

Church: St Cuthbert's Church Thetford	Assessor's name: Rod Back & Sandra Phillips	Date completed: 18 th February 2021	Review date: May 18 th 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. Can someone else fulfil their role in the recording/livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church.	No live streaming is taking place. Limited recording is being done by members of the team who do not require other people to be present at the time of recording.	Rod Back	18 th Feb 2021
	Identify one point of entry to the church building, and a separate exit if possible.	The Well Street door will be used as a single point of entry and the King Street door will be used as an exit. There are one way directional signs showing the way. Entrance and Exit signs will be put outside each door	Rod Back	18 th Feb 2021
	A suitable lone working policy has been consulted if relevant.	We have a lone working policy, Please ask PPC Secretary or Churchwardens for a copy if needed	PCC Secretary Caroline	PCC Secretary Caroline 12 th July

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	Consider staggered arrival times if multiple people from different households are coming into the building.	Stewards will monitor waiting area outside entrance and indicate social distance for people who are waiting to enter	Rod Back	Rod Back 18 th Feb 2021
	Holy water stoups and the font are empty.	Checked and all are empty	Rod Back	Rod Back 18 th Feb 2018
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	No live streaming taking place Recordings are done on phone or I pads. Risk assessments completed on trip hazards and using electrical equipment	Rod Back	Rod Back 18 th Feb 2021
	Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Hand sanitising stations at entrance & exit. Hand washing facilities available in toilets	Rod Back	Rod Back 18 th Feb 2021
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Guide has been reviewed	Rod Back	Rod Back 18 th Feb 2021
	Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	Guide has been read on face coverings. Churchwardens and stewards aware of guidance and remind people to comply.	Rod Back	Rod Back 18 th Feb 2021
	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.	QR Code available at entrance for track & trace to reduce use of paper recording. Main door is left open all the time to assist with ventilation.	Rod Back	Rod Back 18 th Feb 2021
	Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who	QR code available at entrance also paper sign in sheet for	Rod Back	Rod Back 18 th Feb 2021

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	cannot use that system.	people who cannot use QR code		
Deciding whether to open to the public for private prayer, public worship and other permitted activities	Consider how the national lockdown applies to the particular circumstances of the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider the implications of where people travel from and the distance involved.	Unlikely that people will be travelling from a great distance for services. We will check if this is not the case for each funeral.	Rod Back & Sandra Phillips	Rod Back 18 th Feb 2021
	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	No conflict with other venues and businesses as Sunday service are at 10-30 am when operating and most businesses are currently closed. Wednesday is limited to small numbers for private prayer or communion but no services currently taking place at this time. Funerals have limited numbers.	Rod Back	Rod Back 18 th Feb 2021
	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.	We have recruited a paid cleaner to avoid clinically extremely vulnerable people cleaning. There are sufficient stewards to open the church and most have been vaccinated with one dose but some have had two	Rod Back	Rod Back 18 th Feb 2021
	Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors	Discussion has taken place with clinically extremely	Rod Back	Rod Back 18 th Feb 2021

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	from attending services altogether or setting aside a time for them to attend for individual devotions.	vulnerable members. This group have been vaccinated and most have received two doses		
	Consider if a booking system is needed, whether for general access or for specific events/services	Booking system is available online also Sandra (Churchwarden) takes phone bookings.	Rev Peter Herbert	Rev Peter Herbert 12 th July
	Communicate with nearby churches to ensure offered provisions are complementary.	Not applicable as no services are taking place except for funerals	Rod Back	Rod Back 18 th Feb 2021
Preparation of the Church for access by members of the public for any permitted purposes Risk: 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 for livestreaming/broadcast have been carried out before anyone else accesses the building.	No live streaming taking place	Rod Back	Rod Back 18 th Feb 2021
	Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for weddings, funerals, commemorative events and any other permitted activities where upper limits apply (or provide a link to this document).	Website being updated on a regular basis	Rev Peter Herbert	Rev Peter Herbert 18 th Feb. 2021
	Update your website to remind people who are clinically extremely vulnerable to COVID-19 to stay at home as much as possible and observe social distancing guidance, and either strongly discourage them from attending church in person during this time or indicate a time for them to attend for individual devotions.	Website being updated on a regular basis	Rev Peter Herbert	Rev Peter Herbert 18 th Feb 2021

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	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Guide has been reviewed	Rod Back	Rod Back 18 th Feb 2021
	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.	Guidance has been read. Churchwardens and stewards remind people that masks are required	Rod Back	Rod Back 18 th Feb 2021
	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.	The Well Street door will be used as a single point of entry and the King Street door will be used as an exit. There are one way directional signs showing the way. Entrance and Exit signs will be put outside each door	Rod Back	Rod Back 18 th Feb 2021
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Stewards will monitor waiting area outside entrance and indicate social distance for people who are waiting to enter	Rod Back	Rod Back 18 th Feb 2021
	Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).	We have a separate entrance and exit and no parking. We ask people not to mingle following a service	Rod Back	Rod Back 18 th Feb 2021
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Main entrance door is always left open.	Rod Back	Rod Back 18 th Feb 2021
	If heating is required check your system is safe to use and test it before people are allowed in.	Electrical systems checked and working.	Rod Back	Rod Back 18 th Feb 2021

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		Heating system working		
	Remove Bibles/literature/hymn books/leaflets unless they are absolutely essential and participants cannot bring their own. Hardcopy literature should be quarantined for at least 48 hours between use.	All hymn books, Bibles leaflets and printed material has been removed. If used service books are quarantined for 48 hours	Rod Back, Sandra Phillips and Alan Miller	Rod Back, Sandra Phillips, Alan Miller. 21st June
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Items moved to Chancel away from public access	Rod Back, Sandra Phillips and Alan Miller	Rod Back, Sandra Phillips, Alan Miller. 21st June
	Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	Cushions & Kneelers removed & stored	Rod Back, Sandra Phillips and Alan Miller	Rod Back, Sandra Phillips, Alan Miller. 21st June
	Remove or isolate children's resources and play areas.	All children's play items have been removed & stored There is a children's table and chairs if children attend services for them to use their own resources	Rod Back, Sandra Phillips and Alan Miller	Rod Back, Sandra Phillips, Alan Miller. 21st June
	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).	Walk through completed	Rod Back	Rod Back 18 th Feb 2021

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	Clearly mark out seating areas including exclusion zones to maintain distancing.	Seating has been marked out to allow 2 m distancing and excluded seats have been marked	Rod Back & John Richens	Rod Back & John Richens 29 th June
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Directional signs have been put on the floor and “Keep Your Distance” signs put on the glass doors	Rod Back & John Richens	Rod Back & John Richens 29 th June
	Limit access to places where the public does not need go, maybe with a temporary cordon is needed.	We believe this is not required	Rod Back & John Richens	Rod Back & John Richens 29 th June
	Determine placement of hand sanitisers available for visitors to use.	Hands free sanitiser units placed at entrance and exit with notice to ask visitors to use on the way in and out. Additional hand sanitiser placed outside the toilets	Rod Back, Sandra Phillips and Alan Miller	Rod Back, Sandra Phillips, Alan Miller. 21 st June
	Determine if temporary changes are needed to the building to facilitate social distancing	No temporary changes needed	Rod Back	Rod Back 18 th Feb 2021
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices have been put up	Rod Back & John Richens	Rod Back & John Richens 29 th June
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	A cleaner has been engaged to carry out this task	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 29 th June
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Adequate hand soap, paper towels and bins have been provided.	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 29 th June

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	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Adequate hand soap, paper towels and bins have been provided.	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 29 th June
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	All bins have disposable liners	Rod Back	Rod Back 29 th June
Use of the church for baptisms, weddings, funerals and commemorative services	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.	Guidance has been read on these services and is complied with.	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
Use of the church for permitted activities other than private prayer or worship	Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.	No other activities are taking place in the church or meeting room	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
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.	This is monitored by the Churchwardens	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
	If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Paid cleaner is not in a vulnerable group	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
	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 are identified and paid cleaner with additional support from Churchwardens keep these clean and sanitised	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
Advice on cleaning church buildings can be found here . Risk: Getting or spreading				

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coronavirus by not cleaning surfaces, equipment and shared facilities.	Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Surfaces are kept clear	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
	Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	Monitored by Churchwardens	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
	All cleaners provided with gloves (ideally disposable).	Plastic aprons and gloves available	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Suitable cleaning material available	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Churchwardens & Cleaner	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Each time church is used	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 48 hours with no access permitted.	Monitored by Churchwardens	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
	If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Guidance followed	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021
	If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	. Guidance followed	Rod Back & Sandra Phillips	Rod Back & Sandra Phillips 18 th Feb 2021