









LOCKINGCASTLECHURCH

Covid-secure Plan and Risk Assessment for Locking Castle Church – July 2020

Version 3 issued Saturday 4th July 2020

Version Control:

| | | | | | |
|---|---|--|--|--|--|
| 29/06/2020 Draft Version 1 Emailed to ECC | 29/06/2020 Version 2 ECC Approved | 04/07/2020 Version 3 Redrafted for Hirers with risk assessment included. | 13/07/2020 Version 4 Updated pre- service quarantine measures following ECC 13/7/2020 | | |
|  |  |   |   | | |

Introduction

The Trustees and Ecumenical Church Council of Locking Castle Church (ECC) are committed to ensuring safety and security of everyone using the church buildings during and following the Covid-19 Pandemic.

On 28th July the Government released '[Guidance for the safe use of places of worship from 4 July](#)' which has been considered and applied contextually by each of LCC's sponsoring denominations. The ECC have considered the guidance carefully, examined the risks and drawn up the following Covid-secure plan for the premises.

The guidance requires completing a risk assessment to plan carefully for reopening. V4 of the risk assessment template from the Church of England House of Bishops COVID-19 Recovery Group was issued on July 1st and the risk assessment in Appendix 2 of this document is based on the relevant sections of that template.

Council Resolutions

The ECC met on Monday 29th June 2020 and agreed to reopen the Locking Castle Church building to the public from Sunday 5th July with a risk assessment in place and measures for hygiene and social distancing to minimise the risk of Covid-19 virus transmission.

The council agreed to take Teresa Britton, Hall bookings manager off the Government job retention scheme from July 1st so that she can manage bookings for the building and ensure hygiene and cleanliness are maintained.

The council agreed to offer a 9.15am Sunday communion service for up to 30 people from Sunday July 5th by invitation only for 9:15am and Oasis regulars. Weekly 10:30am online live-streaming will be continued.

The council also agreed that Hirers and church groups can access the community hall and meeting rooms providing they agree to:

1. follow the measures in this document
2. conduct their own risk assessment
3. name the person responsible for managing the group activities, distancing and hygiene measures
4. liaise with the Hall Bookings manager to book all meetings and agree cleaning arrangements

Measures for all users

The following measures are planned in accordance with the guidelines for reopening the building for worship on July 5th 2020 and will be continually reviewed:

Meeting Management

1. Anyone with symptoms requested to refrain from attending
2. A register of all those entering the building needs to be kept for track and trace purposes for 21 days after the meeting, then managed or disposed of in accordance with GDPR regulations.

Social Distancing

3. Where possible 2m social distancing will apply within the curtilage of the church.
4. Tape markers on the floor will assist with distancing at any likely queuing points
5. The following limits apply for the maximum number of people in the room at any one time:
 - a. Main Church Room 30
 - b. Community Hall 15
 - c. Meeting Room 1 8
 - d. Upper Room 8
 - e. Vestry 1
 - f. Office 2
 - g. Upper Study 1
6. Meeting room 2 will be used for storage and as an access corridor.
7. The kitchen will be restricted to authorised personnel only. Refreshments will not be served unless they are pre-packaged and require no kitchen preparation or clean up.
8. A one-way system will be introduced for the use of entrances, exits and toilets – see Appendix 1
9. Availability of toilets may be restricted according to availability of cleaning staff or volunteers

Hygiene

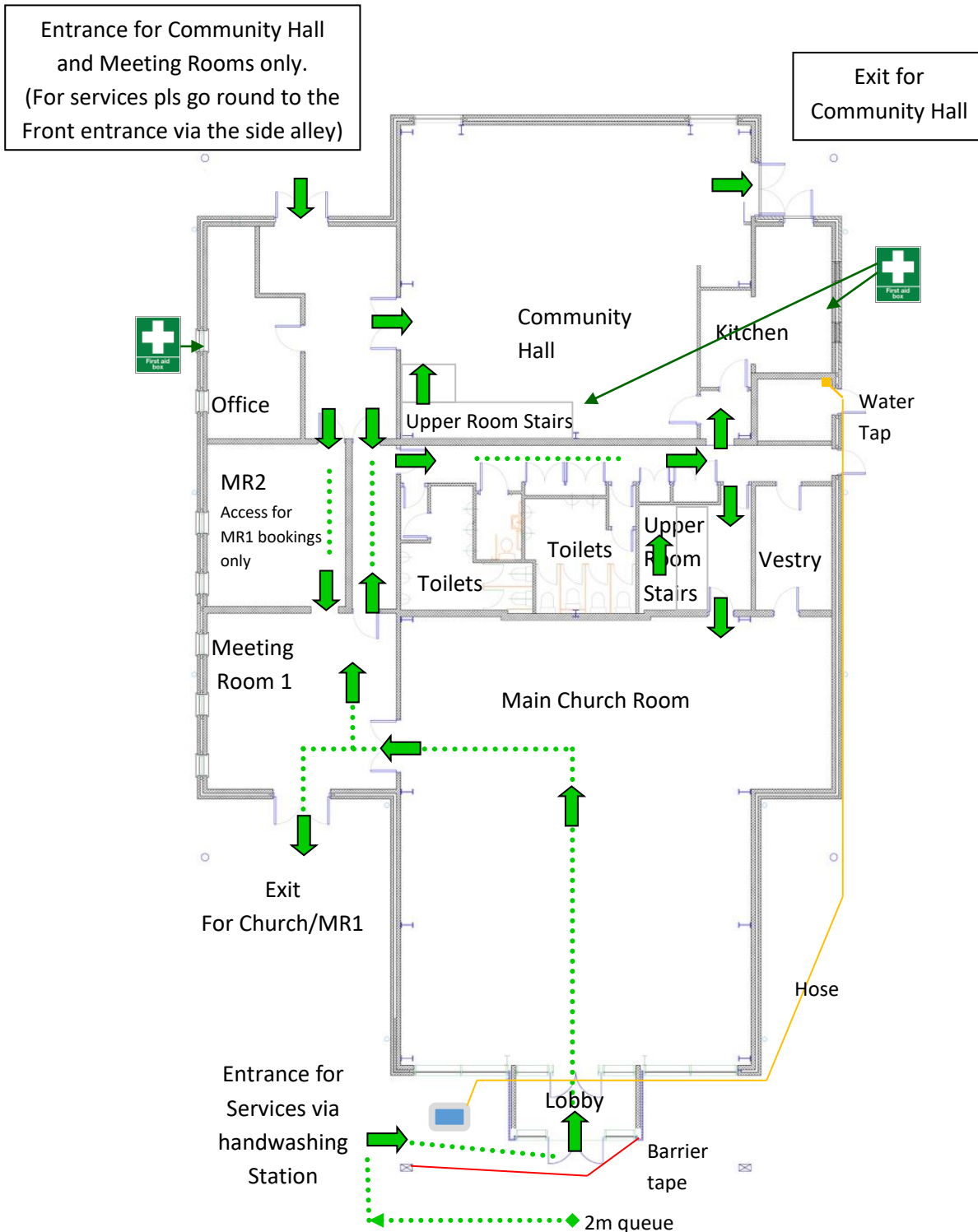
10. All door handles and contact surfaces to be wiped with anti-viral spray before and after meetings
11. Hand Sanitiser will be available at each entrance.
12. Santiser wipes will be placed in each toilet area with signage asking people to wipe round after use.
13. Hall manager to ensure Toilets are cleaned after each meeting in agreement with named users, staff & volunteers
14. Windows to be opened during meetings to allow fresh air to circulate.

Additional Measures for Sunday Services, weddings and funerals

15. A maximum limit of 30 worshippers at any service
16. Services kept short to reduce contact time eg. 30-45 minutes.
17. 30 chairs set out with minimum 2m distancing between.
18. Handwashing station positioned under cover, hosepipe linked for use on entry and exit, complete with contactless automatic soap dispenser, disposable paper hand towels, waste bin.
19. Facemasks available upon entry.
20. Hand Sanitiser Gel and latex gloves readily available in preparation for serving communion
21. Communion arrangements:
 - a. Minister breaks a roll during the Eucharistic prayer, and blesses pre-cut bread pieces + gluten free wafers to the side at the same time ready for distribution.
 - b. Pre-cut bread + gluten free wafers on bread boards distributed at arm's length.
 - c. Small cups for communion will be distributed across holders to reduce risk of touching any other cup (2 holders each).
 - d. Minister and assistant to wear latex gloves whilst distributing (2 aisles each)
 - e. Minister and assistant will refrain from talking to communicants during distribution.
 - f. Spiritual communion or abstinence encouraged for those who don't wish to receive physical elements.
 - g. Empty small cups to be dropped in a washing up bowl ready for washing up after the service.
22. No singing or blown musical instruments during services
23. Service booklets placed on chairs prior to the service and collected in a basket for quarantining for at least 72 hours after use.
24. Chairs isolated for 72 hours between uses.
25. No refreshments will be served following services.
26. Online streaming of services will continue for those unable to attend in person
27. Contactless Giving will be encouraged via Standing order, Bank Transfer or Givt App, but where cash is received it will be quarantined for 72hours before counting. A giving basket will be placed by the exit doors for cash donations and envelopes. The contents need to be quarantined for at least 72 hours before counting.
28. The PA system will be used with the loop system enabled. Microphones need quarantined for at least 48 hours after use.
29. The main church room needs to be unused by groups for at least 72 hours prior to services. No entry to main church room after 10:30am on Thursday except for hygienic essential service preparations by authorised personnel. No singing for recordings should take place in the main church room for the 48hours prior to the Sunday service. If a wedding or a funeral is booked during this time, the main church room will need to be cleaned and aired thoroughly afterwards.

30. At the end of the service people will be stewarded to the exit doors row by row starting from the front. Social distancing markers will be placed on the floor to remind people to keep apart 2m.
31. People will be asked to refrain from gathering outside the building or in the car park after the service.
32. Duty team to have nominated back ups in case of sickness or absence.

Appendix 1: Covid-19 Security One-way system



APPENDIX 2

Risk Assessment for Opening Church Buildings to the Public

Version Control

| Issue Date | Version Number | Issued by |
|----------------------------|----------------|--|
| 22 nd May 2020 | 1 | The House of Bishops COVID-19 Recovery Group |
| 8 th June 2020 | 2 | The House of Bishops COVID-19 Recovery Group |
| 12 th June 2020 | 3 | The House of Bishops COVID-19 Recovery Group |
| 1st July 2020 | 4 | The House of Bishops COVID-19 Recovery Group |

Churches and cathedrals have been legally permitted to open for purposes of individual private prayer from 13th June. House of Bishops guidance provided for churches to open for funerals from 15th June. Public worship, with measures in place for social distancing, are allowed from 4th July. Other activities, except for a few still prohibited by law, may also take place in churches, subject to the government guidance in place for the relevant sector.

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 a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral 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. You should read the advice on re-opening buildings and the guidance on public worship before completing this assessment. Both are available on the [Church of England Coronavirus pages](#).

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.

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:
 - Private prayer (clergy only)
 - Livestreaming services (clergy only)
 - Private prayer (general public)
 - Public worship
 - Rites of passage services

- Opening for visitors and tourists
2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from the temporary closure of the church
 - Hazards arising from now using the church in a different way

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship 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 churches 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:
 - 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 church;
 - check back against your list of activities to confirm which ones can go ahead and when.
5. Completed risk assessment template follows:

Risk Assessment for Opening Church Buildings to the Public

| | | | |
|-----------------------|----------------------------|------------------------|------------------------|
| Church: | Assessor's name(s): | Date completed: | Planned Review: |
| Locking Castle Church | Tom Yacomeni Luke Lyons | 04/07/2020 | 13/07/2020 |

| Area of Focus | Controls required | Additional information For LCC | Action by whom? | Completed – date and name |
|--|---|--|-----------------|---------------------------|
| Access to church buildings for preparing to open 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 | <i>See Appendix 1 One Way system including entrances / exits</i> | TY/LL | 04/07 |
| | A suitable lone working policy has been consulted if relevant. An example can be found here . | <i>Lone working Policy precautions followed</i> | All Staff | Ongoing |

| Area of Focus | Controls required | Additional information For LCC | Action by whom? | Completed – date and name |
|--|---|---|-----------------|---------------------------|
| | Buildings have been aired before use. | <i>LCC has been regularly aired during the pandemic as it has been used for foodbank purposes</i> | TY | 04/07 |
| | Check for animal waste and general cleanliness. | <i>All meeting rooms have been cleaned and vacuumed</i> | TY/TB | 03/07 |
| | Ensure water systems are flushed through before use. See Government Guidance for organisations on supplying safe water supplies . | <i>All Loos have been flushed at least weekly, All taps run at least weekly</i> | TY | 04/07 |
| | Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | <i>Systems checked</i> | TY | 18/06 |
| | Holy water stoups and the font are empty. | <i>NA for LCC</i> | | |
| | Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | <i>All sockets checked – no hazards</i> | TY | 04/07 |
| 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. | <i>Alerted Lakeside</i> | TY | 04/07 |
| | Update your website, A Church Near You, and any relevant social media. | <i>Website updated</i> | TY | 04/07 |
| | Consider if a booking system is needed, whether for general access or for specific events/services | <i>Booking system in place for services EC/KH</i> | TY | 04/07 |
| | If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark | <i>NA for LCC</i> | | |
| 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. | <i>Confirmed</i> | TY | 04/07 |
| | Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). Advice on | <i>Reviewed and completed</i> | TY/LL | 04/07 |

| Area of Focus | Controls required | Additional information For LCC | Action by whom? | Completed – date and name |
|---------------|--|---|-----------------|---------------------------|
| | cleaning church buildings can be found here. | | | |
| | 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>See Appendix 1 One Way system including entrances / exits</i> | <i>TY/LL</i> | <i>04/07</i> |
| | 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>Barrier tape Plus Marker tape in place</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Where possible, doors and windows should be opened temporarily to improve ventilation. | <i>See Measure 14 above</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Remove Bibles/literature/hymn books/leaflets | <i>Literature removed and boxed up in storage</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | <i>NA for LCC</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Consider if pew cushions/kneelers need to be removed as per government guidance | <i>NA for LCC</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Remove or isolate children's resources and play areas | <i>Removed and stored in Room 2</i> | <i>TY/LL</i> | <i>04/07</i> |
| | 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>Walk through checks conducted 04/07</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Clearly mark out seating areas including exclusion zones to maintain distancing. | <i>Seats placed according to 2m distancing for church and MR1. Hirers to place seats in the Community hall according to their</i> | <i>EC/TY</i> | <i>04/07</i> |

| Area of Focus | Controls required | Additional information For LCC | Action by whom? | Completed – date and name |
|---------------|--|--|-------------------------------------|---------------------------|
| | | <i>activity and risk assessment</i> | | |
| | Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | <i>Signage in place and checked</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Limit access to places where the public does not need go, maybe with a temporary cordon in needed. | <i>Signage in place and checked. Barrier tape available</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Determine placement of hand sanitisers available for visitors to use. | <i>Hand sanitisers and Washing station positioned at Entrances</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Determine if temporary changes are needed to the building to facilitate social distancing Consult advice on gaining temporary permissions . | <i>See Appendix 1 One Way system including entrances / exits</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | <i>Signage in place and checked</i> | <i>TY/LL</i> | <i>04/07</i> |
| | Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes Advice on cleaning church buildings can be found here . | <i>Ongoing</i> | <i>TB/TY/EC and all named users</i> | <i>04/07</i> |
| | Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | <i>All stocked and checks ongoing</i> | <i>TB</i> | <i>03/07</i> |
| | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | <i>All stocked and checks ongoing</i> | <i>TB</i> | <i>03/07</i> |
| | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | <i>All stocked and checks ongoing</i> | <i>TB</i> | <i>03/07</i> |
| | 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>Registered names and contact details to be kept for 21 days</i> | <i>TY/EC + all named users</i> | <i>04/07</i> |

| Area of Focus | Controls required | Additional information For LCC | Action by whom? | Completed – date and name |
|---|---|---|-----------------------|---------------------------|
| | 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>This plan published on Website, all those coming to service have been called.</i> | <i>TY/EC</i> | <i>04/07</i> |
| Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here. | 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>Unless there is a Wedding or a funeral, No entry to main church room after 10:30am on Thursday except for service preparations by authorised personnel</i> | <i>TB / All users</i> | <i>04/07</i> |
| | If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | <i>NA for LCC</i> | <i>TY</i> | <i>04/07</i> |
| | Set up a cleaning rota to cover your opening arrangements. | <i>TB to arrange</i> | <i>TB</i> | <i>04/07</i> |
| | All cleaners provided with gloves (ideally disposable). | <i>Disposable gloves in stock</i> | <i>TB/TY</i> | <i>04/07</i> |
| | Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | <i>All stocked and checks ongoing</i> | <i>TB</i> | <i>03/07</i> |
| | Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | <i>TB to empty bins regularly and check wheelie bins not overflowing</i> | <i>TB</i> | <i>04/07</i> |
| | Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | <i>TB to empty bins regularly and check wheelie bins not overflowing</i> | <i>TB</i> | <i>04/07</i> |
| Cleaning the church after known exposure to someone with Coronavirus symptoms | If possible close the church building for 72 hours with no access permitted. | <i>ECC to be alerted Hirers and users to be alerted.</i> <i>Main church room will be sealed after Thursday 10:30am anyway.</i> | <i>TB / All users</i> | <i>04/07</i> |
| | If 72-hour closure is not possible then follow Public Health England guidance on cleaning in | <i>TB, staff and named users to be responsible for</i> | <i>TB / All users</i> | <i>04/07</i> |

| Area of Focus | Controls required | Additional information For LCC | Action by whom? | Completed – date and name |
|---------------|---|---|-----------------------|---------------------------|
| | non-healthcare settings. Public Health England guidance available here. | <i>cleaning</i> | | |
| | If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. Advice on cleaning church buildings can be found here. | <i>TB, staff and named users to be responsible for cleaning</i> | <i>TB / All users</i> | <i>04/07</i> |