

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 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 church;
 - check back against your list of activities to confirm which ones can go ahead and when.

Church: St Paul's Norden	Assessor's name: Jason Powell, Clifford Harker, Sarah Clay, David Clay.	Date completed: 6/07/2020	Review date: TBA
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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 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	Use main entrance and fire exit at north aisle for main exit. Implement a 1-way system to enable social distancing.	JP, CH, SC, DC	06.07.2020
	A suitable lone working policy has been consulted if relevant.	An example can be found here . Minimum of 2 people working in church, socially distanced, ideally from same family group or social bubble.	JP, CH, AM	Under review
	Buildings have been aired before use.	As much as possible.	JP, CH, AM	1hr before each occasion
	Check for animal waste and general cleanliness.	As normal practice when opening church.	JP, CH, AM	On each occasion
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	JP, CH, AM	On each occasion
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Checked on regular basis.	JP, CH, AM	On each occasion
	Holy water stoups and the font are empty.	Only used for christenings but adhering to current guidelines.	JP, CH, AM	06.07.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Currently no intention of live-streaming services.	JP, CH, AM	06.07.2020
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.	Will update all when dates arranged.	JP, IS	
	Consider if a booking system is needed, whether for general access or for specific events/services	Telephone Booking system employed. St Paul's and St James's alternate Sundays pm. St Michael's Wednesday am.	JB	07.07.2020
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Apply here . N/A		
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.		JP, CH, AM	06.07.2020
	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 .	CH, AM	Continually under review
	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.	As above, main Church door for entry, fire exit north aisle for exit, clearly marked.	JP, CH, SC, DC	06.07.2020
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Markings on floor to indicate social distancing.	JP	Awaiting Stickers (To be completed on

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
				the 23.07.2020
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Open doors to provide through flow of air, no opening windows available.	CH, AM	Each time of opening
	Remove Bibles/literature/hymn books/leaflets	All pew bibles removed and remove access to all other books. Use overhead projector for service.	CH, AM, JP	23.07.2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	N/A		
	Consider if pew cushions/kneelers need to be removed as per government guidance	All 'soft' furnishings removed from pews and placed into storage.	CH, AM, JP	23.07.2020
	Remove or isolate children's resources and play areas	Area isolated, book and toys etc removed and placed into storage.	CH, AM, JP	23.07.2020
	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).	Walk through carried out, physical barriers, tape and signage employed to indicate safe flow, social distancing, cleaning stations and accessible areas.	CH, DC, SC, JP	06.07.2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Marked with clearly visible tape.	CH, AM, JP	23.07.2020
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Tape arrows to indicate flow and social distancing.	CH, AM, JP	23.07.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Temporary cordons in place but not restricting access to fire exits	CH, DC, SC, JP	06.07.2020
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options. Cleaning stations at entry and exit points.	CH, AM, JP	23.07.2020
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions . N/A	N/A	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Correct signage in line with current government legislation.	JP, IS	23.07.2020
	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 . Specific cleaning materials to be made available.	CH, AM	23.07.2020
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options. TBA.	CH, AM	23.07.2020
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options. TBA.	CH, AM	23.07.2020
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	TBA. Discuss with cleaner to ensure safe removal	CH, AM	23.07.2020
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Details to be taken over the phone. Blank pew cards for people to note their attendance. These will be	CH, AM	23.07.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		deposited in a basket as the person leaves. Destroyed after 21 days.		
	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.	Notice given through relevant websites, social media and notice boards.	JP, IS, HT, JK	12/13.07.2020
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	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.	No access to church for 72 hours after each session, exceptions being funerals etcetera after further deep clean.	N/A	As required
Advice on cleaning church buildings can be found here .	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	TBA.	JP, AM, CH	As required
	Set up a cleaning rota to cover your opening arrangements.	TBA.	CH, AM	As required
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	CH, AM	As required
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	CH, AM	As required
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	TBA.	CH, AM	As required
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	TBA.	CH, AM	As required
	If possible close the church building for 72 hours with no access permitted.	TBA.	CH, AM, JP	As required



Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Cleaning the church after known exposure to someone with Coronavirus symptoms	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 . TBA.	CH, AM, JP	As required
	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 . TBA.	CH, AM, JP	As required

Church: St James Ashworth	Assessor's name: H Tyers, E Metcalfe, Rev J Powell	Date completed: 6/7/20	Review date: ongoing
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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 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	Vestry door identified as separate entry for Vicar . Main door to be used for public entry	N/A	HT, EM, REV J 6/7/20
	A suitable lone working policy has been consulted if relevant.	An example can be found here .	N/A	
	Buildings have been aired before use.	AIRED FOR AN HOUR 15.6.2020 6/7/20	T JONES OR HT Rota TBA when regular worship resumes	
	Check for animal waste and general cleanliness.	WEEKLY BASIS WHEN CLEANED	Paula Houghton	
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	Chris Bryning	
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.		Chris Bryning	
	Holy water stoups and the font are empty.			Rev J 15.6.20 6/7/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	N/A		
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.	WHEN APPROVAL GIVEN BY PCC	REVJ, HT	
	Consider if a booking system is needed, whether for general access or for specific events/services	BOOKING SYSTEM ARRANGED AND AGREED BY PCC	HT	
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Apply here .N/A		
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.	COMPLETED 6/7/20		REV J, HT , EM
	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 .		
	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.	COMPLETED	EM. REV J , CB HT	6.7.20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	AGREED		6/7/20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	DOORS TO BE OPEN DURING SERVICE IF WEATHER PERMITS		

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Remove Bibles/literature/hymn books/leaflets	PRAYER BOOKS PLACED ON PEWS TO BE USED .TO BE LEFT IN PLACE		
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	N/A		
	Consider if pew cushions/kneelers need to be removed as per government guidance	CHURCH WILL BE CLOSED AFTER SERVIC FOR 2 WEEKS/ kneelers moved to ‘closed’ pews.		
	Remove or isolate children’s resources and play areas	N/A		
	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).	DONE	REV J , HT, EM, CB	6/7/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	DONE.KNEELERS PLACED ON PEWS NOT TO BE USED .WILLALSO BE BE MARKED OFF WITH RIBBON		6/7/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	DONE		6/7/20
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	N/A		
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options.	DONE	6/7/20

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions .	N/A	
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	DONE		6/7/20
	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 .	PAULA HOUGHTON	BEFORE EACH SERVICE
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options.	HT	BEFORE EACH SERVICE
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options.	HT	BEFORE EACH SERVICE
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	DISCUSS WITH CLEANER TO MAKE AWARE		
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Details to be taken over the phone. Blank pew cards for people to note their attendance. These will be deposited in a basket as the person leaves. Destroyed after 21 days.	HT	Each service
	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.	NOTICE TO BE PLACED ON SOCIAL MEDIA , CHURCH NOTICE BOARD AND NEIGHBOURS TO BE NOTIFIED	JP, IS, HT, JK	12/13.07.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
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.			As required
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			As required
	Set up a cleaning rota to cover your opening arrangements.	N/A		As required
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	HT TO SEE PAULA HUGHTON	As required
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	HT TO SEE PAULA HUGHTON	As required
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		HT TO SEE PAULA HUGHTON	As required
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		HT TO SEE PAULA HUGHTON	As required
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.		CB, BT, HT JP	As required
	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 .	CB, BT, HT JP	As required
	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 .	CB, BT, HT JP	As required

Church: St Michael's Bamford	Assessor's name: Jason Powell, Frances Brough, Jill Din	Date completed: 6/07/2020	Review date: TBA
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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 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	Use main entrance and fire exit on the right in the vestry for main exit. Implement a 1-way system to enable social distancing.	JP,	06.07.2020
	A suitable lone working policy has been consulted if relevant.	An example can be found here . Minimum of 2 people working in church, socially distanced, ideally from same family group or social bubble.	FB, SM	
	Buildings have been aired before use.	As much as possible.	FB, SM	
	Check for animal waste and general cleanliness.	As normal practice when opening church.	FB, SM	
	Ensure water systems are flushed through before use.	See Government Guidance for organisations on supplying safe water supplies	FB, SM	
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Checked on regular basis.	FB, SM	
	Holy water stoups and the font are empty.	Only used for christenings but adhering to current guidelines.	FB, SM	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Currently no intention of live-streaming services.	FB, SM	
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.	Will update all when dates arranged.	JP, IS, JK	
	Consider if a booking system is needed, whether for general access or for specific events/services	Telephone Booking system employed. St Paul's and St James alternate Sundays pm. St Michael's Wednesday am.	FB	
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Apply here . N/A		
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.	TBA.		
	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 .	FB, SM, JP	Regularly reviewed
	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.	As above, main Church door for entry, fire exit in the vestry on the right in the for exit, clearly marked.	FB, SM, JP	06.07.2020
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Markings on floor to indicate social distancing.	JP, FB, JD	13.07.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Open doors to provide through flow of air, no opening windows available.	FB, SM	Each service
	Remove Bibles/literature/hymn books/leaflets	All pew bibles removed and remove access to all other books. Use overhead projector for service.	FB, JD, SM	10.07.2020
	Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	N/A		
	Consider if pew cushions/kneelers need to be removed as per government guidance	All 'soft' furnishings removed from pews and placed into storage.	FB, JD, SM	10.07.2020
	Remove or isolate children's resources and play areas	Area isolated, book and toys etc removed and placed into storage.	FB, JD, SM	10.07.2020
	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).	Walk through carried out, physical barriers, tape and signage employed to indicate safe flow, social distancing, cleaning stations and accessible areas.	FB, JD, SM, JP	06.07.2020
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Marked with clearly visible tape.	FB, JD, SM	10.07.2020
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Tape arrows to indicate flow and social distancing.	FB, JD, SM	13.07.2020

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Temporary cordons in place but not restricting access to fire exits	FB, JD	10.07.2020
	Determine placement of hand sanitisers available for visitors to use.	Register with Parish Buying for procurement options. Cleaning stations at entry and exit points.	N/A	
	Determine if temporary changes are needed to the building to facilitate social distancing	Consult advice on gaining temporary permissions . N/A		
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Correct signage in line with current government legislation.	FB, JP	13.07.2020
	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 . Specific cleaning materials to be made available.	FB, SM, JD	
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Register with Parish Buying for procurement options. TBA.	FB, SM, JD	
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Register with Parish Buying for procurement options. TBA.	FB, SM, JD	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	TBA.	FB, SM, JD	
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Details to be taken over the phone. Blank pew cards for people to note their attendance. These will be	FB, SM, JD	

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		deposited in a basket as the person leaves. Destroyed after 21 days.		
	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.	Notice given through relevant websites, social media and notice boards.	JP, IS, HT, JK	12/13.07.2020
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	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.	No access to church for 72 hours after each session, exceptions being funerals etcetera after further deep clean.	FB, SM, JP	As required
Advice on cleaning church buildings can be found here .	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	TBA.	FB, SM, JP	As required
	Set up a cleaning rota to cover your opening arrangements.	TBA.	FB, SM, JP	As required
	All cleaners provided with gloves (ideally disposable).	Register with Parish Buying for procurement options.	FB, SM, JP	As required
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Register with Parish Buying for procurement options.	FB, SM, JP	As required
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	TBA.	FB, SM, JP	As required
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	TBA.	FB, SM, JP	As required
		If possible close the church building for 72 hours with no access permitted.	TBA.	FB, SM, JP

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Cleaning the church after known exposure to someone with Coronavirus symptoms	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. TBA.	FB, SM, JP	As required
	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. TBA.	FB, SM, JP	As required