

Church: St Clements Ordsall and Salford Quays	Assessor's name: S.Kearney	Date completed: 3 July 2020	Review date: 3 rd August 2020
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or livestreaming General advice on accessing church buildings can be found here.	One point of entry to the church building clearly identified and separate from public entry if possible		Sandra Kearney	3 rd July Sandra K.
	A suitable lone working policy has been consulted if relevant.	An example can be found here .	N/A	
	Buildings have been aired before use.		Sandra Kearney	20 th June Sandra K
	Check for animal waste and general cleanliness.		Sandra Kearney	20 th June Sandra K
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	Sandra Kearney	20 th June Sandra K
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		Sandra Kearney	20 th June Sandra K
	Holy water stoups and the font are empty.		Walter Greenhalgh	20 th June Walter G.
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		N/A	
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.			
	Update your website, A Church Near You, and any relevant social media.		Mervyn Gledhill	4 th June Mervyn G
	Consider if a booking system is needed, whether for general access or for specific events/services		N/A	

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	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Apply here.	N/A	
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.		Sandra Kearney	20 th June Sandra K
	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.	Sandra Kearney Pat Simpkin	20 th June Sandra K
	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.		Sandra Kearney	20 th June Sandra K
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		Sandra Kearney Pat Simpkin Bob Kearney	20 th June Sandra K
	Where possible, doors and windows should be opened temporarily to improve ventilation.		Sandra Kearney	20 th June Sandra K
	Remove Bibles/literature/hymn books/leaflets		Sandra Kearney Been covered over	20 th June Sandra K
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)		Sandra Kearney	20 th June Sandra K
	Consider if pew cushions/kneelers need to be removed as per government guidance		Sandra Kearney	20 th June Sandra K
	Remove or isolate children's resources and play areas		Karen Williams	4 th June Karen W
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail,		Sandra Kearney	20 th June Sandra K

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	including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).		William Norbury	and William N
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Sandra Kearney William Norbury	20 th June Sandra K and William N
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Bob Kearney	20 th June Bob K
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.		Sandra Kearney	20 th June Sandra K
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	Sandra Kearney	20 th June Sandra K
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	Sandra Kearney	20 th June Sandra K
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.		Sandra Kearney	20 th June Sandra K
	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 .	Sandra Kearney	20 th June Sandra K
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	Sandra Kearney Pat Simpkin	20 th June Sandra K
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	Pat Simpkin Bob Kearney	20 th June Pat S
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce		Walter Greenhalgh	20 th June Walter G

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	the risk to those responsible for removing them.			
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days		Bob Kearney	5 th June Bob K
	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.		Sandra Kearney	26 th June
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here .	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.		Sandra Kearney	20 th June Sandra K
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			
	Set up a cleaning rota to cover your opening arrangements.			
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	Sandra Kearney	20 th June Sandra K
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	Sandra Kearney	20 th June Sandra K
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Walter Greenhalgh	20 th June Walter G
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Walter Greenhalgh	20 th June Walter G
Cleaning the church after known exposure	If possible close the church building for 72 hours with no access permitted.		Sandra Kearney	

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to someone with Coronavirus symptoms	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.		