

Church: Crown Lane Free Methodist Church, Bartle, Preston Indoor Service	Assessor's name: Derek Rosendale	Date completed: (Review and amendment of original RA.) 6/1/2021	Review date: Each Monday
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or livestreaming	One point of entry to the church building clearly identified and separate from public entry if possible	Entry through main door.	Pastor/ Stewards	10/7/20
	Switch on and check electrical and heating systems if needed. Commission system checks, as necessary.	Systems are routinely checked.	Alan Clark	ongoing
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Equipment used by experienced volunteers. Pastor will ensure safe use.	Pastor	Ongoing
Deciding whether to open to the public	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	No businesses in the locality will be affected by the church reopening.	Pastor	Ongoing
	Update the website and any relevant social media.		James Rosendale	
	Consider if a booking system is needed, whether for general access or for specific events/services	Not required		
Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		Pastor	By 13/7/20 Pastor
	Cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Routine cleaning will take place as required. Chairs and equipment sprayed with disinfectant	Stewards / Cleaners	7/7/20 Pastor

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		before and after service.		
	Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available.	Main door for ingress, and egress with barrier between and one-way system into and out of church.	Derek/ Pastor	Each service, Pastor and Stewards.
	Make any temporary arrangements for people to wait or queue outside the building (considering any consequential risks arising from people gathering outside).	Stewards will ensure social distancing in the event of a queue.	James Rosendale	By 19/7 Pastor
	Where possible, doors and windows should be opened temporarily to improve ventilation.	When church is used for a service, doors and windows will be opened before the service. Windows will be closed prior to service starting. Main door will remain open until the end of the second hymn. During the second hymn, 2 fire doors will be opened to increase circulation of air. At the end of the hymn, the fire doors will be closed.	Stewards/ Pastor	Each service Stewards
	Remove Bibles/literature/hymn books/leaflets	All literature, bibles and hymnbooks will be removed and stored in the vestry.	Stewards / Pastor	10/7/20

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	Gifts/ collection	An offering box is available in church. This will be stored and opened after 72 hours have passed	Alan Clark	Ongoing each week
	Remove or isolate children's resources and play areas	Prayer room store cupboard to be emptied or locked. All children's toys kept in the shed.	Pastor/ James, Derek Rosendale	10/7/20
	Walk through the church to plan for physical distancing in seats, aisles, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if necessary).	Church will be marked out to indicate social distancing. Chairs will be in set position. 2m will be the set safe distance. Pastor / Minister will be a safe distance from the congregation and a plastic screen will be placed in front Of him. Notices will be given by the Pastor / Minister.	Pastor/ James/ Derek Rosendale	11/7/20
	Clearly mark out seating areas including exclusion zones to maintain distancing. Max capacity cannot be estimated as the household mix will affect this. Social distancing will be maintained.		James Rosendale	18/7/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical	Exit will be clearly marked.	James Rosendale	18/7/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	distancing requirements.			
	Limit access to places where the public does not need go, maybe with a temporary cordon if needed.	Kitchen to be cordoned off at both sides. Doors into extension from inside the building will be open but stewards will ensure that flow of people between the extension and main area does not occur. Vestry entrance from prayer room to be cordoned off. Coats must be taken into the church. Coat hooks will not be available.	Pastor, James, Derek Rosendale	11/7/20
	Determine placement of hand sanitisers available for visitors to use.	Hand sanitiser at entry and exit, Vulnerable / shielding congregation entry and exit and in all 3 toilets.	Derek Rosendale / Thomas Parkinson.	11/7/20
	There will be no singing inside the church. Services will be limited to 60 minutes.	Face coverings must be worn throughout the service unless an individual has a medical exemption. Stewards will enquire of those not wearing masks if they have an exemption before they enter the	Stewards	Ongoing

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		building. Noncompliance would result in admission being declined.		
	Communion will be taken once a month.	Communion will be provided by the way of sealed units of crackers and juice. Congregation will come and collect elements, directed by stewards to ensure one-way flow. Crackers will be handed out using tongs. The congregation will pick up their juice container. Sanitiser will be available before elements are collected. Any individuals who cannot come forward will be served at their seat by the pastor and stewards.		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Signs to be temporarily fixed to wall. People will be reminded that Strict social distancing must be observed and that no household mixing should take place.	Pastor/ Derek/ James Rosendale	10/12/20

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		Stewards will release members of the congregation one row at a time immediately after the service. The congregation will be reminded that no mixing of households should occur outside. The congregation will be asked to leave the site immediately.		
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	These surfaces should be cleaned before each service	Stewards/Cleaning supervisor.	Ongoing
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Bins, towels, and soap dispensers will be placed in each toilet.	Stewards	18/7/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Bins, towels, and soap dispensers will be placed in each toilet.	Stewards	18/7/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Each bin will have plastic disposable liner	Stewards	18/7/20
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	All those present in the service will be recorded. Where no details are held, these will be gained.	Stewards	19/7/20
Cleaning the church before and after general	If the church building has been closed for 72 hours between periods of being open, then there is no need		Janet Hogarth	Ongoing

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use (no known exposure to anyone with Coronavirus symptoms) Advice on	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.		Janet Hogarth	Ongoing
	Set up a cleaning rota to cover your opening arrangements.	Cleaning rota exists	Janet Hogarth.	Ongoing
	All cleaners provided with gloves (ideally disposable).	Disposable gloves will be available	Stewards	11/7/20
	Suitable cleaning materials provided, depending on materials to be cleaned.	Materials kept in Kitchen	Janet Hogarth	Ongoing
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Bins will be emptied after each service.	Duty stewards	Ongoing
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After each use.	Duty Stewards	Ongoing
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	This will be implemented.	Pastor	Ongoing
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	If closure is not possible a cleaning team will be assigned	Stewards / Cleaning supervisor.	When needed
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.		Janet Hogarth	Ongoing