

**RISK ASSESSMENT:**

AREA OF FOCUS	CONTROLS/CHANGES REQUIRED	ADDITIONAL INFO	ACTIONED BY/PERSON RESPONSIBLE	DATE COMPLETED /REVIEW DATE
Accessing building:	1. Separate entrances and exits if possible. Ensure that Fire doors/Emergency exits are adhered to and accessible.	Alternate 1-way system at main door. Exit by rear door while main door is entrance-only.	Immo Hüneke	
	2. Building to be aired before, and if possible during the services (consider open doors/windows).	All doors and windows to be opened and aired. Skylights to remain open during service as far as compatible with staying warm.	Sunhild Walker-Kier	
	3. Ensure building is cleaned after each use.	Wipe down before and after service.	Viktoriya Petrova (cleaner)	
	4. High traffic areas (eg. door handles) should be cleaned more frequently.	Before and after service unless toilets request user to spray. After use	Immo Hüneke + users of toilets	
	5. Clear signs to show one-way systems/entry/exit.	Signs to be printed and put up	Immo Hüneke	
Preparing the space for public worship	1. Congregation leader to ensure steps above are adhered too.	Based on Gov.uk guidelines <a href="#">here</a>	Rev. Bernd Rapp	
	2. Provide the appropriate amount of alcohol gel, washing facilities around building.	Place sanitiser at Front entrance & exit.	Immo Hüneke	
	3. Replace towels/dryers with paper towels and appropriate disposal methods. Ensure bins are lined to protect the person disposing at the end of service.	Paper towels are used in any case.	N/A	

	4. Ensure the bathrooms are well stocked with soap, towels and toilet paper.	Stock to be regularly checked	Immo Hüneke	
	5. Remove communal Bibles/books (single use leaflets removed by user is OK).	Items from rear of church to be removed	Sunhild Walker-Kier	
	6. Remove non-wipeable children's toys and books.	As above	Sunhild Walker-Kier	
	7. Ensure meeting leader/preacher/worship leader has individual mics. Ensure they are positioned at least 2 m away from nearest person.		Rev. Bernd Rapp	
	8. Ensure appropriate set up for PA/Visuals and cleaning of work stations before and after use.		N/A	
	9. Lay out room ensuring 2m distance is maintained in each direction. Family/household groups (including a bubble household) can sit together, but must ensure 2 m between each group.	2.5-meter distancing max 55 if groups or 32 single spaces due to spacing distances Spacing is as discussed leaving a pew between each used row	Sunhild Walker-Kier	
	10. No food/drink to be served during service (consider recyclable disposable cups if necessary). Encourage visitors to bring their own receptacles.	Coffee in recyclable cups brought on trays after the service – everyone except servers stay in their seats or leave the church	Sunhild Walker-Kier + Immo Hüneke	
	11. If church has been used in the last 72 hours, ensure that high touch points of contact have been properly wiped down with sanitizer spray & disposable wipes.	Check cleaning log	N/A	
<b>Cleaning</b>	If building hasn't been used for 72 hours, it	Check cleaning log	Sunhild Walker-	

	can be cleaned as usual.		Kier	
	If it has been less than 72 hours, ensure those that are cleaning are not from the vulnerable group.	Check cleaning log	N/A	
	Ensure a fair cleaning rota is established if necessary.	Rota or a cleaner	Sunhild Walker-Kier	
	Provide appropriate cleaning material is provided with (preferably) disposable gloves.	In stock but check regularly	Sunhild Walker-Kier	
	Daily removal of waste from bins to outside bin.	After service remove all waste	Immo Hüneke	
<b>Cleaning if building has been used by someone with Covid-19 symptoms.</b>	If possible close the building for 72 hours with no access.		Sunhild Walker-Kier	
	If building has been vacant for 72 hours, clean as usual.	Some general cleaning information found <a href="#">here</a> .	Viktoriya Petrova	
	If 72 hours building quarantine is not possible - please refer to Public Health England (PHE) guidelines for cleaning in a non-health care setting.	PHE guidelines for decontaminating non-healthcare setting <a href="#">here</a>	Sunhild Walker-Kier + Immo Hüneke	
<b>Other individual considerations</b>	Obtain supplies: <ul style="list-style-type: none"> <li>• Hand sanitizer dispensers</li> <li>• Antiseptic wipes</li> <li>• Antiseptic spray</li> <li>• Disposable masks in case a visitor has forgotten theirs</li> <li>• Boxes of tissues</li> <li>• Spatial separation stickers for floor</li> <li>• Refuse bags (various sizes)</li> <li>• Paper cups</li> </ul>		Immo Hüneke	