



# Risk Assessment for Opening The Church and Family Life Centre Buildings to members and the Public. Guidance for workers and volunteers.

## Version Control

Issue Date	Version Number	Issued by
28th July 2020	1	NTCG Sheffield COVID-19 Risk Assessment Workstream
24th August 2020	2	NTCG Sheffield COVID-19 Risk Assessment Workstream
31st August 2020	3	NTCG Sheffield COVID-19 Risk Assessment Workstream
2nd September	4	NTCG Sheffield COVID-19 Risk Assessment Workstream

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up of the **Nursery Street Church and the Family Life Centre buildings** to clergy and members of the public entering for any permitted purposes. As well as offering guidance on best-practice, based on their local circumstances, resources and context. You should read the advice on re-opening buildings and the guidance on public worship before completing this assessment.

## Carrying out a risk assessment

1. Agree what activities you are planning for:
  - Livestreaming services (general public)
  - Public worship
2. Consider the hazards:
  - Transmission of COVID-19
  - Hazards arising from the temporary closure of the church
  - Hazards arising from now using the church in a different way

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches so long as they are properly managed, but having more people coming through the building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
4. Using the risk assessment checklist below as a template:
  - add in mitigations for any risks that are particular to your circumstances that may not be on the list;
  - record what you need to do for each activity to go ahead safely;
  - consider any equipment you need and any temporary changes you might need to make to the church;
  - check back against your list of activities to confirm which ones can go ahead and when.

## Risk assessment template

<b>Church: NTCG Sheffield</b>	<b>Assessor's name: Risk Assessment work stream</b>	<b>Date completed: 2nd September 2020</b>	<b>Review date:</b>
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
<b>Access to church buildings for public worship 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 with clear signage	Front doors only. Side door unlocked and monitored for emergencies.	Building preparation work stream team Ushering team.	06.09.20
	A suitable lone working policy has to be agreed where necessary.	An example can be <a href="#">found here</a> . NTCG Sheffield policy to follow. TBC.	CPC	
	Buildings to be aired before use.	Open front, side and internal entrance doors fully, prior to start of service.	Ushering work stream.	06.09.20
	Check for general cleanliness.	Foot walk around the building.	Cleaning & Hygiene	05.09.20
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	CPC	18.08.20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Buildings team to discuss with CPC on roles and responsibilities	Heating team	01.09.20
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Multimedia team to check and confirm	Music work stream	05.09.20
<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.	Maybe talk with Aizlewood Mill re car parking if still available	Comms work stream	26.08.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
	Update the website, and any relevant social media.	Bishop Taylor has already spoken with PR team regarding this.	Comms work stream	12.08.20
	Consider if a booking system is needed, whether for general access or for specific events/ services	Phone calls have been agreed as the process for booking.	Comms work stream	18.08.20
<b>Preparation of the Church for access by church members and the public for any permitted purposes, including worship.</b>				
	Cleaning work stream to deep clean sanctuary	Advice on <a href="#">cleaning non-healthcare settings outside the home can be found here</a> .	Cleaning & Hygiene	22.08.20
	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 (Church & or FLC).	Only one entry and exit point being used at main church at the moment. Both front and rear access at FLC.	Buildings prep & Ushering work streams	26.08.20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Management of weather conditions (spare umbrellas). Emergency WC break.	Buildings prep & Ushering work streams	26.08.20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	No access to opening windows in main church building. (See line 4 sheet 2)	Buildings prep & Ushering work streams	26.08.20
	Face coverings are essential and must be worn in places of worship.	Apart from proof of medical exemption.	General. Comms work stream	06.09.20
	Remove Bibles/literature/hymn books/leaflets	<a href="#">Guidance on the safe use of places of worship during the pandemic</a> Young people and children attending places of worship	Buildings prep & Ushering work streams	26.08.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
	Consider if pew cushions/ kneelers need to be removed as per government guidance	Cleaning team can support this process. Items to be stored appropriately until further notice.	Buildings prep & Ushering work streams	26.08.20
	Remove or isolate children's resources in parent and baby room	<a href="#">Guidance on the safe use of places of worship during the pandemic</a> Young people and children attending places of worship.	Buildings prep work streams	26.08.20
	Parent and baby room facilities	Monitored after each use by a member of the cleaning team. (No food and drink to be consumed in the parent and baby room)	Cleaning & Hygiene	06.09.20
	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).	Buildings prep work streams	26.08.20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	All posters and signage to be sourced & provided by Comms work stream.	Buildings prep work streams	26.08.20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Bench markings, floor markings and signage.	Buildings prep work streams	26.08.20
	Limit access to places were the public does not need go, maybe a temporary cordon needed.	Ladies 1st floor WC temporarily out of use.	Buildings prep & Ushering work streams	26.08.20
	Hand sanitisers available for all attendees in the entrance and at the back of the sanctuary.	Cleaning and Hygiene team to top up hand sanitisers whenever necessary.	Buildings prep & Ushering work streams	26.08.20
	Determine if temporary changes are needed to the building to facilitate social distancing	Temporary barrier in entrance lobby for two way flow of traffic.	Buildings prep work streams	26.08.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Comms work stream to source.	Buildings prep work streams	26.08.20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes (Including pulpit area)	Advice on <a href="#">cleaning non-healthcare settings outside the home can be found here</a> . <b>Pedal bin needed for podium area</b>	Cleaning & Hygiene	06.09.20
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the used paper towels.	Use of the electric hand driers will be available.	Cleaning & Hygiene	29.08.20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Advice on <a href="#">cleaning non-healthcare settings outside the home can be found here</a> . <b>Toilets monitored for general use.</b>	Cleaning & Hygiene	29.08.20
	Set clear use and cleaning guidance for toilets with increased frequency in line with usage. Paying attention to frequently hand touched surfaces and consider the use of disposable cloths or paper roll to clean all hard surfaces. Putting up a visible cleaning schedule that is kept up to date and visible. Cleaning & Hygiene	Putting up a visible cleaning schedule that is kept up to date and visible.	Cleaning & Hygiene Comms, on the pilot service	06.09.20
	Make suitable queuing system available to access toilet usage before, during and after church service. Maintaining social distancing at all times.	Monitored by a member of the ushering team.	Ushering work stream. On the pilot service	06.09.20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Advice on <a href="#">cleaning non-healthcare settings outside the home can be found here</a> .	Cleaning & Hygiene Comms	01.09.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain record of each visit (if over 15 minutes) for 21 days	Advice on <a href="#">Track and Trace</a> .	Comms & Ushering work stream.	06.09.20
	Safety of all worshippers/visitors	Thermometer checks advised on entry.	Ushering team.	06.09.20
	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.	Letters, website and all social media etc.	Comms work stream.	01.09.20
	Worship in giving cash donations discouraged, other than cash placed in a sealed envelope (which can be provided on the day). All tithes, offerings and gifts to be deposited in buckets available on exiting the building at the end of the service.	<a href="#">Guidance on the safe use of places of worship during the pandemic</a> Cash donations.	Ushering work stream. Office workstream	01.09.20
	Worship in giving cash donations discouraged, other than cash placed in a sealed envelope (which can be provided on the day). All tithes, offerings and gifts to be deposited in buckets available on exiting the building at the end of the service.	Anyone attending the service can also bring their cash donations in their own sealed envelope to be deposited in buckets when exiting the building.	Ushering work stream. Office workstream	18.08.20
<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 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	Ensure cleaning is not before Friday or Saturday after the Sunday service.	Cleaning & Hygiene	25.08.20
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Advice on: <a href="#">Protecting people most likely to get poorly (Shielding)</a> .	Risk assessment work stream. To be agreed if and when necessary.	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
	Set up a cleaning rota to cover your church opening arrangements.	Rota to be strictly monitored by cleaning team lead.	Cleaning & Hygiene	01.09.20
	All cleaners to be provided with gloves (disposable).	Strict use of disposable gloves only (according to guidance).	Cleaning & Hygiene	22.08.20
	Suitable cleaning materials provided.	Cleaning materials are on site.	Cleaning & Hygiene	22.08.20
	Confirm person responsible and frequency for removing potentially contaminated waste (e.g. hand towels) from the site.	Can be agreed within the cleaning team lead.	Cleaning & Hygiene	01.09.20
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If possible close the church building for 72 hours with no access permitted.	<a href="#">Public Health England guidance available here.</a>	Risk assessment work stream, Bishop Taylor & CPC. T be agreed if and when necessary.	
	If 72-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>	Risk work stream & Cleaning & Hygiene. Partially to be agreed if and when necessary.	01.09.20
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>	Cleaning & Hygiene	01.09.20
Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Access to Family Life Centre (FLC).</b>	One point of entry for key holders only to the FLC building with clear visible signage.	All posters and signage to be sourced & provided by Comms work stream.	Building prep work stream team	01.09.20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
	Key holder to lock front door behind themselves after opening the FLC.	Volunteers to enter through car park. Key holder to allow access for this through car park entrance (kitchen door entrance).	Key holder	
	Determine placement of hand sanitisers available for members, volunteers and visitors to use.	E.g. Hand sanitisers fitted in the entrance lobby, main hall, kitchen and lobby outside kitchen.	Buildings prep work streams	TBC
	The gate should be unlocked for access to volunteers.	Monitored by key holder.	Key holder	
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Monitored by key holder.	Key holder	
	A suitable lone working policy has to be agreed where necessary.	An example can be <a href="#">found here</a> . NTCG Sheffield policy to follow.	CPC	
	Ensure water systems are flushed through before use.	See <a href="#">Government Guidance for organisations on supplying safe water supplies</a>	Cleaning & Hygiene	
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Buildings team to discuss with CPC on roles and responsibilities.	Key holders	
<b>Deciding whether to open to the public</b>	Discuss with food suppliers to ensure that the timing and practical arrangements for deliveries can be put in place.	Opening to the public not applicable at the moment. Option for takeaway food service only, to restart on the 15.09.20	Soup kitchen lead.	24.08.20
	Update the website, and any relevant social media.	Comms, Bishop in collaboration with PR team.	Comms work stream	
<b>Preparation for FLC events access (e.g. soup kitchen, use of office facilities, &amp; clearance activities).</b>	Review guidance on cleaning non-healthcare settings outside the home.	Advice on <a href="#">cleaning non-healthcare settings outside the home can be found here</a> .	Cleaning & Hygiene	



Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
	Choose one point of entry into the FLC to manage flow of volunteers and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	For attic clearance, see <b>Deacon Schawsmidth</b> for training advice. Guidance document to be attached to notice board.	Buildings prep work streams	
	For soup kitchen takeaway service any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside), as people arrive for sandwiches.	Soup kitchen lead to identify individuals to manage queuing system of people arriving for sandwiches.	Buildings prep work streams	
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Key holder to ensure windows are closed afterwards.	Key holder	
	It is mandatory to wear face coverings in enclosed public spaces where there are people they do not normally meet, such as FLC.	Spare masks will be made available.	General. Comms work stream.	
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Soup kitchen lead to communicate with Buildings prep work streams.	Buildings prep work streams	
	Determine if temporary changes are needed to the building to facilitate social distancing	See markings and signage.	Buildings prep work streams	
	Display notices to remind members, visitors & Volunteers about important safe practices e.g. no physical contact, practice hand washing etc.	Comms work stream to source signage.	Buildings prep work streams	
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Advice on <a href="#">cleaning non-healthcare settings outside the home can be found here</a> .	Cleaning & Hygiene.	
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Soup kitchen lead to ensure volunteers keep external food and drink table to be sanitised at all times.	Soup kitchen lead.	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels, where necessary.	Kitchen and WC's.	Cleaning & Hygiene	
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Advice on <a href="#">cleaning non-healthcare settings outside the home can be found here</a> .	Cleaning & Hygiene	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Advice on <a href="#">cleaning non-healthcare settings outside the home can be found here</a> .	Cleaning & Hygiene, Soup Kitchen.	
	Provide track and trace system to record name and phone numbers of staff and volunteers; retain each record for 21 days	Advice on <a href="#">Track and Trace</a> . Information to be held in a loose sheet binder.	Soup kitchen lead	
	Sign in attendance book to record name of church members arrival and departure times for FLC will be available.	None church member volunteers need to be included in Track & Trace recording.	All key holders.	
	Set clear use and cleaning guidance for toilets with increased frequency in line with usage. Paying attention to frequently hand touched surfaces and consider the use of disposable cloths or paper roll to clean all hard surfaces.	Putting up a visible cleaning schedule that is kept up to date and visible.	Cleaning & Hygiene & Soup kitchen leads.	
<b>Cleaning the FLC after general use (no known exposure to anyone with Coronavirus symptoms).</b>	The FLC will need a regular cleaning system organised, to maintain hygiene levels and avoid the spread of COVID-19	Agreed and completed by cleaning teams.	Cleaning & Hygiene	
	All cleaners to be provided with gloves (disposable).	Advice on: <a href="#">Protecting people most likely to get poorly (Shielding)</a> .	Cleaning & Hygiene	
	Suitable cleaning materials provided.	All cleaning materials on site.	Cleaning & Hygiene	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date
<b>Cleaning the FLC after known exposure to anyone with Coronavirus symptoms.</b>	If possible close the FLC for 72 hours with no access permitted.	<a href="#">Public Health England guidance available here.</a>	Risk assessment work stream, Bishop Taylor & CPC.	
	If 72-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>	Risk work stream & Cleaning & Hygiene	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on <a href="#">cleaning church buildings can be found here.</a>	Cleaning & Hygiene	