



Risk Assessment for Opening Church Buildings to the Public:

Churches are legally permitted to open for services from 4th June. This document provides a risk assessment carried out to make sure this happens in the safest possible manner.

Church: Bridport Christian Fellowship	Assessor's name:	Date completed: 01/07/2020	Review date:
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for purposes of private prayer and/or Sunday Service Prior to opening	One point of entry and exit to the church building clearly identified	Done, signs have been installed	Ray Dobson	01/07/20
	A suitable lone working policy has been consulted if relevant.	No members to be alone in the church	Elders	01/07/20
	Buildings have been aired before use.	The church building will have doors opened before and during any meeting to provide airflow.	Person on duty	01/07/20
	Check for general cleanliness.	Done on morning of meeting	Person on duty	01/07/20
	Ensure hand sanitizer and gloves are in place ready for opening	Ready for use on table by entry door and hand sanitizer by exit as well	Person on duty	01/07/20
	Chair spacing checked for 2m spacing	Make sure all chairs in use are on the marks so they remain 2m apart	Elder in charge	01/07/20
Preparation of the Church for individual prayer & church services	Confirm that all steps (above) have been carried out before anyone else accesses the building.		Elder opening the building that day	
	Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency	Entry via north door and exit via north side fire escape / For Sunday entry will be via south door and exit will be through north fire door.	Ray Dobson	01/07/20



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	exits available at all times. Where possible use a different exit.	Floors are marked with one way arrows.		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	All doors and windows to remain open prior and during any meeting where possible	Elder opening that day	01/07/20
	No books or bibles to be used during the time of personal prayer or during Sunday service.	Books and Bibles to be removed from general area and screened off except personal bibles brought to the service	Elder opening that day	01/07/20
	Chairs spaced at 2m in all directions		Ray Dobson	13/06/20
	Remove or isolate children's resources and play areas	No toys in church		13/06/20
	Walk through the church to plan for physical distancing in seats, including safe flow of visitors. Remember 2m in all directions from each person.	A walkthrough check to be made prior to opening each day	Elder opening that day	01/07/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Marks have been placed to ensure 2m spacing of chairs in every direction	Ray Dobson	13/06/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Arrows have been placed on the floor to enable 1 way system.	Ray Dobson	13/06/20
	Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	Areas will be screened and doors locked for areas not in use	Person in charge on day	01/07/20



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	Determine placement of hand sanitisers available for visitors to use.	Placed on table as you enter the north door / south door and on exit through north fire door	Mel Geach	13/06/20
	Determine if temporary changes are needed to the building to facilitate social distancing	No changes to physical structure needs to be undertaken		01/07/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Notices are on flip chart board explaining the procedures. Verbal instructions will be given before service	D Collins	01/07/20
	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.	Building to be sprayed on exit and prior to opening. Everything will be left for 48hrs before re use	Elder opening that day	01/07/20
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Done, visual checks to be made before each service	Mel Geach / elder in charge on day	13/06/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Done, Toilet use to be available when building is in use, toilet to be sprayed after each use.no members of the public to walk in and use facilities.	Mel Geach Elder opening that day	13/06/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for	All bins have liners and will be checked before service and emptied afterwards	Elder in charge on day	01/07/20



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	removing them.			
	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.	Cleaners are coming in to clean once a week as well as cleaning toilets every Monday	Mel geach	01/07/20
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	Cleaning company has been working throughout pandemic and asked to clean toilets on Monday	Mel Geach	01/07/20
	Set up a cleaning rota to cover your opening arrangements.	Cleaning on the day carried out by person in charge	Elder opening	01/07/20
	All cleaners provided with gloves (ideally disposable).	Nitrile gloves available for cleaning and for those using the church if they wish	Mel Geach/ Dave Collins	13/06/20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	All Ok	Mel Geach	13/06/20
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Waste to be taken and placed in large BCF bin at end of each session	Elder opening and closing	01/07/20



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Specific to Sunday services	Make sure people are seated to minimise contact with each other	On entering the building people will be shown to their seat filling the church from the opposite end first	Person in charge	01/07/20
	Extra Measures	Taking of temperature and recording of temperature on entry	Person on door	01/07/20
	Make sure people do not face each other during service	All chairs are positioned so they are facing the front to minimise face to face contact	Person leading service	01/07/20
Singing in the garden	Make sure a maximum of 6 people including the singer	This to be done by picking people to go out, maximum 5 each week from congregation	Person in charge of worship	01/07/20
Cleaning the church after known exposure to someone with Coronavirus symptoms	Closure of building and contact Track & Trace	Names of those coming in and out to be recorded	Elder opening	01/07/20