



Hailsham Free Church

Bound Together in Christ

Church: Hailsham Free Church	Assessor's name: Richard Bell	Date completed: 17.11.2020	Review date: 17.11.2020
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Hailsham Free Church has been legally permitted to open for purposes of individual private prayer from 13th June. Guidance allows for churches to open for funerals from 15th June.

Public worship, with measures in place for social distancing, was permitted from the 4th July.

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 risk assessment, with links to the relevant advice notes. It relates to opening churches to members of the public entering for any permitted purposes. As well as offering guidance on best-practice, it is also intended to help decide on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context.

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

UPDATED – 17th November 2020 to Version 4.0

During the UK's second lockdown period the church intends to undertake services using a live streaming service. This will require minimal staff numbers present in the building. This presence will require the church to be heated.



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GENERAL ACCESS & SAFETY		
Controls required	Additional information	Action by whom?
One point of entry to the church building clearly identified for the public		AT
Where practicable, one separate entry for Pastor and Staff		AT
Buildings have been aired before use.	Open windows and doors and allow good ventilation.	
Check for animal waste and general cleanliness.	See Cleaning process below.	
Ensure water systems are flushed through before use.	Run cold water taps for a few moments and ensure free flowing clean water.	
Switch on and check electrical and heating systems if needed.	Test electrical appliances to ensure working correctly.	
Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Test before broadcast.	



Hailsham Free Church

Bound Together in Christ

CHURCH ENTRY & EXIT		
Controls required	Additional information	Action by whom?
All persons entering the church will be asked to access using the steps to the right-hand side of the entrance (as seen from facing the church).	Signage will be placed to remind worshippers of the correct route.	AT
All Persons leaving the church will be asked to leave via the left-hand steps (as seen from facing the church).	Signage will be placed to remind worshippers of the correct route. Persons with a disability will use the left-hand steps (This will speed up the vacating of the premises)	AT
The church will be cleaned prior to all services, and again once worshippers have left.	Staff will carry out cleaning activities using anti-bacterial products.	
Upon arrival at the church worshippers will be: 1. Given a pre-printed Track & Trace form and place it in the basket. (This will speed up entry to the building) 2. use the hand sanitiser provided before entering the church	Track & Trace is a government requirement – your details will be held securely and destroyed after 21 days. We will not give this information to any other party, unless required to do so by law.	Stewards
The Church will keep all windows open during the services to allow the circulation of air.	Worshippers are asked to dress appropriately, particularly if the weather is cold.	AT



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CHURCH SERVICES – SUNDAY MORNING		
Up to 50 persons		
Controls required	Additional information	Action by whom?
<p>Over 40 people are anticipated to attend the Sunday Morning Services and therefore are unable to guarantee a social distance of 2m. We can however ensure a 1m+ social distance with mitigation measures in place. This will require all church attendees to bring with them, and wear at all times a suitable face covering whilst inside the church.</p> <p>Guidance on Face Coverings can be found by clicking HERE</p>		
<p>A suitable face covering will be a cotton cloth that can be held in place (usually by elastic around the ears) that covers the mouth and nose of the wearer.</p>	<p>Headscarves or bandanas cannot be permitted.</p> <p>Young persons under the age of 5 are not required to wear a face covering.</p> <p>The Pastor is permitted to wear a face visor (from Aug 8th)</p>	<p>AT</p>
<p>Seating arrangements within the church will be set to accommodate the following:</p> <ol style="list-style-type: none">1. Same household or groups of 3 persons2. Same household or groups of 2 persons3. Individual seats	<p>Seat groups will be positioned at least 1.5m from each other</p>	<p>AT</p>



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CHURCH SERVICES – SUNDAY EVENING & WEDNESDAY EVENING		
Up to 40 Persons		
Controls required	Additional information	Action by whom?
Anticipated numbers of worshippers for both the Sunday Evening and Wednesday Evening services are expected to be no more than 30. Therefore, the church can safely accommodate worshippers whilst maintaining a 2m social distance.		
From Aug 8 th , 2020 - Face coverings are required by all attendees to the church.	The Pastor is permitted to wear a face visor (from Aug 8th)	
Seating arrangements within the church will be set to accommodate the following: <ol style="list-style-type: none">1. Same household or groups of 3 persons2. Same household or groups of 2 persons3. Individual seats	Seat groups will be positioned at least 1.5m from each other	AT



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USE OF CHURCH FACILITIES		
Controls required	Additional information	Action by whom?
Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Place notices in visible areas, in particular the Foyer area.	AT
Bibles/literature/hymn books/leaflets will be removed.		AT
The Church will cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on).		AT
Seating areas will be clearly defined including so as to maintain distancing.		AT
Some areas of the Church will not be accessible to worshippers, with some areas having limited access.	The creche, upper lounge areas will not be accessible to worshippers.	AT



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Provision of communion		
Controls required	Additional information	Action by whom?
Food Preparation to be undertaken in the Upper Lounge.	Clean down work surfaces before preparation. Person preparing food to wear NEW CLEAN gloves and mask. Place food on to clean plate/tray and cover – take to Communion table. Dispose of gloves.	Nominated person
Preparation of Wine	Use the disposable glasses Person preparing to put on CLEAN NEW gloves and mask. Places glasses on to tray. Pour wine into glasses and take to Communion table.	Nominated person
Giving Communion to worshippers.	Person offering food and wine to wear CLEAN gloves and mask. Use clean food tongues to offer food and place in hands of worshipper. Offer worshipper tray allowing them to remove a glass of wine. Advise worshipper to leave glass on their chair	Nominated person
Collection of Glasses	Person collecting glasses to wear gloves and mask. Remove glasses to cleaning area and place immediately into hot soapy water, and place in sealed bag and dispose of them.	Nominated person



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Bound Together in Christ

SAFE USE OF LIFT		
Controls required	Additional information	Action by whom?
Lift access will be via lower ground floor.	Parking for disability vehicles will be outside in the usual place.	Stewards
Access building through side door.		Stewards
Cleaning regime before opening, during service and prior to locking up.	Wipe down control panel and doors with anti-bacterial wipes.	Stewards



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Bound Together in Christ

Cleaning the church before and after general use.		
Controls required	Additional information	Action by whom?
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.		
If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.		
Give all working areas a good tidy and sweep as required.	Identify any unusual dirt – mouse droppings etc and clean up (avoid touching with bare hands).	
Set up a cleaning rota to cover your opening arrangements.	Prior to and after a service.	Karen Tyler
All cleaners provided with gloves and face covering.	Gloves should be disposable and disposed properly.	
Suitable cleaning materials provided.	Ensure cleaning products suitable for the surfaces to be cleaned and will not cause damage.	
Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		
Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Cleaners to wear face mask and gloves when removing bins to waste collection area.	



Hailsham Free Church

Bound Together in Christ

Confirm the frequency for removing potentially contaminated waste.	Recommend daily removal after the service.	
Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.		
Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		
Ensure that the toilet facilities have an adequate supply of soap and disposable hand towels, and a bin for waste towels is available.	Bin to emptied daily	
Provide a cleaning checklist showing the date and time of the last clean – display this on the internal toilet door.	Ensure this is completed following a clean of the toilet area.	Karen Tyler



Hailsham Free Church

Bound Together in Christ

CLEANING THE CHURCH AFTER KNOWN EXPOSURE TO SOMEONE WITH CORONAVIRUS SYMPTOMS

Controls required	Additional information	Action by whom?
If possible close the church building for 72 hours with no access permitted.		
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.		



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Live Streaming of Services during a Lockdown Period (added 17.11.2020)		
Controls required	Additional information	Action by whom?
Minimise the number of persons present in the church to set and deliver the streaming services	A maximum of 4 persons to be present in the church to set and deliver the services.	Stewards & Pastor
All person's present are to follow social distancing guidelines wherever possible	Maintain at least 2m from each other Use face coverings when inside the building	ALL Persons
For the benefit of the building and the safety and welfare of persons present when setting up and delivering Live Streaming events the church heating will be used	Heating is to be used to ensure safety and welfare of those present. Heating can be left on to prevent condensation and damp from building up within the church. The use of heating during Live Streaming events shall be deemed LOW RISK in regard to the ventilation requirements of the building. Windows can be opened to allow air circulation during these events.	ALL Persons