



Risk Assessment for Opening Church Buildings to the Public: Individual and Public Worship

Version Control

Issue Date	Version Number	Issued by
5 th July 2020	1	The Leadership Team – COVID-19 Return to Public Worship Group

Kingsword International Church London and its Connect Groups are legally permitted to open for purposes of individual worship from 13th June and public worship and weddings from July 4th

The [UK Government's June 12 Guidance for safe use of places-of-worship - COVID-19](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a risk assessment, with links to the relevant advice notes. It relates to opening of our church at Charlton London to the church leaders, workers, worshippers and visitors coming for individual private prayer and Sunday service. As well as offering guidance on best-practice, it is also intended to help the church make a decision on when to open for public-worship, based on local circumstances, resources and context.

Furthermore, the [UK Government's Guidance for safe use of places of worship FROM 4th of July](#) outlined further guidance to come into effect in England from July 4 2020 alongside the associated changes to the [Health Protection \(Coronavirus, Restrictions\) \(England\) Regulations 2020](#). The updated guidance announced on June 29 2020, allows more than 30 people gathering for public worship in places of worship, subject to the capacity of the venue in use and the rules on safe distancing.

Future versions of this document will be produced when further guidance is received from the UK government.



Risk assessment - 05/07/2020

Church:	Assessor's name:	Date completed:	Review date:
----------------	-------------------------	------------------------	---------------------

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for church leadership, volunteers and visitors for purposes of private prayer, live streaming and public worship	<p>There will be a short-survey available on the church's website, www.kingswordlondon.org and social media platforms.</p> <p>Together with the responses from the survey, there will be</p> <ul style="list-style-type: none"> - One point of entry into the church building, through the front entry glass doors on the ground floor. - As well, there is one point of entry to the first floor, leading to the second floor through a set of stairs on both floors. - As well, there is one point of entry to the second floor where the church auditorium is 	<p>Survey to be hosted on the church website for 7-days, so people have sufficient time to process the information and give their responses.</p> <p>This is to help us understand people's readiness or willingness to return for public worship.</p> <p>The survey would welcome suggestions on steps the church could take, to aid their readiness and willingness to return to the church building</p>	Head of Media	06/07/2020



	<p>situated.</p> <ul style="list-style-type: none"> - Only one entry door to the church auditorium on the second floor will be open for use, with floor directions to the church auditorium - Sitting in the auditorium have been arranged applying the 2-meter distancing rule, with family-only clusters, couple-only clusters and single-only areas - Two exit points from the church auditorium on the second floor, through to the single exit routes out of the second and first floors and eventually out of the building through the glass doors on the ground floor. 	<p>for public worship.</p> <p>The survey also gives prospective attendees the option of informing on their intention to attend a future service.</p>		
	<p>Buildings to be aired before use.</p> <p>All stair railings have been wiped through with disinfectants before the building is opened for public access</p>		Facility manager	Day of each meeting (every Sundays)
	<p>Check for animal waste and general cleanliness.</p>		Facility manager	Day of each meeting (every Sundays)
	<p>Ensure water systems are flushed through before use.</p>	<p>See Government Guidance for organisations on supplying safe water supplies</p>	Facility manager	Day of each meeting (every Sundays)



	Switch on and check electrical and heating systems if needed.		Facility Manager	Day of each meeting (every Sundays)
	<p>Ensure sanitizer stations are on the first floor just as the glass doors are open on the first floor.</p> <p>As well, ensure that</p> <ul style="list-style-type: none"> - There is a sanitizer station on the 2nd floor, just before coming into the 2nd floor. - railings leading to the first floor and leading onto the second floors are wiped every 30 minutes while the church building is open for public worship - there is signage on the ground, first and second floors as to the location of the sanitizer stations - there is signage on all floor encouraging people coming into the building to avoid touching the railings 		Facility Manager	05/07/20 and Day of each meeting (every Sundays)
Preparation of the Church for public service and communion sessions	Confirm that all steps (above) for access to the church building by the church leadership, volunteers and visitors have been followed before proceeding to have a public service or communions.		Facility manager	Day of each meeting (every Sundays)
	Communion elements will be provided (bought and sealed before purchase) during public worship	The communion elements would have been pre-packed	Ushering & Hospitality	05/07/20 and every last



	<p>sessions</p> <p>The communion elements would be HANDED to people during public worship services solely by dedicated Ushers.</p> <p>Review KIC London Guide on Cleaning Church Building. Complete the 'cleaning' section of this risk assessment (below).</p>	<p>and sourced through an accredited seller. Whoever chooses to participate in the communion would open elements given to them individually</p> <p>Refer to the Guide on cleaning church</p>		<p>Sunday of the month</p>
	<p>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.</p>	<p>As noted above, the front door entrance with the glass door has been designated as the sole entrance into the church building</p> <p>Notices showing flow of people into the church auditorium on the 2nd floor will be purchased and clearly displayed by the facility manager</p>	<p>Facility manager</p>	<p>28/06/20 and day of each meeting (every Sundays)</p>
	<p>Where possible, doors and windows should be opened temporarily to improve ventilation.</p>	<p>Windows and doors to be opened up for fresh air at least 30 minutes before the building is open up for public worship</p>	<p>Facility manager</p>	<p>Day of each meeting (every Sundays)</p>
	<p>Confirm that sitting arrangements complies with the 2-meter distancing rules, sitting arrangement is complied with and the auditorium has been cleaned according to the KIC London Guide on Cleaning</p>	<p>Refer to the Guide on cleaning church</p>	<p>Head of Ushering & Hospitality</p>	<p>28/06/20 and day of each meeting (every</p>



	Church Building (refer to the auditorium section)			Sundays)
	Remove from use all paper, leaflets, envelopes except single use material that will be removed by user.			
	Remove or isolate children's resources and play areas in the auditorium	No children church service in session at present	Head of Ushering/Head of Children's Church	28/06/20
	Walk through the church to plan for physical distancing in seats, aisles, at the altar, including safe flow of visitors. Remember 2m in all directions from each person.		Head of Ushering	28/06/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.		Facility manager	28/06/20
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Facility manager	28/06/20
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Nursing mothers' room should be cordoned off to all access	Facility manager	28/06/20
	Determine placement of hand sanitizers available for visitors to use.		Facility manager	04/07/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Clear notices to be put on walls on the ground, first and second floors.	Facility manager	11/07/20
	If the church has been used in the last 72 hours, ensure high-risk surfaces and touch points have been wiped with appropriate sanitizer spray or disposable wipes.	Refer to the Guide on cleaning church	Sanctuary Beauty	Day of each meeting (every Sundays)



	Checks that hand washing facilities have adequate soap provision and paper towels, and a bin for the paper towels.		Sanctuary Beauty/Facilities Manager	Day of each meeting (every Sundays)
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		Sanctuary Beauty/Facilities Manager	Day of each meeting (every Sundays)
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Sanctuary Beauty/Facilities Manager	Day of each meeting (every Sundays)
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Refer to the Guide on cleaning church	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.		Sanctuary Beauty	Day of each meeting (every Sundays)
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	The Landlord and those who occupy the first floor have access to the building when the church is not meeting, therefore, cleaning is required	Sanctuary Beauty	Day of each meeting (every Sundays)
	Set up a cleaning rota to cover your opening arrangements.		Sanctuary Beauty	28/06/20
	All cleaners provided with gloves (ideally disposable).		Sanctuary Beauty	Day of each meeting (every Sundays)
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.		Sanctuary Beauty	Day of each meeting



				(every Sundays)
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.		Sanctuary Beauty	Day of each meeting (every Sundays)
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.		Sanctuary Beauty	28/06/20
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.		Facility manager	Day of each meeting (every Sundays)
	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.	Facility manager	Day of each meeting (every Sundays)
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Refer to the Guide on cleaning church buildings can be found here.	Facility Manager	Day of each meeting (every Sundays)