| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
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| **Section one**  **Covid Virus** |  |  |  |  |  |  |
| Transmission of viruses by airborne particles – especially Covid | All church 7 Crypt users, especially the medically vulnerable and those who have not received vaccinations should they be infected | Social Distancing  Mask wearing  Leaving open doors to help ventilation | **September 2021 regs:** The wearing of masks is optional so it is up to each group leader to decide what rule they wish to ask their participants to follow.  While in the crypt you should maintain a good supply of ventilation by leaving open the double doors. These should be left open on leaving  All adult participants will be encouraged to wear a mask whilst moving around the building; they can remove these when in their designated space. | FT to send a message to people after they have booked in.  Reminder at door as they arrive. |  |  |
| Transmission of viruses from hard surfaces | All church and crypt users, especially the medically vulnerable and those who have not received vaccinations should they be infected | Church cleaning  (thoroughly monthly and groups when used)  Crypt cleaning  Thorough clean weekly and maintenance cleaning by crypt user-groups  Cleaning products are provided for all users  Hand sanitiser available in the church- groups bring their own. | All crypt user-groups asked:  When going into the crypt - all door handles and surfaces should be wiped over with the antibacterial wipes that are provided.  Hand sanitiser is not provided for crypt user- groups. Who are asked to bring their own for their participants to use. | FT to purchase hand sanitiser and to put it by the door, in the kitchen and at another station in the crypt. |  |  |
| Lack of social distancing and transmission of viruses while socialising before and after church  e.g. after church coffee | All church and crypt users, especially the medically vulnerable and those who have not received vaccinations should they be infected | Coffee/Tea will be prepared and given out by one volunteer.  Volunteer based in kitchen to use hand sanitizer to clean hands regularly between giving out drinks.  Snack bowls will be made individually and given out.  Snacks will be given out to socially distanced spaces. |  |  |  |  |

| **Risk** | **Controls to consider (delete or detail as appropriate to your location and event)** | **Additional information** | **Action by whom?** | **Completed – date and name** |
| --- | --- | --- | --- | --- |
| **Aerosol or droplet transmission of Covid-19** | Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary. | Consult HSE [guidance on identifying poorly ventilated areas](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm)  Do not prop open fire doors. |  |  |
| Use outdoor spaces if appropriate and available. |  |  |  |
| Request or consider requiring people to wear a face covering, unless exempt, when inside your building. This may particularly apply to activities that increase risk of aerosol spread such as singing. |  |  |  |
| Put in place measures to reduce contact between people e.g. retaining social distancing |  |  |  |
| If practical in your building, 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 door for exit. |  |  |  |
|  | For events where the building is likely to be especially busy, or the activity is particularly energetic, pay particular regard to the need for additional mitigations such as social distancing and face coverings. |  |  |  |
| **Surface transmission of Covid-19** | Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can’t wash their hands. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. |  |  |
| 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. |  |  |  |
| Good hygiene and cleaning of the building. | See advice on [cleaning church buildings](https://www.churchofengland.org/media/24767). |  |  |
| Children to receive a selection of toys in a bag rather than free access to all toys.  Toys to be cleaned as needed or to sit for a minimum of 48hours before use. |  |  |  |
| 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](https://www.parishbuying.org.uk/) for procurement options. |  |  |
|  | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  |  |  |
| **Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.** | Display an NHS Track and Trace QR code, with an alternative option for those who cannot use that system. Encourage visitors to use one or other of these options. | Consult [advice on Track and Trace](https://www.churchofengland.org/media/21016). |  |  |
| Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious. |  |  |  |
| Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. |  |  |  |
| Consider if a booking system is needed, whether for general access or for specific events/services. |  |  |  |
| Communicate with nearby churches to ensure offered provisions are complementary. |  |  |  |
| Provide welcoming notices that outline safety measures. |  |  |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 48 hours with no access permitted. |  |  |  |
| 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.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) |  |  |
| 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.**](https://www.churchofengland.org/media/24767) |  |  |

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| Section 2 – Young Children- groups |  |  |  |  |  |  |
| Abusive/aggressive users | Volunteers, other users, church property. Damage/injury to persons or property | *Are all mobile phone networks available in the crypt?* |  | *Volunteers* | *Ongoing* |  |
| Security of church and church office | Abuse/ aggression to other users of the premises. Damage to church property. |  |  | Volunteers. Other church members/clergy in the building | Ongoing |  |
| Fire | Volunteers, users | There are signed fire exits and extinguishers | Check fire exit is clear and volunteers know location of extinguishers  DCC could/should plan some fire drills at different times to reflect the use of the building. | Volunteers | Ongoing |  |
| Unexpected injury or illness including those arising from substance use | Volunteers, users | There is a first aid kit | Know location of first aid kit. Identify any volunteer with first aid training. Emergency contact numbers  Whose responsibility will be the contacts?  How will you identify those trained?  Is the first aid kit up to date and stocked? | Volunteers | Ongoing |  |
| Open crypt door | Unsupervised children, including other church users, leaving the premises |  | Remind parents and responsible adults of the risk | Volunteers | Ongoing |  |
| Non DSB checked members of public on premises | Inappropriate behaviour towards unsupervised children including other church users |  | Remind parents and other responsible adults of the risk  Which parents? How? | Volunteers | Ongoing |  |
| Lifting heavy objects including noticeboard | Volunteers damage to back |  | Volunteers to seek help when needed | Volunteers | Ongoing |  |
| Dirty toilets | Unpleasant and health risk to volunteers and other church users | Cleaner cleans toilets weekly | Check toilets regularly during and at end of session  Will there be a check list for each session to include this and other risks? | Volunteers | Ongoing |  |
| Trip hazards, small loose objects | Volunteers, users, especially small children | Most potential hazards are made safe but items such as the table football will still be at the side of the room - as will the table trolley and stacks of chairs  Consider small children climbing on these..... | Check premises on arrival, remove or protect any hazards, warn users of risk  Needs to be on a sessional check list | Volunteers | onmgoing |  |
| Granite Pillars- steel girders and broken cleats in the floor. |  |  |  |  |  |  |