

Risk Assessment for Opening Community Church Buildings to the Public

This RA is specific for the Art Class held by Helen Murphy in The Old Vic

Version Control

Issue Date	Version Number	Issued by
3rd August 2020	1	Incumbent of St Michael's Parish Church

The COVID-19 Guidance for the safe use of multi-purpose community facilities (Updated 20 July 2020) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings and its church buildings to clergy and members of the public entering for any permitted purposes. As well as offering guidance on best-practice, it is also intended to help parishes make a decision 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 and/or multi-purpose community facilities..

A separate risk assessment relating to contractors and construction workers is available on the [Church of England Coronavirus pages](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Opening for Art Classes
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from the temporary closure of the Old Vic
 - Hazards arising from now using the Old Vic in a different way
 - Covid-19 awareness of the Instructor and Students

Read the guidance and think about how it relates specifically to your building. What constraints are there? Consider how people will arrive at the Old Vic, including if they will need to wait or queue outside; how people will enter and leave the Old Vic; circulation inside: from the entrance to the work space and out again; circulation within the work space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger buildings so long as they are properly managed, but having more people coming through your building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
4. Using the risk assessment checklist below as a template:
 - add in mitigations for any risks that are particular to your circumstances that may not be on the list;
 - record what you need to do for each activity to go ahead safely;
 - consider any equipment you need and any temporary changes you might need to make to the Old Vic;
 - check back against your list of activities to confirm which ones can go ahead and when.

Risk assessment template

Church Building:	Assessor's name:	Date completed:	Review date:
The Old Vic	Reverend Jackie Calow (JC)	1 st August 2020	6 th August 2020 after the 1 st Class

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to the Old Vic for Artist for purposes of preparation General advice on accessing church buildings can be found here.	One point of entry to the church building clearly identified and separate from public entry if possible	Main entrance	Helen Murphy (HM)	1/8/2020
	A suitable lone working policy has been consulted if relevant.	An example can be found here . Paper form left with HM by JC advising not to take on tasks that would usually take 2 people to complete, and to make others (family) aware when she is in the building alone setting a timeline of when she is expected home	JC to HM	1/8/2020
	Buildings have been aired before use.	Several occasions prior to the 1 st opening on Thursday 6 th August	JC, Neil McClure (NM) and church cleaners	1/8/2020
	Check for animal waste and general cleanliness.		Church Cleaners	19/7/2020
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	NM	5/8/2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	PD checked week beginning 5 th July 2020	PD	12 th July 2020
	Ensure safe use of equipment needed for demonstrations: avoid causing trip hazard with the easel stand	Helen to set up easel away from walk through area	HM	6 th Aug 2020
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.	n/a		
	Update your website, A Church Near You, and any relevant social media.	n/a		
	Consider if a booking system is needed, whether for general access or for specific events/services	HM to operate a booking system taking relevant details for Test and Trace and details to be held in accordance with GDPR rules	HM	6 th Aug 2020 and then for each class
	All students to be asked about their wellbeing prior to booking a place and again before entering the building on the day of the class	Anyone showing symptoms of Covid-19 or has had a positive test result will not be allowed to enter	HM	6 th August 2020 weekly & at the time of booking
	Entering the Old Vic – all users other than student members must sign the entry sheet completing the relevant details.	Notice not to be removed. All students will complete their own individual Test and Trace details form	All Users of the Old Vic	5 th Aug 2020
Preparation of the Old Vic for access by members of the public for any permitted purposes.	Confirm that all steps (above) for access by JC, cleaners and artist HM have been carried out before anyone else accesses the building.	12 th July 2020 – 1 st August 2020	JC, NM, HM, Hannah McMahon HMc (Cleaners)	1 st Aug 2020

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	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Advice on cleaning church buildings can be found here.		1 st Aug 2020
	Choose one point of entry into the Old Vic to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit.	Notices to be resourced by St Michael’s. Entry is through the main entrance, directly through to the storage room after using hand sanitizer, then through the kitchen – no stopping and into the main room directly to the work station. Exit is directly out through the main door maintaining social distance rules and rules for gathering.	JC HM to guide students in through the building advising no stopping on route to the workstation. All coats bags to be kept with each student at their own workstation	5 th Aug 2020
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Advice given for students NOT to arrive early to avoid gathering. No delays in entering so that students can go directly to their workstation after sanitizing hands.	HM	6 th Aug 2020
	Where possible, doors and windows should be opened temporarily to improve ventilation.	On arrival for each class. Where possible all but the outside door should remain	HM	6 th Aug 2020 then weekly

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		open once the class is in progress		
	Remove any excess furniture from the main room		JC, NM & HM	28 th July 2020
	Walk through the OLD Vic to plan for physical distancing in seats, work stations, at the entrance/exit, toilet trips including safe flow of entering and exiting. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	Only one person to the toilet are at a any one time – even though there are two toilets	JC, NM & HM	28 th July 2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Verbal advice to be given by HM not to move chairs or tables at each class	JC, NM & HM	28 th July 2020
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Some signage need to be provided by St Michael's (St M)	JC	5 th Aug 2020
	Limit access to places were the students do not need go, maybe with a temporary cordon in needed.	Kitchen area – advice given verbally at each class	HM	6 th Aug 2020
	Entrance door – a notice will be displayed whilst the class is running prohibiting anyone without prior agreement to enter the building	St M to provide	HM	5 th Aug 2020
	Determine placement of hand sanitisers available for visitors to use.	Entrance/ workstations/toilet area/water area	JC HM	5 th Aug 2020
	Determine if temporary changes are needed to the building to facilitate social distancing	Tables and chairs rearranged accordingly to maintain 2 metre distance at all times	JC, NM & HM	28 th July 2020
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand	St M to provide notices	JC	5 Aug 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	washing, don't touch face, maintain social distancing, wear a face covering etc.			
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	JC and HM discussed the need to wipe down door handles and security alarm pad at exit of each class. Wipes provide by St M	HM	6 th Aug 2020 then each visit to the Old Vic
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	New paper towels and holder provided – no fabric hand towels to be used	NM	12 th July 2020
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	New paper towels and holder provided – no fabric hand towels to be used	NM	12 th July 2020
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		NM	12 th July 2020
	If possible, provide safe means for artist and students to record their name and contact details; retain each day's record for 21 days	C of E template being used adapted for the Art Class. HM to collect information and store within guidelines	HM	6 th Aug 2020
	Give due notice of the resumption of use of the building to students ensuring they will know what to expect when they come.	RA shared with HM and available on the C of E website	JC	5 th Aug 2020
	Water for use in the classes to be made ready on a table within the main room.	Each student to be given their own supply to be replenished by HM when necessary	HM	6 th Aug 2020
	Workstation materials	Each student to be given their own art package prepared the week before containing all	HM	28 th July 2020 then 6 th August weekly

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		items necessary for the class. Each will also receive a disposable mask, apron, gloves, and rubbish bag.		
Whilst class is in progress	Verbal notices at the start of the class	HM to instruct students on changes, observing new rules and also hygiene safety	HM	6 th Aug 2020
	Verbal guidance re social distancing, gatherings, social interaction, face covering, hand sanitizer, other rules set for the OLD Vic	HM to immediately instruct when anyone is observed breaking a rule whether intentional or not.	HM	6 th August then weekly
	Communication	No unnecessary shouting or raised voices. Students to be reminded each week		
	Face coverings must be worn unless there is a medical exemption why this isn't possible	Inline with government guidance about indoor venues		
	Furniture has been set out to observe 2 metre distance rules	This must not be changed under any circumstance	HM	6 th Aug 2020
	Students to remain at their workstation throughout the class unless going to the toilet		HM	6 th Aug 2020
	Demonstrations – will be made at the easel in the centre of the room socially distanced by 2 metres	There can be no gathering around by the students	HM	6 th Aug 2020
	Incidents – must be recorded in the Accident Book – for example if someone begins to show signs of being unwell during a class	Accident book kept in the kitchen	HM	6 th Aug 2020
	Disability – anyone with mobility problems may be guided directly to their workstation instead of moving the longer way through the kitchen	HM to check if anyone needs assistance	HM	6 th Aug 2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
After class has finished	Advice if becoming ill after a class. Anyone showing symptoms of Covid-19 after attending a class must tell HM immediately. This also applies if they test positive for Covid-19 or if anyone they share a home with also becomes ill or tests positive.	Applies to everyone. If HM is unavailable they must call the vicar JC 07824 445596 or churchwarden NM 07799 417341	HM	6 th August then weekly
Cleaning the Old Vic before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here .	If the Old Vic 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.	All classes to have 72 hours between end of one class and start of the next class	HM to provide schedule to JC	28 th July 2020
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	72 hour restriction in place. No other users are using the building	JC	5 th Aug 2020
	Set up a cleaning rota to cover your opening arrangements.		HMc	5 th Aug 2020
	All cleaners provided with gloves (ideally disposable).	St M to provide	HMc	5 th Aug 2020
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		HMc	5 Aug 2020
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Aprons and gloves provided by ST M for this task and all other cleaning tasks	HMc and NM	5 th Aug 2020
	Confirm the frequency for removing potentially contaminated waste (e.g. paper towels) from the site – suggested daily removal.		HM & Cleaners (HMc)	6 th August weekly 9 th August weekly

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Cleaning the Old Vic after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	All future classes would be cancelled to allow 72 hours to pass	JC HM	6 th Aug 2020 weekly
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	All future classes would be cancelled to allow 72 hours to pass	JC HM	6 th Aug 2020 then weekly
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	As appropriate		