



Hailsham Free Church

Bound Together in Christ

Church: Hailsham Free Church	Assessor's name: Richard Bell	Date completed: 04/08/2021	Review date: TBC
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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.

Update to Version 5.1 August 2021

Following announcements by UK Government this risk assessment has been amended to reflect the easing of restrictions surrounding social distancing and the wearing of masks. However, the Church has taken the approach that certain restrictions will remain in place for those persons wishing to maintain a certain level of precautionary measures as a personal choice.

From July 19th, 2021, the use of Face Coverings within the Church is not a legal requirement. Anyone entering the Church is free to make a personal decision on the use of face coverings.



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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.	



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CHURCH ENTRY & EXIT

Controls required	Additional information	Action by whom?
All persons entering or leaving the church are advised to use steps which are clear of other people.		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: <ol style="list-style-type: none">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. The socialising and gathering of worshippers is encouraged in outdoor (open air) areas and should be avoided within the Church meeting room</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>From July 19th, 2021 - Any person whose personal preference is NOT to wear a face covering is permitted to remove the face covering for the purpose of worship, communion, and singing. The Church will encourage the use of face coverings at all other times.</p> <p>Young persons under the age of 5 are not required to wear a face covering.</p>	<p>AT</p>



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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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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.	



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Seating arrangements within the church will be set to accommodate the following:

1. Same household or groups of 3 persons
2. Same household or groups of 2 persons
3. Individual seats

Seat groups will be positioned at least 1.5m from each other

AT

USE OF CHURCH FACILITIES

Controls required

Additional information

Action by whom?



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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.	AV system in place	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 so as to maintain social distancing.		AT
Some areas of the Church will not be accessible to worshippers, with some areas having limited access.	The creche is now available for use by prior agreement	AT

Provision of communion



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Controls required	Additional information	Action by whom?
Food Preparation to be undertaken in the Upper Lounge.	Clean down work surfaces before preparation. <u>Persons preparing food are advised to wear gloves and mask – however this is not mandatory.</u> 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 <u>Person preparing wine are advised to wear gloves and mask – however this is not mandatory.</u> Places glasses on to tray. Pour wine into glasses and take to Communion table.	Nominated person
Giving Communion to worshippers.	<u>Person offering food and wine advised to wear gloves and mask - however this is not mandatory.</u> 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	<u>Person collecting glasses advised to wear gloves and mask - however this is not mandatory.</u> 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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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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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.	Church Administrator(s)
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.		



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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.	
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.	Church Administrator(s)



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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.		