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# **Risk Assessment for Opening Church Buildings to the Public: individual prayer, funerals and church services.**

As a trustee of the building, you have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage risk. You need to consider:

* Identifying what activity or situations might cause transmission of the virus.
* Think about who could be at risk.
* Decide how likely it is that someone could be exposed.
* Act to remove the activity or situation, or if this is not possible, control the risk.
* How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit

Full government guidance can be found [here](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19). This assessment is based on guidance from [HSE’s Working Safely during the Covid-19 Outbreak](https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf).

Once churches in Scotland are legally permitted to open for purposes of individual private prayer or corporate worship, and funerals, preparation needs to be in place.

The [government guidance for the safe use of places of worship during the pandemic](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-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 churches and community centres to clergy and members of the public entering for individual private prayer and corporate worship. As well as offering guidance on best-practice, it is also intended to help churches make a decision on whether to open for individual private prayer or not, based on their local circumstances, resources and context.

A risk assessment relating to contractors and construction workers forms part of an updated document giving advice on access for these groups. This can be found on the [Scottish Mission Reopening pages](https://adventist.uk/departments/executive-secretary/reopening-churches/).

|  |  |
| --- | --- |
| **Name of Church** | **Assessment undertaken by** |
|  |  |
| **Address** | **Area of the building assessed** |
|  |
| **Postcode** |
| **Capacity of Building during Social distancing**(Deacons or other staff may need to address SD Rules, and do not take up seating) |  |
| **Maximum number of attendees during SD** (Seating taken up) |  |
| **Date of Initial Assessment:**  | **Assessment Review Date (Monthly):** |

**Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue Date**  | **Version Number**  | **Description** | **Issued by**  |
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**For Office Use:**

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| --- | --- | --- | --- | --- |
| **Date Risk Assessment Received by the SM Office:** | **Date Approved by ADCOM:** | **Signed** | **Indicate if permission was given to reopen.** | **Indicate if recommendations were issued.** |
|  |  |  |  |  |

# Risk Assessment Template

## Building Preparation:

\*\*\*This part of the RA Form pertains to preparation of the building prior to use by general public.\*\*\*

| **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**A picture containing drawing  Description automatically generated[General advice on accessing church buildings can be found here.](https://adventist.uk/departments/executive-secretary/reopening-churches/) | One point of entry to the church building clearly identified and separate from public entry if possible |  |  |  |
| A suitable lone working policy has been implemented if relevant. | An example can be [found here](https://www.ecclesiastical.com/documents/lone-working.pdf). |  |  |
| Buildings have been aired before use. |  |  |  |
| Check for animal waste and general cleanliness.  |  |  |  |
| Ensure water systems are flushed through before use.  | See [Government Guidance for organisations on supplying safe water supplies](https://www.gov.uk/government/publications/guidance-for-organisations-on-supplying-safe-water-supplies?utm_source=a85cd421-5f76-4767-95f7-da69aa76fe3d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)  |  |  |
| Switch on and check electrical and heating systems if needed. |  |  |  |
| Flush all the toilets and run fuacets throughout the building for a little wile. |  |  |  |
| **A picture containing drawing  Description automatically generatedA picture containing clock, drawing  Description automatically generatedPreparation of the Church for individual prayer and funerals** | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. |  |  |  |
| Review SM’s guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). | Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** |  |  |
| 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. |  |  |  |
| Where possible, doors and windows should be opened temporarily to improve ventilation. |  |  |  |
| **A picture containing drawing  Description automatically generated**Remove from use all books (inc. hymn books and Bibles) plus leaflets except single use material that will be removed by user. |  |  |  |
| Cordon off or remove from public access any devotional objects or items |  |  |  |
| Consider if pew cushions/kneelers need to be removed as per government guidance |  |  |  |
| Remove or isolate children’s resources and play areas |  |  |  |
| A picture containing drawing  Description automatically generatedWalk 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.  |  |  |  |
| A picture containing drawing  Description automatically generatedClearly mark out seating areas including exclusion zones to maintain distancing. |  |  |  |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. |  |  |  |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed. |  |  |  |
| A picture containing drawing  Description automatically generatedDetermine placement of hand sanitisers available for visitors to use. | Discuss inventory and supplies. |  |  |
| Determine if temporary changes are needed to the building to facilitate social distancing | Consult [advice on gaining temporary permissions](https://www.churchofengland.org/media/20647). |  |  |
| A picture containing game  Description automatically generatedPut up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. |  |  |  |
| If the church has been used in the last 72 hours 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**](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)**.** |  |  |
| A picture containing game  Description automatically generatedCheck that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Discuss inventory and supplies. |  |  |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Discuss inventory and supplies. |  |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  |  |  |
| **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**](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)**.** | 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. |  |  |  |
| A picture containing game  Description automatically generatedSet up a cleaning rota to cover your opening arrangements. |  |  |  |
| All cleaners provided with gloves (ideally disposable). | Discuss inventory and supplies. |  |  |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Discuss inventory and supplies. |  |  |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. |  |  |  |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. |  |  |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | 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.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) |  |  |
| 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**](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)**.** |  |  |
|  |
| Building Use\*\*\*This part of the RA Form pertains to use of the building by general public.\*\*\* |
| **A picture containing game  Description automatically generatedRegister** | A register needs to be kept, of all who will be in the building for every service.1. Members who intend to be present, have to register before arriving.
2. Once the spaces have been taken up, no more registrations can be taken.
3. Leave 2 spaces for potential visitors.
4. Members need to be asked to arrive, no more than 10 miutes before the commencement of the service, and leave the premises immediately afterwards.
 | It is easier to know beforehand if you are going to be at a service. This lessens the possibility that folks will be sent home when they arrive at church.Members may socialise outside of the building while maintaining social distancing advice. |  |  |
| **Entrances and exit to church property** | Only one entrance to be open through front doors of the MAIN church.1. E.G. entrance through car park.

Only one exit through DIFFERENT door.1. E.G. Keep other areas locked.
 | This is to discourage members entering the building by the Barrie Centre entrance as the Centre door will become the exit from the building. |  |  |
| **Front doors to church building** | Prevent members having to touch door handles to enter.1. Prop open ONE outer door, and ONE inner door.
2. Mark on floor direction of travel to enter church.
3. Have hand sanitiser available in the front porch.
4. Check each entrant’s temperature.
 |  |  |  |
| **Seating** | Clearly marked socially distanced seating.1. Clearly mark unavailable seats, and clearly mark one-way system around the seating area.
2. Have a deacon check seating capacity is not being exceeded.
3. Have deacon keep a register of all present in the building.
 |  |  |  |
| **A picture containing drawing  Description automatically generatedBibles, Hymnbooks and other Literature** | Not to be available.Restrict access to Bibles, Hymnbooks and other literature. | Personal mobile devices may be used, but not placed in chair book racks. |  |  |
| **Tithe and Offerings**  | Discourage use of notes and coins.1. Encourage online deposits into the church Bank account
2. Provide a Debit/Credit card reader, and appropriate place in the Hall for the treasurer to receive payments.
3. Provide an offering plate at the exit to the main church for notes and coins.
 | There is a need to protect the treasurers from contamination, and action points 1 and 2 are the preferable way to ensure this. However, option 3 may still be needed. |  |  |
| **Music and hymn singing**. | No hymn singing. Singing now allowed, but strictly limited. | There is an increased risk from particulate distribution when singing, even with face coverings. Although social distancing is in place, face masks do not completely eliminate the fast release of droplets into the atmosphere through singing. The enclosed environment of the church allows a build up and concentration of droplets which increases the risk of infection. |  |  |
| **AV equipment operation** | OperatorHand held equipment | 1. Appoint only one designated operator of the AV equipment.
2. Thoroughly clean AV station before and after use.

Thoroughly clean any equipment handled by others, such as microphones, stands, etc. |  |  |
| **Bulletin and announcements** | No printed bulletins. Review. | Use Audio visual announcements |  |  |
| **Communion** | No Communion services. Review. |  |  |  |
| **Sabbath School** | No Sabbath School Services. Review. |  |  |  |
| **Afternoon Programmes** | No afternoon Programmes. |  |  |  |
| **Mother’s Room** | One family only. | Restrict use to only one family at any time. Deep clean after EACH use. |  |  |
| **Kitchen** | Not to be used. Keep kitchen locked.No Potlucks. | Members should be encouraged to bring their own bottles of drinking water. |  |  |
| **Hall** | 1. No social activities.
2. Restricted use. E.G. Partition off to allow exit passage to the. Rest of hall to be restricted.
3. Mark a queuing area for those wanting to use the toilets.
 | A small area may need to be configured to allow the treasurer to receive card payments |  |  |
| **Children’s Sabbath School Room, or Other Rooms with exits.** | Use as an emergency exit route only.Restrict use to access to cleaning materials cupboard and emergency exit use only. |  |  |  |
| **A picture containing drawing  Description automatically generatedToilets** | One person at a time in each toilet area.1. Only one cubicle open in each toilet area.
2. Deep clean each toilet area after each use.

Provide hand sanitiser in each toilet area. | Appoint a deacon or deaconess to be in control of the toilet areas, and be responsible for controlling access and cleaning after each use. |  |  |
| **Secondary Lobbies.** | Restricted to access to E.G. toilets and EXIT from the building.1. Prop door open.
2. Provide hand sanitiser
 | Encourage members to hand sanitise before leaving the building. |  |  |
| **Communication to Renters** | 1. Communicate realistic opening dates of your premise with renters.
2. Follow above steps in conjunction with renters as and when they are able to start using the building.
 |  |  |  |

## Provision of ‘On Duty Staff’.

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| **Area of Focus** | **Controls Required** | **Additional Information** | **Action by Whom?** | **Completed – date and name** |
| Provide staff to oversee smooth running of service safely. | 1. Car Park attendant. Helping members know which door to use for entry to the church.
2. Temperature taker, first person in the door.
3. Register attendant, cheking names already regoistered for the service.
4. Person responsible for toilets. To allow only one person at a time, cleaning in between.
5. Ushers, helping people understand the one way system.
6. Audiovisual personel. As above.
7. Strategy for exit after the service. This could be same individuals as who do ushering, etc.
 | 1. A rota for each possibility is to be drawn up and available well in advance of any service.
2. Those individuals on the rota, need to be at the church half an hour before the service.
 |  |  |
| Role of Elders or centre Management. | The Elders, or if the church has Centre Management in place, should be responsible for drawing up a rota of Deacons or On-Duty Staff for every service. | Each church can decide on a responsible person, based on their own context. |  |  |

## Check Lists by Different Approaches

\*\*\*This part of the RA Form check lists for every eventuality. Pastors, Leaders, Deacons and Members, all have to consider eventualities before entering the church service, in order to ensure safe services.\*\*\*

|  |  |
| --- | --- |
|  ✓ | **Checklist for Church Members** |
| **At Home** |
|  | Pray for your church leadership, and yourself. |
|  | Check your phone, email and church website and social miedia for important notifications and information before and after attending an in-person service. |
|  | Review any recent church communications and reopening policies and procedures. |
|  | Make sure you have a clean mask (and know how to properly wear it), and have sanitiser with you before leaving for an in-person church service. |
|  | Wash your hands before leaving and after returning home from church (remember if your mask needs to be washed after wearing it to church). |
| **Assess Your Health** |
|  | Stay home if you are showing possible signs or symptoms of illness (e.g. fever), have recently been sick, or if others you are staying with are or were recently showing signs or symptoms. |
|  | Stay home if you or others you are staying with may have recently been exposed to someone suspected or diagnosed with Covid-19. |
|  | If you or others you are staying with start to show signs or symptoms of COVID-19 after attending an in-person church service, consult a healthcare professional and notify your church leadership.  |

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| **In Church Parking Lot**  |
|  | Mentally prepare and ready yourself for social distancing.  |
|  | Remember you and others will likely be excited to be together again and that you will need to be intentional in order to observe safety actions.  |
|  | Put on your mask and check in the vehicle’s mirror to make sure your mask is properly secured.  |
|  | Use hand sanitizer before exiting your vehicle and again after the service before you head home.  |
|  | Observe social distancing recommendations even while exiting and entering your vehicle, making sure to give space to others as they are exiting or entering their vehicles.  |
|  | Be sure to maintain recommended distancing with others as you walk through the parking lot or sidewalk to the church building and when returning to your vehicle.  |

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| **In Church Entryway and Hallways**  |
|  | Be alert to instructions from church leaders and volunteers providing guidance.  |
|  | Look and listen for COVID-19-related instructions and resources (e.g., announcements, posters).  |
|  | Don’t break social distancing recommendations when entering or exiting doorways, waiting spaces (e.g., welcome center, lobby), or restrooms.  |
|  | Be sure to wash your hands if entering a restroom for at least 20 seconds with lathered soap.  |
|  | Remember to be patient and gracious with others.  |

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| **In Worship Area**  |
|  | Follow the instructions, procedures, and policies your church is implementing (such as changes in seating arrangements, communion, choir, worship, etc.).  |
|  | Remember to stay at least six feet apart from others with whom you have not been staying, both during the service and when interacting.  |
|  | Remember that many healthcare professionals, scientists, and choir organizations consider singing and choirs a high risk activity.  |
|  | We encourage you to properly wear a mask not only to reduce the risk of catching COVID-19 but to also reduce the risk of spreading the virus.  |
|  | Avoid touching your eyes, nose, mouth, face, and mask (unless to adjust).  |
|  | Avoid “high touch” activities (e.g., greeting with a handshake, passing a collection plate from person to person).  |

## Final Checklist

Use this decision tree to help you make an informed decision.

|  |
| --- |
| **1** Is our church family and local community ready for us to reopen?  |
| Have we humbly approached reopening in prayer, Scripture, and best available scientific findings? Is reopening consistent with current state and local orders and recommendations? Have we established a working relationship with appropriate local health authorities? Have we received written consultation from our insurance provider about liability concerns? Do we have a plan for reopening and communication? Will we be able to watch people who are coming into the building for visible COVID-19 symptoms? Are we prepared to ask people not to come to church if they have symptoms or recent exposure to someone with COVID-19? Have we communicated our reopening process with our members and attendees?  |
| WHEN ‘YES’ TO ALL, MOVE TO STEP 2.  |

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| **2** Are our staff and volunteers adequately trained for reopening?  |
| Do we have a reopening team in place? Have we trained our team in social distancing measures; hygiene practices such as hand washing and face covering; health and safety protocols; all required record keeping practices; cleaning and disinfecting; the process for arrivals, seating, rituals, exits, and apparent illness; and communicating with each other, members, and attendees? Have we clearly assigned responsibilities to people for each aspect of meeting our health and safety requirements? Are we prepared with clear ways to respond to people not following safety protocols? Have we conducted a reopening rehearsal? Try to identify possible challenges or gaps in our plan that need to be addressed before reopening?  |
| WHEN ‘YES’ TO ALL, MOVE TO STEP 3  |

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| **3** Is our facility ready to meet all health and safety requirements?  |
| Has our building been disinfected and cleaned, and are there procedures for ongoing cleaning and safe disinfectant use? Does our building ventilation system meet current health requirements? Do we have isolation space for people who appear to be (or become) ill and a plan for transport home or to a medical facility? Are social distancing measures for seating, etc. clearly marked, explained, and enforced? Do we have masks, tissues, sanitizer, no-touch trash, and signage to promote preventive actions?  |
| WHEN ‘YES’ TO ALL, MOVE TO STEP 4.  |

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| **4** Are we able to monitor and adapt to changing needsor requirements?  |
| Do we monitor reliable information sources and have a process for addressing changing circumstances? Have we communicated to our members and attendees our current operating plan and criteria that would require them to stay home if they are concerned, ill, or at high risk? Do we have alternative worship options for concerned and higher risk individuals? Do we have a plan for continued at-home support and care for those who are distancing, high risk, or become ill? Have we established regular monitoring and emergency health authority contacts (in case of possible COVID-19 exposure)?  |
| WHEN YOU HAVE ADDRESSED THESE QUESTIONS, MOVE FORWARD WITH REOPENING.  |

# Appendix

## Social Distancing

**Questions to Consider**

1. In our building, where will social distancing be more difficult?
2. What areas or tasks are more likely to increase the risk? How can we change work and tasks so people keep 2m apart or are separate?
3. Can we re-organise our building to reduce the likelihood that coronavirus will spread?
4. Do we need to add or change things in our building to reduce the likelihood of spreading coronavirus?
5. If the building is listed, any changes need to be sensitive and reversible.

You should think about how you can organise the building so that you can keep both users and visitors 2m apart, where possible:

1. Physically arrange communal areas to keep people 2m apart.\*
2. Mark areas using tape or floor paint to help people keep a 2m distance.\*
3. Provide signage to remind people to keep a 2m distance.\*
4. Using screens to create a physical barrier between people.\*
5. Use more than one exit or entry to reduce numbers of people coming together.
6. Set up a register to track who enters the building. Provide easily accessible hand sanitiser and ask people to bring their own pen.
7. Permit only essential trips within the building to maintain social distancing as much as possible.
8. Social distancing also to be adhered to in communal areas.
9. Leave doors open that can be left open (taking fire safety and security issues into consideration) to reduce the need for people to touch door handles.

 Where you cannot keep a 2m physical distance, you should think about:

1. Put in place systems such as ‘one in, one out’ in communal areas if it is not possible to maintain social distancing.
2. Assigning one person per area or reducing the number of people in the area.
3. Assigning people to teams (sometimes known as a cohort), that is people working on the same teams to limit social interaction.
4. Keeping the number of people working less than 2m apart to a minimum.

## Cleaning

You need to think about how to keep the areas being used in the building clean and prevent transmission by touching contaminated surfaces. Government guidance on cleaning can be found [here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). If the building is listed, you should review Historic England’s [How to Clean Historic Surfaces](https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/?utm_medium=email&utm_source=newsletter&utm_campaign=brand&utm_content=Cleaning%20Historic&dm_t=0,0,0,0,0) and speak to the Conservation Officer before cleaning historic items such as stained glass. You should consider the following:

1. What areas or items of the building are regularly touched and would need cleaning and sanitising?
2. What can we do to reduce the need to clean or to make cleaning easier and more effective?
3. Who will do the cleaning?

**What needs cleaning and sanitising?**

1. Common areas of the building that are likely to have areas that need cleaning such as door handles, light switches and reception areas.
2. Identify objects and surfaces that are touched regularly and decide how frequently you clean them.
3. When receiving or handling goods, you will need to decide what cleaning is needed and talk about how to make sure it’s done.

**Making cleaning easier and reducing the need to clean**

1. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things that can become contaminated.
2. Put in place ‘clean as you use systems’ for areas such as meeting rooms, printers etc., to keep up with cleaning requirements.
3. If customers or others need to come to your work, put in place measures to clean after the visit.

**Who will do the cleaning and when?**

1. Decide if the current cleaning arrangements are enough to ensure adequate cleaning. You may choose different levels of cleaning for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high contact surfaces throughout the day.
2. Providing information and instruction to those doing the cleaning to ensure they know what to clean and how to make it effective.
3. ‘Clean and sanitise as you go’ may need to be put in place for areas such as meeting rooms, printers etc.
4. Signs around the workplace can be a good way of letting people know what they need to do to keep it clean and sanitised.
5. If people cannot clean straight after touching surfaces, then provide hand sanitiser.
6. For higher-risk cleaning areas (toilets, etc.), you will need to ensure people know what to do to protect themselves.

## Good Hygiene

You need to think about:

1. Ensuring that you have handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
2. Replace hand dryers with paper towels and bins that are emptied frequently to safely dispose of waste.
3. Providing handwashing facilities (running water, soap and paper towels) at entry and exit points. People should be able to wash their hands when they arrive and leave. If this is not possible, provide hand sanitiser.
4. Providing hand sanitiser in multiple areas in addition to washing facilities.
5. Providing tissues throughout the building.
6. Using signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Recommendations include:
	1. [Public England’s Covid-19 Employer’s and Business Guide](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876212/COVID19_Guidance_Employers_and_businesses_.pdf)
	2. [NHS Hand-Washing Technique](https://www.berkshirehealthcare.nhs.uk/media/33429304/nhs-hand-wasing-technique.pdf)
	3. [Follow Catch it, Bin it, Kill it](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf)
7. Setting clear guidance for the cleaning of toilets, showers and changing facilities to make sure they are kept clean.

## Personal Protective Equipment

Face Masks and Gloves

* Face coverings and gloves are not a replacement for social distancing and regular handwashing, which remain the most important actions.
* The government has advised people to consider wearing face coverings in enclosed public spaces, which would include churches, to help reduce the spread.
* Public urged not to buy medical grade masks so they can be saved for frontline health and care workers, and instead make their own face coverings at home.

## Information and Guidance

**Questions to consider:**

1. What information do those who use the building need to make sure they understand how to keep safe during the outbreak?
2. Who else do we need to share information and guidance with and what is the best way to do it?
3. How will people know when information and guidance is updated?

Making sure you pass on the correct information and guidance to those using the building is an important part of reducing risk.

1. Decide what people need to know so they can use the building safely.
2. Decide the best way to pass on information and guidance to those using the building.
3. People often need to hear messages more than once and in different ways to remember. Think about ways to reinforce the message.
4. Think about how to interact with those who do not regularly use the building such as contractors and delivery drivers. Plan how to share relevant information on how to socially distance, where they wash their hands and the arrangements for using communal areas.

Updating information and guidance

1. Be prepared by thinking about what measures can be put in place to update people in the event of adapting the current guidance.
2. Decide if the current ways of sharing information and guidance are enough to update people or if you need to do more.
3. As information is key to reducing risk, decide how you are going to make sure that everyone who needs the information gets it.

Ensure that all those who use the building know what the [current guidelines](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing) are about self-isolation if they or someone in their home has symptoms. Full guidance on testing can be found [here](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) and here is the [link](https://www.gov.uk/apply-coronavirus-test) to apply for a test.

1. Agree how you will let people who use the building know that you are self-isolating and make sure that you don’t go into the building.
2. Agree how you will look after someone who falls ill in the building. Do you need to isolate them until they can go home? Where will that be? What do you need to do to clean afterwards?
3. Decide what support and reassurance needs to be in place for the person who is self-isolating and agree what support and reassurance will be in place for other people in the building.

After assessing the risk and making the changes, you could put this [sign](https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf) that states that you had taken the necessary precautions.

## GUIDANCE DOCUMENTS AND LINKS FOR CHURCH BOARDS

Below are just a few of the many documents and websites that local church boards may find helpful in preparing their risk assessments and guidance documents.

* Latest government guidance on [the safe use of places of worship during the pandemic](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic).(12 June 2020)
* [Considering Reopening Your Church](https://adventist.uk/fileadmin/adventist.uk/departments_buc/secretariat/Reopening_Churches/Considering_Reopening_Your_Church__TED_.pdf) (document) - Guidance from the TED
* [Guidelines for Reopening Churches](https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2020/may/nadeng-guidelines-for-reopening-our-churches) – Guidance from ARM
* [Four Steps to Reopening Church](https://adventistrisk.org/en-gb/safety-resources/webinars-videos#modal-overflow-4-Steps-to-Reopening-Churches) - ARM webinar
* [How to Maintain a Closed Building](https://adventistrisk.org/en-us/safety-resources/solutions-newsletter/2020/may/nadeng-how-to-maintain-a-closed-building) - Guidance from ARM
* [Covid-19 Prevention and Planning Resources for Churches](https://adventist.uk/fileadmin/adventist.uk/departments_buc/secretariat/Reopening_Churches/IFS-ARM-COVID-19-Prevention-and-Planning-Resources-for-Churches-UKEN.pdf) (document) - Guidance from ARM
* [Safety Officer Duties](https://adventist.uk/fileadmin/adventist.uk/departments_buc/secretariat/Reopening_Churches/IFS_SafetyOfficer_Duties_NAD-CAN-EN.pdf) (document) - Guidance from ARM
* [Safety Committee Duties](https://adventist.uk/fileadmin/adventist.uk/departments_buc/secretariat/Reopening_Churches/IFS_SafetyCommittee_Duties_NAD-CAN-EN.pdf) (document) - Guidance from ARM
* [Sample Risk Assessment Template](https://adventist.uk/fileadmin/adventist.uk/departments_buc/secretariat/Reopening_Churches/Parish_Risk_Assessment_Template_v.1.pdf) (document) - from the Church of England. We are hoping to add more templates shortly.
* [Legionnaires Guidance](https://adventist.uk/fileadmin/adventist.uk/departments_buc/secretariat/Reopening_Churches/Legionnaires_Guidance_2020-05-19.pdf) (document) 2020-05-19 - from the NEC
* [Coronavirus Guidance](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches) - from the Church of England
* [Coronavirus Guidance](https://www.methodist.org.uk/for-churches/property/coronavirus-guidance-for-property) - from the Methodist Church
* [Coronavirus Guidance](https://gabaptist.org/reopening-your-church-building) - from the Baptist Church
* [Coronavirus Guidance](https://www.hse.gov.uk/news/coronavirus.htm) - from the Government

## Further resources:

HSE guidance on consulting and involving your workers [www.hse.gov.uk/involvement/](http://www.hse.gov.uk/involvement/)

General government guidance on keeping workplace settings safe open [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

General Scottish Government guidance [www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/](https://www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/)

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

Guidance for social distancing in educational settings - [www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

Historic England’s Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

Government guidance for the public on mental health and wellbeing [www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)