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| **Church:**  **Crown Lane Free Methodist Church, Bartle, Preston**  **Indoor Service** | **Assessor’s name:**  **Derek Rosendale**  **Pastor D. Lurrie** | **Date completed:**  **11/7/2020** | **Review date:**  **20/7/2020** |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **Access to church buildings for clergy for purposes of private prayer and/or livestreaming** | One point of entry to the church building clearly identified and separate from public entry if possible | Entry through main door. | Pastor/ Stewards | 10/7/20 |
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| Switch on and check electrical and heating systems if needed. Commission system checks, as necessary. | Systems are routinely checked. | Alan Clark | ongoing |
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| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | Equipment used by experienced volunteers.  Pastor will ensure safe use. | Pastor | Ongoing |
| **Deciding whether to open to the public** | Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible. | No businesses in the locality will be affected by the church reopening. | Pastor |  |
| Update the website and any relevant social media. |  | James Rosendale |  |
| Consider if a booking system is needed, whether for general access or for specific events/services | Not required |  |  |
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| **Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism** | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. |  | Pastor | By 13/7/20  Pastor |
| Cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). | Whole building sterilisation before first use by congregation | Pastor (via outside contractor) | 7/7/20  Pastor |
| Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available. Where possible use a different exit. | Main door for ingress, organ fire door for egress. | Derek/ Pastor | Each service, Pastor and Stewards. |
| Make any temporary arrangements for people to wait or queue outside the building (considering any consequential risks arising from people gathering outside). | Taped off area will indicate queuing positions and route of entry. Stewards to supervise if necessary. | James Rosendale | By 19/7  Pastor |
| Where possible, doors and windows should be opened temporarily to improve ventilation. | When church is used for a service, doors and windows will be opened when temperature inside church is appropriated | Stewards/ Pastor | Each service  Stewards |
| Remove Bibles/literature/hymn books/leaflets | All literature, bibles and hymnbooks will be removed and stored in the vestry. | Stewards / Pastor | 10/7/20 |
| Gifts/ collection | An offering box is available in church. This will be stored and opened after 72 hours have passed | Alan Clark | Ongoing each week |
| Remove or isolate children’s resources and play areas | Prayer room store cupboard to be emptied or locked.  All children’s toys kept in the shed. | Pastor/ James, Derek Rosendale | 10/7/20 |
| Walk through the church to plan for physical distancing in seats, aisles, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary). | Church will be marked out to indicate social distancing. Chairs will be in set position.  2m will be the set safe distance.  Pastor / Minister will be a safe distance from the congregation and a plastic screen will be placed in front  Of him.  Notices will be given by the Pastor / Minister. | Pastor/ James/ Derek Rosendale | 11/7/20 |
| Clearly mark out seating areas including exclusion zones to maintain distancing. |  | James Rosendale | 18/7/20 |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Exit will be clearly marked. | James Rosendale | 18/7/20 |
| Limit access to places were the public does not need go, maybe with a temporary cordon if needed. | Kitchen to be cordoned off at both sides. Doors into extension from inside the building to be cordoned off. Vestry entrance from prayer room to be cordoned off.  Coats must be taken into the church. Coat hooks will not be available. | Pastor, James, Derek ROsendale | 11/7/20 |
| Determine placement of hand sanitisers available for visitors to use. | Hand sanitiser at entry and exit, Vulnerable / shielding congregation entry and exit and in all 3 toilets. | Derek Rosendale / Thomas Parkinson. | 11/7/20 |
| There will be no singing inside the church.  Services will be limited to 60 minutes. |  | Pastor | Ongoing |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Signs to be temporarily fixed to wall.  People will be reminded that conversations should be limited to outside the building and at a safe distance. | Pastor/ Derek/ James Rosendale | 18/7/20 |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | These surfaces should be cleaned before each service | Stewards/Cleaning supervisor. | Ongoing |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Bins, towels, and soap dispensers will be placed in each toilet. | Stewards | 18/7/20 |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Bins, towels, and soap dispensers will be placed in each toilet. | Stewards | 18/7/20 |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Each bin will have plastic disposable liner | Stewards | 18/7/20 |
| If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days | All those present in the service will be recorded. Where no details are held, these will be gained. | Stewards | 19/7/20 |
| 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. | All members of the congregation will receive a letter informing them of when the services will resume and will be given details of safety measures taken. Notices will be placed in the church foyer. | Pastor | 11/7/20 |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)**  Advice on | If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces. |  | Janet Hogarth | Ongoing |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. |  | Janet Hogarth | Ongoing |
| Set up a cleaning rota to cover your opening arrangements. | Cleaning rota exists | Janet Hogarth. | Ongoing |
| All cleaners provided with gloves (ideally disposable). | Disposable gloves will be available | Stewards | 11/7/20 |
| Suitable cleaning materials provided, depending on materials to be cleaned. | Materials kept in  Kitchen | Janet Hogarth | Ongoing |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Bins will be emptied after each service. | Duty stewards | Ongoing |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | After each use. | Duty Stewards | Ongoing |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. | This will be implemented. | Pastor | Ongoing |
| If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | If closure is not possible a cleaning team will be assigned | Stewards / Cleaning supervisor. | When needed |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. |  | Janet Hogarth | Ongoing |
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