards/staff)</b></p>	<p>because of the width of the aisle and the depth of the pews. This is explicitly permitted in the government regulations, provided ‘risk mitigating factors’ are in place. It is also within the current World Health Organization recommendations. Risk mitigating factors introduced at St Leonard’s include:</p> <ul style="list-style-type: none"> <li>• Face-to-face seating has been avoided</li> <li>• Non-essential social spaces have been closed</li> <li>• Ventilation has been improved by keeping the North West, South East, and Emergency exit doors, and internal double doors open at all times</li> <li>• We require the use of face coverings, except for those exempt in the Government’s regulations.</li> </ul> <p><i>*Where the seating of members of the congregation in bubbles or household groups increases the capacity of the nave (because more people have been safely accommodated in certain pews), the Warden on Duty or Priest in Charge can decide to allow others into the building above the limit of 40, until the remaining vacant socially distanced places are filled.</i></p>	Wardens/Priest in Charge	Ongoing
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Pews and exclusion areas cordoned off or signage installed.	MJS	MJS 18.6.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Require the use of facemasks inside the Church Building.	<p>All people entering the building are told by stewards that facemasks are required (with the exception of those exempt in the Government’s guidance: <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering</a>). This has also been communicated through email and online.</p> <p>Ministers are not presently wearing face coverings while speaking during worship. This is on the basis that:</p> <ul style="list-style-type: none"> <li>Those ministers who are speaking are a minimum of 3 metres away from the congregation.</li> </ul> <p>This allows those who are hearing impaired to lipread, and for good sound quality to the hearing loop microphones.</p>	Stewards and ministers	Ongoing
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Vinyl signs on the floor. Other signage installed.	MJS	MJS 18.6.2020
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Chancel, Lady Chapel, balcony, and extension (other than exit route and toilet access) are out of bounds.	MJS	MJS 16.6.2020
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitiser positioned at main entrance and by toilets and exit. Also available near chancel steps for the distribution.	MJS	MJS 17.6.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult <a href="#">advice on gaining temporary permissions</a> . All changes fall outside the need for faculty or temporary permission	MJS	MJS 1.7.2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Signage installed in church space.	Parish administrator to add further signage in toilets.	MJS 16.6.2020 Parish admin. 2.7.2020
	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> .) This is to be undertaken between Sunday services, and after the final service. This will include switches, door handles (especially in the toilet) and pew tops.	Pair of cleaners for each Sunday co-ordinated by Kathleen Scrimgeour (KS)	Ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	(Register with <a href="#">Parish Buying</a> for procurement options.) Stocks kept in extension kitchen.	Warden on duty ahead of each public service	Warden on duty 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 <a href="#">Parish Buying</a> for procurement options.)	Warden on duty or steward ahead of each public service. Supplies arranged through Kathleen Scrimgeour.	Warden on duty ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Liners kept under kitchen sink in extension.	Liners to be moved after each period of opening to Nicholls Room for DW to dispose of when undertaking Saturday check.	DW Ongoing.
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Worshippers strongly encouraged to send details in advance to Parish Administrator. On the day, a steward with a clipboard will "tick off" those arriving who have submitted their contact details and record the details of those who have not yet submitted.	Parish Administrator. Steward.	Ongoing from 5.7.2020
	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Information sent out by social media, website on email on Thursday 2 <sup>nd</sup> July.	MJS	MJS 2.7.2020
<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.	This has been noted and incorporated into planned schedule for opening for individual private prayer. Once a week – usually on a Tuesday – a couple of cleaners observing social distancing will clean switches, handles and shared surfaces. This will also happen after Sunday services.	Those on rota organised by KS	KS 1.7.2020 and ongoing
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	No cleaner to be in self-isolating group. Cleaners aged under 70 to be used wherever possible. No cleaners to be from the Government's 'extremely clinically vulnerable group'	MJS, DW, EH	MJS, DW, EH 16.6.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p>Advice on <a href="#">cleaning church buildings can be found here</a>.</p> <p><b>Risk:</b> Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.</p>	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.	These surfaces are cleaned after each public surface.	KS	KS 25.6.2020
	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		All users of church	ongoing
	All cleaners provided with gloves (ideally disposable).	Gloves to be left on the tea bar for use	MJS	8.11.2020
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	DW to remove on weekly inspection.	DW	DW (ongoing)
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Used hand towels removed from shared spaces daily – within plastic waste bag. Put into Nicholls room and then removed each week on a Saturday.	Person closing up, warden on duty, and toilet cleaner.	Person closing up, warden on duty, and toilet cleaner. (ongoing)
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	This has been noted and incorporated into planned schedule for opening for individual private prayer. Once a week – usually on a Tuesday – a couple of cleaners observing social distancing will clean switches, handles and shared surfaces. This will also happen after Sunday services.	Those on rota organised by KS	KS 1.7.2020 and ongoing

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<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.		MJS/Wardens	When needed
	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>	KS	When needed
	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>	KS/cleaning team	When needed