

Church: St Leonard's Lexden	Assessors' names: The Rev'd Matthew Simpkins (Priest in Charge) David Watkins (Church Warden) Esther Heptonstall (Church Warden)	Date completed: 15.3.2021	Review date: w/c 17.5.2021
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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. 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
	A suitable lone working policy has been consulted if relevant.	An example can be found here .	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 cleaning church buildings can be found here .	Fallow period of six days left between opening.	Ongoing

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			Cleaning undertaken for funerals.	
	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 option for those who cannot use that system.	Consult advice on complying with Track and Trace .	In place at all entry points	September 2020
Deciding whether to open to the public for private prayer and other permitted activities	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

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p>Preparation of the Church for access by members of the public for any permitted purposes</p> <p>Risk: Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas.</p>	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 cleaning church buildings can be found here .	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>For individual prayer: 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.</p> <p>SE extension door used exclusively for parish administrator (working remotely during lockdown). SW door for other authorised individuals.</p> <p>For funerals: 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>For public worship: 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).	<p>N/A while Public Worship suspended.</p> <p>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</p>	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.	<p>For individual private prayer: short period of ventilation before each session.</p> <p>For public worship:</p>	Individual opening for private prayer or preparing for	Individual opening for private prayer or preparing

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		NW (Lexden Road double doors), SE Extension (Church Lane), fire exit, and internal double doors all fixed open throughout period of public opening.	funeral. Warden on duty, MJS or officiant.	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
	<p>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).</p> <p>NORMAL CAPACITY FOR PUBLIC WORSHIP (NOT OCCASIONAL OFFICES) SET AT 40 IN THE NAVE (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 this capacity beyond 40)</p> <p>CAPACITY FOR OCCASIONAL OFFICES – in line with latest Government regulations (WEDDINGS, BAPTISMS, FUNERALS, MEMORIAL SERVICES): As of 12th April 2021 these are: 30 for funerals 15 for weddings (not including ministers and stewards/staff) 6 for stand-alone baptisms (not including ministers and stewards/staff)</p>	<p>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. Risk mitigating factors introduced at St Leonard’s include:</p> <ul style="list-style-type: none"> • Face-to-face seating has been avoided • Non-essential social spaces have been closed • Ventilation has been improved by keeping the North West, South East, and Emergency exit doors, and internal double doors open at all times • We require the use of face coverings, except for those exempt in the Government’s regulations. 	<p>MJS DW</p> <p>Wardens/Priest in Charge</p>	<p>MJS DW 2.7.2020 Ongoing</p>

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		<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>		
	<p>Clearly mark out seating areas including exclusion zones to maintain distancing.</p>	<p>Pews and exclusion areas cordoned off or signage installed.</p>	<p>MJS</p>	<p>MJS 18.6.2020</p>
	<p>Require the use of facemasks inside the Church Building.</p>	<p>Signage in place for those attending for individual private prayer</p> <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: 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). 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"> Those ministers who are speaking are a minimum of 3 metres away from the congregation. <p>This allows those who are hearing impaired to lipread, and for good sound quality to the hearing loop microphones.</p>	<p>Stewards and ministers</p>	<p>Ongoing</p>

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	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
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions . 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 cleaning church buildings can be found here .) 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	Warden on duty ongoing

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			Kathleen Scrimgeour.	
	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 encouraged to record details when booking for services or send details in advance to Parish Administrator.	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 and email.	MJS	As appropriate
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	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 at least 2 days exists between opening for individual private prayer, removing the need for cleaning. Cleaning undertaken after worship. 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
Advice on cleaning church buildings can be found here .	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Cleaner not to be in self-isolating or 'extremely clinically vulnerable' groups	MJS, DW, EH	MJS, DW, EH 16.6.2020
Risk: Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	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

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	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
Cleaning the church after known exposure to someone with Coronavirus symptoms	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.	Public Health England guidance available here.	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 cleaning church buildings can be found here.	KS/cleaning team	When needed

AREA OF FOCUS: Access to the church building for the purpose of choral performance in worship

Who is at risk?	What is the outline risk?	Controls required	Additional, specific control measures to be implemented	Action by whom?	Completed – date and name

Congregation, ministers and stewards, choir members.	Transmission of virus through close personal contact	Choose one point of entry into the church to manage the flow of your musicians and indicate this with notices, keeping emergency exits available at all times. Where possible use a different entrance and exit to the congregation or other attendees.	Choir restricted to maximum four members (this includes conductor) to enter Church from organ door, to sing and remain in the sanctuary for the duration of the service. Exit from the Church will be via the usual one-way system (down the side aisle and to the extension door), after the congregation has left. The 'organ' chancel door is a restricted space used by the ministers before and after the service, so distancing must be maintained. Choir to be in individual seats places in sanctuary 10 minutes before beginning of service to allow for ministers to use this entrance.	Choir members	Each week.
Congregation, ministers and stewards, choir members.	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	SEE WORSHIP RISK ASSESSMENT FOR MEASURES		
Congregation, ministers and stewards, choir members.	Insufficient cleaning of shared spaces	Review the CofE guide on cleaning church buildings, which can be found here .	SEE WORSHIP RISK ASSESSMENT FOR MEASURES. (shared spaces left for 72 hours prior to use, or cleaning undertaken)		
	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	Signage in place	Priest in Charge Wardens, and Stewards	July 2020
	Separated space is not observed for musicians	Survey the area to be occupied by your musicians to plan for physical distancing in seats, aisles, and allowing for the safe flow of visitors. Remember 1m plus in all directions from each person.	Four faux-leather covered chairs to be placed in a line in the sanctuary, 2m apart.	Director of music to check seats in position	Before each service
		Remind performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	<ul style="list-style-type: none"> Director of music to remind choir members of required conduct each week and at rehearsals. Face masks to be worn at all times unless singing. "Instructions for choir members" document to be circulated to the choir. 	Director of Music, all choir members	Ongoing – each week.
		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Choir members asked to use toilets only in an emergency and to access them by observing the one way system (down the side aisle, and then out of the Church Lane door).	Choir members	Ongoing

AREA OF FOCUS: Ensuring participants' safety

Who is at risk?	What is the outline risk?	Controls required	Additional, specific control measures to be implemented	Action by whom?	Completed – date and name
Choir members, congregation, ministers	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	<ul style="list-style-type: none"> Director of Music to email and speak with Choir members – emphasizing how critical self-isolation is, even if there is the smallest hint of infection. 	Director of Music (Sarah)	Ongoing
Choir members, congregation, ministers	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	Hand sanitiser available at the organ door entrance.	Priest in Charge, cleaning team or Wardens	Before first service with choir
	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	Choir members to contact Sarah if unable to come.	Choir members, Sarah	Ongoing
Choir Members	Virus transmitted via printed music	Ensure that everyone has their own copy of the music/worship materials. These should be brought from home. (If music is handed out on the day, ensure the music is distributed and collected by one person wearing disposable gloves and that the music stays with one individual throughout the performance.)	<ul style="list-style-type: none"> Choir to bring and take home their own music. If music is to be re-used it must be quarantined for at least 72 hours before use by another individual. 	Choir members, Director of music	Each week
Choir members	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	Choir members to bring and take home their own pencils	Choir members	Ongoing

Organist	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	Simon to play all accompaniments. Because of the need for social distancing elsewhere in the chancel, the organ is to be preferred to the electric piano for accompaniments.	Simon (Organists)	Ongoing – when needed.
Organist	Virus transmitted through sharing of items	Disinfect the organ consoles and piano: This must be done with a soft cloth sprayed with disinfectant. Disinfectant must not be applied directly to instruments.	Organist to wipe down the manual keyboards as and when needed.	Simon (Organist)	Ongoing – when needed.
Choir members	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	<ul style="list-style-type: none"> Choir robes will not be worn for the time being 	Choir	Ongoing.
Choir Members	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/small group work.	<ul style="list-style-type: none"> If a run-through of the anthem is needed, this must take place away from all entrance points to the church and paths in the church yard. Under the canopy of the Church Hall is the suggested area. The chancel 'organ' door is a pinch point for social distancing with the ministers using this entrance, and so it and the surrounding area must be kept clear at all times 		Each week.
	Transmission of virus through close personal contact	Set out chairs in advance, spaced according to guidelines. If using fixed pews or choirstalls, indicate with signs those to be used, spaced according to guidelines.	<ul style="list-style-type: none"> Chairs to be distanced and left in the sanctuary at a 2m distance. Choir stall remain out of use pending any change in social distancing requirements. 	Wardens or stewards. Director of Music to check things are in place	Each week.
		Consider whether registration could be done without face-to-face contact and/or a queue.	The contact details of the 4 singers to be given to Sarah 72 hours before the service. These details will be kept for 21 days should they need to be shared for Test & Trace.	Sarah (Director of Music) or her delegate	Each Week