

## The Radcliffe Team Ministry re-opening our buildings for public worship and rites of passage services

This document uses the template provided by the Church of England on 01/07/20 is a revision of the risk assessment prepared by the joint Standing Committees on 28/06/20. Revised recommendations are as follows:

- Services will take place on Sunday July 12<sup>th</sup> 19<sup>th</sup> 26<sup>th</sup> and August 2<sup>nd</sup> (9.30 SM and 11am STSJ). During this first month there will be no services at St. Philip's or midweek services elsewhere.
- The Standing Committees will review service provision during the week commencing August 3<sup>rd</sup>. The PCCs of both parishes will be informed and asked to endorse any decisions as required.
- Services in this first month will be 'said' only. The CofE encourages us to use a short, simple service that minimises risk and congregational involvement.
- Communion is permitted. CofE guidelines will be followed; this will be explained during the service.
- The number of people who can attend a service will be limited to approximately\* 37 at St. Mary and 54 at STSJ. People will only be able to sit in the places indicated. People who share the same household may sit together.
- Attendance at weddings, funerals and baptisms will follow CofE guidance and be limited to 30 with social distancing enforced.
- Use of face coverings is a matter of individual choice.
- We will not be in position to distribute Porch parcels; people in need can contact the Council's Community Hubs 0161 253 5353
- Pews will be filled from front to back and people at the back will leave first.
- If a worshipper comes after all places are filled it will be up to the Wardens and Team Vicar to decide whether it is safe to allow the person to remain.
- There will be no Sunday School or social activity.
- There will be no access to kitchen facilities and use of the toilet is for emergencies only. Anyone using the toilet will have to carry out a cleaning regime before and after use.
- A register of attendees will be taken at every service to facilitate 'contact tracing' if anyone is taken ill.
- Members of the Standing Committees and Wardens will take responsibility for guiding people into and out of church. Sidespeople may be involved.
- Anyone who shows any symptoms or is an at-risk group should not attend church.
- Our personal and collective responsibility as members of the church, PCC members and officers should be acknowledged and accepted by all.

\* numbers will vary slightly depending on family attendance

*Elizabeth A. Binns Team Vicar*

## Risk assessment template

<b>RADCLIFFE TEAM MINISTRY</b> St. Mary's St. Thomas & St. John	<b>Assessor's name: Radcliffe Team Ministry Standing Committees</b>	<b>Date completed: 28/06/20</b>	<b>Review date:</b> <b>Week commencing 03/08/20</b>
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>General advice prior to opening the church building for public services</b>	One point of entry to the church building clearly identified and separate from public entry if possible	<i>Main entrance only for public access and exit. Only 'authorised' users for side doors.</i>	Signage Elizabeth  Signing in sheet at side doors	03/07/20
	A suitable lone working policy has been consulted if relevant.	<i>Not relevant but existing guidelines should be revisited by PCCs</i>	For future PCC agendas	
	Buildings have been aired before use.	<i>Open doors prior to service for as long as possible</i>	Standing Committees	03/07/20
	Check for general cleanliness.	<i>Buildings cleaned with disinfectant etc</i>	Standing Committees	01/07 & 03/07/20
	Ensure water systems are flushed through before use.	<i>Completed as part of cleaning process Guidelines and schedule need to be established</i>	Wardens	01/07 & 03/07/20
	Switch on and check electrical and heating systems if needed.	<i>Checked</i>	Standing Committees	01/04 & 03/04/20
	Holy water stoups and the font are empty.			01/07 & 03/07/20
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	<i>Not relevant at this time, if livestreaming takes place in future unlikely to use church buildings due to lack of facilities</i>		

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<b>Deciding whether to open to the public</b>	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	<i>Not applicable</i>		
	Update your website, A Church Near You, and any relevant social media.	<i>Risk assessment and relevant dates to be posted w/b 06/07/20</i>	Standing Committees	
	Consider if a booking system is needed, whether for general access or for specific events/services	<i>Probably not practical as much of the congregation would not be able to access</i>		
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	<i>Not applicable</i>		
<b>Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism</b>	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	<i>Reviewed by Standing Committees 01/04 &amp; 03/04/20 Final check to be done prior to opening</i>	Standing Committees	01/07 & 03/07/20  09/07 & 10/07/20
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	<i>Read and recommendations implemented</i>	Standing Committees	01/07 & 03/07/20
	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.	<i>Main entrance only for public access and exit.</i>	Signage Elizabeth	01/07 & 03/07/20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	<i>Standing Committee members will act as 'stewards' information to be sent to all congregation members on contact list</i>	Standing Committees Congregational information Elizabeth	05/07 & 06/07
	Where possible, doors and windows should be opened temporarily to improve ventilation.	<i>Limited potential Allow time before and after services to open doors</i>	Standing Committees	01/07 & 03/07/20 And post services
	Remove Bibles/literature/hymn books/leaflets	<i>Single use new sheets will not be used</i>	Standing Committees	01/07 & 03/07/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	Consider if pew cushions/kneelers need to be removed as per government guidance	<i>Completed</i> Pew runners to be left at SM whilst 72 hour 'gap' can be left	Standing Committees	01/07 & 03/07/20
	Remove or isolate children's resources and play areas	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	<i>Completed</i> <i>2m seating plan implemented</i> <i>Communion will be distributed by priest without need for congregation to move from pews</i>	Standing Committees	01/07 & 03/07/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	Determine placement of hand sanitisers available for visitors to use.	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	Determine if temporary changes are needed to the building to facilitate social distancing	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	<i>Completed</i>	Standing Committees	01/07 & 03/07/20

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	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	<i>Access to toilets 'emergency use only' - cleaning kits and instructions installed</i>	Standing Committees	01/07 & 03/07/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	<i>Completed</i>	Standing Committees	01/07 & 03/07/20
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	<i>Registers compiled for each parish. Congregation informed of reason why being kept</i>	Standing Committees	03/07/20
	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.	<i>Emails and letters sent out to everyone on contact list. Information posters/guidance in building</i>	Standing Committees	03/07/-06/07/20
<b>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>	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.	<i>For first month only Sunday services to be held - review w/b 03/08/20</i>	Standing Committees	
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	<i>See above</i>	Standing Committees	
	Set up a cleaning rota to cover your opening arrangements.		Standing Committees	
	All cleaners provided with gloves (ideally disposable).	<i>Purchased</i>	Standing Committees	01/07/20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	<i>Cleaning materials reviewed and appropriate items purchased</i>	Standing Committees	01/07/20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	<i>Hand towels replaced with paper</i>	Standing Committees	01/07 & 03/07/20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	<i>To be checked after each service</i>	Standing Committees	03/07/20
	If possible close the church building for 72 hours with no access permitted.	<i>All users informed</i>	Standing Committees	03/07/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<i>Advice from Government and Church of England to be followed if required</i>	Standing Committees	
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	<i>Advice from Government and Church of England to be followed if required</i>	Standing Committees	