

NUMBER	ELEMENT	STEPS	Yes/No		WHO / WHEN
Preparing to re-open the building			✓	✗	
1.	Decide on a date	<ul style="list-style-type: none"> i. Consulting in the church ii. Consult the pastorate? iii. Consider other churches in the area iv. Reporting to Presbytery 			
2.	Condition of the building	<ul style="list-style-type: none"> i. Has the building been ventilated, and will this be possible during events? ii. Has the electrical system been inspected? iii. Has the heating system been inspected? iv. Where relevant, have precautions been taken to protect against legionnaires' disease? v. Is the building clean and can it be regularly cleaned as required? 			
Setting up the building					
3.	Ensure social distancing	<ul style="list-style-type: none"> i. Does the capacity of the building need to be considered for your normal events including family services etc? ii. Consider your building's capacity for 'life events', e.g. funeral, marriage, baptism iii. Close seating / choirs iv. Remove seats from the room (where applicable) to save people using them v. One-way system, or other precautions to ensure social distancing vi. Signs / Markings / Screens vii. Stewards viii. Are the precautions likely to discriminate against any group of people? 			
4.	Hygiene	<ul style="list-style-type: none"> i. Provision of antiviral gel ii. Hand washing facility; hand drying paper; bin iii. Move books / leaflets / soft toys etc. iv. Closing the Kitchen v. Use of toilets, with the provision of hand washing and a cloth for individuals to wipe surfaces such as taps, doors etc. 			

		vi. Provision of masks?			
Holding a service / event in a building					
5.	Track and Trace	<ul style="list-style-type: none"> i. Ensure procedure to take attendees name and phone number for each event ii. Ensure that the information is only kept for this purpose, and that the information is removed 21 days after the event 			
6.	Inform / Advise	<ul style="list-style-type: none"> i. Provide members / the public with information about the event ii. If appropriate, make arrangements to allow people to attend if it is assumed that the numbers will exceed capacity iii. Advise vulnerable people, especially those who are shielding, not to attend 			
7.	Arranging the service / event	<ul style="list-style-type: none"> i. Securing a Minister / Preacher / Leader, and either ensuring a 4 meter distance between the leader and the congregation, or installing a screen between the leader and the congregation ii. Inform the Leader and the congregation of the need to bring their own Bible etc. iii. Ensure that any material delivered to the building is removed by individuals. iv. Organise equipment to promote worship, e.g. projector, system for playing music etc v. If more than one event is held within 72 hours, ensure all surfaces, including seating, chairs, tables, microphones, sound desk, pulpit, lectern and door handles are cleaned. 			
8.	Collection	<ul style="list-style-type: none"> i. Encourage members to contribute regularly through bank transfers ii. Provide a basket near the entrance / exit, and ensure that those dealing with the donations take steps, such as wearing gloves etc when counting and banking money to protect themselves and others 			
9.	Communion	<ul style="list-style-type: none"> i. Ensure that the individuals who prepare the elements do so in a way that safeguards hygiene standards ii. Buy pre-packed or arrange to wrap individual elements iii. Safeguard symbolic elements for the Minister / assigned person 			
10.	Baptism	<ul style="list-style-type: none"> i. Ensure an order for the family to sit in a position that will allow them to approach the sacrament safely ii. Secure a jug and water bottle for the Minister / assigned person 			

Holding an Open Air Event					
11.	Location	<ul style="list-style-type: none"> i. Is the event taking place on the church grounds? ii. Is the event being held on someone else's land? iii. If on land owned by someone else, have you obtained appropriate permissions? 			
12.	Preparation	<p>In Wales</p> <ul style="list-style-type: none"> i. Ensure the area for the event is enclosed, with stewards protecting access ii. Secure social distance of 2 meters, and further arrangements for the leader iii. Ensure normal safeguarding and security arrangements and parental / carer consent where appropriate <p>In England</p> <ul style="list-style-type: none"> i. Ensure the area for the event is enclosed, with stewards protecting access ii. Secure social distance of 2 meters, and further arrangements for the leader iii. Ensure attendees' personal hygiene arrangements, ensure track and trace arrangements and ensure that materials are not shared iv. Ensure normal safeguarding and security arrangements and parental / carer consent where appropriate 			
Date		Signed			

Assessment undertaken by	Name of Church
Area of the building assessed	Address
	Postcode
Assessment Review Date	Date of Initial Assessment

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	Likelihood	Severity	Risk Rating	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive & reversible, please contact the Conservation Officer for further guidance.</i>	Action Plan <i>What needs to be done and whom?</i>
Close contact at entrance and exits	Visitors/ congregation	3	2	6	Introduce queuing system, clearly defined externally, place notices advising the need for 2 m social distancing. Place decals/markings to show 2 m. Limit number entering chapel to avoid over crowding	Trustees /Secretary. Responsible person.
Close contact within chapel	Visitors / congregation	3	2	6 Use separate entry access. Introduce one-way system internally, clearly marked. Signs placed to advise 2m social distancing, floor markings. Restrict access to alternative pews. (Alternatively, monitor entry and exit if only one door with one in one out system)		
Over crowding	Visitors/ congregation	3	2	6 Limit number of people in building to ensure social distancing, either by booking system, or monitoring entry by dedicated person. Restrict access to pews to ensure 2m distancing, with notices tapes etc		

Likelihood
1 = Low (seldom)

Severity
1 = Low (minor cuts/bruises)

Risk Rating
1-2 = low priority

2= Medium (frequently)
3= High (certain or near certain)

2 = Medium (serious injury / incapacitated for > 3 days)
3 = High (fatality or number of persons seriously injured)

3-4 = medium priority
5-6 = high priority

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Transmission of virus.	Visitors/ congregation .	3	3	9	<p>Provide Antibacterial gel at both entrance and exit, with Mandatory use, Advisory signage</p> <p>Clean building prior to opening with emphasise on surfaces regularly touched, such as tops of pews, door handles, light switches.</p> <p>Remove Hymn Books, books and other materials or restrict access.</p> <p>Advise people that material for worship will not be provided, although can be brought in and removed after prayer</p> <p>Singing not permitted due to higher risk of transmission.</p> <p>Level of music played to be restricted so not to encourage raised voices which may increase risk of transmission.</p>	

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People attend who have symptoms of coronavirus	Visitors / Congregation	2	3	6	Stewards to be briefed to ask people if they believe they have symptoms and if so, respectfully decline entry to them. Clear signage reminding people of the symptoms of Covid-19 and of the importance of self-isolation. Door stewards to wear masks Person asked to leave, advise to contact 111 and self-isolate, provide refuge in separate room if medical assistance required. Call emergency services if required. Property may need to be closed, to allow cleaning.	

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