

**Risk Assessment Template for Fabric (including Contractors and Construction Workers), and working in the Church Building**

A separate risk assessment template for access to church buildings for clergy, volunteers, lay staff and members of the public entering for individual prayer can be found on the [Church of England Coronavirus pages](#).

People: SW – Simon Wearn; GP – Gill Priestley; PS – Patrick Steele; RP – Roy Priestley; LR – Les Rue; AK – Ann King;

Area of Focus	Controls required	Notes	Action by who?	Completed – date and name
<b>Preparation of the Church for: - construction workers and/or professional contractors</b>	One point of entry to the church building clearly identified.	To open – Office Door For Contractors – NW Door	SW / GP	01/06/20
	Buildings have been aired before use.		SW	26/05/20
	Holy water stoups and the font are empty.	N/A	--	--
	Check for animal waste and general cleanliness.		SW PS	26/05/20 19/06/20
	Ensure water systems are flushed through before use.	<a href="#">See Government Guidance for organisations on supplying safe water supplies</a>	SW PS	26/05/20 & weekly
	Switch on and check electrical system, if needed	Electrical – no switched off, PAT Testing Performed	SW LR / RP / GP	June 20
	Switch on and check heating systems if needed.	HeatinGlobal serviced, improved, and tested system	HeatinGlobal	15-18/06/20
	Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place.	Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes.	GP	ongoing

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	Have hand sanitiser available for people to use on entry and exit of the church building.	Hand sanitiser in place	SW / AK	May 20
	Confirm who has responsibility for locking and unlocking the building.		Individual	ongoing
	Confirm whose responsibility it will be to carry out cleaning, including: <ul style="list-style-type: none"> <li>Toilets</li> <li>Kitchen/servery areas if it is necessary for these to be used</li> <li>Frequently touched surfaces e.g. doors</li> </ul>	Advice on <a href="#">cleaning church buildings can be found here.</a>	GP – with contractors PS - weekly	ongoing
	Whoever has responsibility for toilets, ensure a supply of soap and disposable hand towels will be available.	Register with <a href="#">Parish Buying</a> for procurement options.	SW – initially PS - weekly	ongoing
	Confirm who is responsible for removing potentially contaminated waste e.g. hand towels from the site.		SW – initially PS - weekly	ongoing
	All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed		SW – initially PS - weekly	ongoing
	Prepare a suitable form to record contact details of people entering the building.		SW	01/06/20
	Confirm evacuation procedures in the case of an emergency.	Use marked emergency exits, meet in Car Park	SW / GP	ongoing
	Direct all users to leave the building by one exit only, avoiding bottlenecks.	Use front door (NW)	SW / GP	ongoing

Area of Focus	Controls required	Notes	Action by who?	Completed – date and name
<b>Fabric Team</b>	<ul style="list-style-type: none"> <li>• Shielding persons not to work in church</li> <li>• Inform Simon Wearn when you will be in church, to avoid people clashing</li> <li>• Wash/Sanitise hands regularly</li> <li>• Record Name on Entrance</li> <li>• Work 2m apart, where possible</li> <li>• Wear a face mask when working inside in close proximity to members of other households</li> <li>• Do not work at height, if alone</li> <li>• Disinfect surfaces, door handles &amp; switches after use</li> <li>• Use disinfectant wipe on sinks and toilets after use</li> </ul>		SW / GP	June 2020
<b>Working in Church</b>	<p>Please do not go in to the Church Building if you are Shielding Let Simon Wearn know when you are going into the building – to avoid unnecessarily overlapping with others</p> <p>And let me give some updated guidance:</p> <ul style="list-style-type: none"> <li>• On entry wash/sanitise your hands</li> <li>• Record your name, date and entry time and purpose of your visit on the log sheet</li> <li>• If you are going to touch multiple surfaces, please put on gloves (in the Vestry), and dispose of them afterwards</li> <li>• If you will be working in close proximity to others (less than 2m), please wear a face mask (in the Vestry)</li> </ul>		SW (informed those working in Church by email 25/06/20)	Updated 25/06/20

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	<ul style="list-style-type: none"> <li>• If you are moving around the building, please prop/leave open doors to avoid touching handles unnecessarily</li> <li>• Limit the time you spend in the building i.e. do what you can at home/outside</li> <li>• If you use the toilet – please wipe it with a disinfectant wipe afterwards</li> <li>• When you have finished working, please wipe down the surfaces you have touched with disinfectant spray and kitchen paper/blue roll, and dispose of it afterwards</li> <li>• When you leave, please clean door handles and light switches that you have touched.</li> <li>• Record the time you leave on the log sheet</li> </ul> <p>Note (if you are working alone)</p> <ul style="list-style-type: none"> <li>• Do not work at height</li> <li>• Have a mobile phone with you, to call for help if required</li> <li>• Make someone aware of when you are going into the building, what time you are leaving, and confirm with them that you are in a safe place afterwards</li> <li>• If you have a medical condition, take suitable medication with you (as required)</li> </ul>			