

Allocate an owner for each risk, and record when all actions under that risk have been completed. In the RAG status enter GREEN if all actions completed, RED if all actions CANNOT be completed, AMBER if some actions CANNOT be completed and NA if not applicable

Risk No	Risk	Mitigation	Owner	Completed	Notes	RAG Status
1	Build-up of dust and possibly mould whilst building closed	<ul style="list-style-type: none"> <li>Open doors and windows to allow airflow.</li> <li>Restrict access into building until building aired</li> <li>Minimise access to building and close off until task complete</li> </ul>			No one allowed into building until task completed	
2	General cleanliness of building	<ul style="list-style-type: none"> <li>Cleaning of inside of building and review if additional action such as a deep clean required. A deep clean is where all surfaces that people could come in contact with are washed in hot soapy water.</li> <li>All fitting and fixtures (including door handles, hand rails and light switches) <b>MUST</b> be wiped down with anti-bacterial wipes and sanitisers</li> </ul>			Restricted access into building until task completed	
3	Potential contamination of water system (legionella)	<ul style="list-style-type: none"> <li>Water system flushed through: all taps to be run for at least 20 mins after lockdown then at least 5 mins weekly thereafter; all toilets to be flushed at least twice weekly. Where there is tanked water or Air conditioning a specialist report is advised.</li> </ul>			If weekly checklist has not been carried out, the water system should be checked	
4	Safety measures against fire are not securely in place	<ul style="list-style-type: none"> <li>Fire Risk Assessment must be in place and up to date</li> <li>All fire extinguishers to be checked and ensure functioning and in date All fire signage and exit are clear</li> </ul>			Fire Risk Assessment must be in place before opening	
5	Alterations to layout in order to maintain current Government social distancing measures mean a clear evacuation route is not obvious or needs to be changed	<ul style="list-style-type: none"> <li>Display clear signage and ensure the identified route is free of obstruction and accessible to all. Signage from CPO <a href="https://www.cpo.org.uk/catalogue.aspx?cat=630">https://www.cpo.org.uk/catalogue.aspx?cat=630</a></li> </ul>			Building must not open until measures in place	
6	Seating in areas to be used for private prayer, and public worship once permitted, is too close together.	<ul style="list-style-type: none"> <li>Close off seats (ROWS AND SINGLE) and specify which can be used so that 2m or 1m+ distancing can be strictly followed. Remove excess chairs and stack safely</li> </ul>			Building must not open until measures in place	
7	Electrical and heating systems ( including emergency lighting) fully functional	<ul style="list-style-type: none"> <li>All systems to be checked and signed off</li> </ul>			Systems to be repaired as required prior to opening	
8	Items stored and displayed on surfaces makes cleaning regime difficult	<ul style="list-style-type: none"> <li>Clear surfaces as much as possible and move items to safe storage. This includes literature, banners, or displays.</li> </ul>			Ensure all items removed as appropriate prior to opening	
9	High value items at risk of theft	<ul style="list-style-type: none"> <li>Secure items that are not needed (such as audio-visual equipment), if the premises are to be left unattended.</li> <li>Ensure the premises are staffed and supervised whilst open to the public.</li> </ul>			Ensure all items removed as appropriate prior to opening	
10	Insufficient staff/volunteers available to supervise the premises whilst open	<ul style="list-style-type: none"> <li>Rotas of volunteers in place with reserve indicated</li> <li>Building only opens if minimum of 2 people in place with NO LONE WORKING.</li> </ul>			Close the building until sufficient people are available.	

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11	Items may be handled by more than one person, increasing the risk of cross contamination	<ul style="list-style-type: none"> <li>Remove/secure hymnbooks, Bibles, pens, prayer request books, etc. Produce single-use/ disposable printed service material.</li> <li>Consider providing prayer guides, posters/ displays, non-contact prayer stations etc., to aid private devotion.</li> <li>Hand sanitisers in place at exit and entrance for mandatory use when entering and leaving the building</li> </ul>			Building must not open until measures in place	
12	Issues with outside of building	<ul style="list-style-type: none"> <li>Check guttering/ downpipes/gullies</li> <li>Check overgrown shrubs or trees across walkways</li> <li>Check for any loose fence panels as appropriate</li> <li>Check for any loose headstones in grave yard if appropriate</li> </ul> <p>NOTE: unless these are a danger to individuals entering the church building they will not stop it re-opening BUT must be actioned</p>			Any issues must be put onto an action plan and addressed	
13	Flow of people within the church causes congestion or makes social distancing impossible	<ul style="list-style-type: none"> <li>Investigate and implement processes to ensure flow of people in church adheres to government guidelines (i.e. one way system signage)</li> </ul>			Must be in place before church opens	
14	Excess rubbish builds up at the premises	<ul style="list-style-type: none"> <li>All rubbish to be taken away by church attendees where appropriate</li> <li>Consider replacing all bins with automatic open and close lids to minimise touch point</li> <li>Bins regularly emptied by nominated person</li> </ul>			Cleaning regime must be in place prior to opening	
15	Safeguarding information missing or out of date	<ul style="list-style-type: none"> <li>Ensure safeguarding poster and statement of policy, including contact details for local safeguarding co-ordinator are displayed prominently</li> <li>Ensure stewards are briefed on the safeguarding policy and know who to contact if a concern is raised</li> </ul>				
16	Too many people gather in the building.	<ul style="list-style-type: none"> <li>Control numbers entering the church which will be agreed by the church trustees, and all stewards fully aware trained and briefed in the protocol</li> </ul>			Stewards MUST adhere to agreed numbers	
17	Those using the building don't respect distancing guidance.	<ul style="list-style-type: none"> <li>Place 2m distancing marks outside the building where possible and inside the building. Display clear signage at the entrance and throughout the space about maintaining distancing during their visit, including when greeting others.</li> <li>Ensure stewards are properly briefed to reinforce the message.</li> <li>Ensure entry and exit's are clearly marked</li> </ul>			Stewards MUST adhere to agreed people	

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18	People attend who have symptoms of coronavirus	<ul style="list-style-type: none"> <li>Stewards to be briefed to ask people if they believe they have symptoms and if so, respectfully decline entry to them.</li> <li>Clear signage reminding people of the symptoms of Covid-19 and of the importance of self-isolation.</li> <li>Door stewards to wear masks and disposable gloves.</li> <li>Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the place of worship due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household.</li> <li>This applies equally to individuals who work at the place of worship.</li> </ul>			<p>This MUST be adhered to and if suspected people will not leave the premises to be closed immediately</p> <p><b>NOTE</b> if required support will be requested (police )</p>	
19	Congestion at choke points prevent distancing being respected	<ul style="list-style-type: none"> <li>Introduce a one-way flow in and out of the premises with appropriate floor markings or signage, with restrictions on accessing non-essential areas.</li> <li>Multiple entry points could be opened and clear signposting or assistance could be offered to guide worshippers and avoid congestion.</li> <li>Staggering arrival and departure times can also reduce the flow at exits and entrances as well as reduce any impacts on public transport. Venues could also consider introducing a booking system to help facilitate this.</li> <li>Consider using screens, barriers or alternative rooms and spaces to separate worshippers.</li> <li>Any changes to entrances, exits and queues should take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.</li> <li>Where social distancing cannot be maintained, extra attention needs to be paid to cleaning and hygiene to reduce the risk of transmission.</li> </ul>			Stewards must be fully briefed to enable smooth flow	
20	All safeguarding covenant of care contracts need to be in place	<ul style="list-style-type: none"> <li>Contracted Covenant of care support teams need to follow the contracted agreement</li> </ul>				
21	Nominated individuals or rota of volunteers not in place to ensure regular cleaning	<ul style="list-style-type: none"> <li>Delay opening until employed cleaners or volunteers are in place. Follow current Government <a href="#">guidance</a> on cleaning in a non-healthcare setting. All surfaces that people could come in contact with are washed in hot soapy water.</li> </ul> <p><b>NOTE: if building is listed refer to Historic England's Guide to cleaning Historical surfaces.</b></p>			Cleaning regime must be in place prior to and maintained throughout opening	

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22	Cleaning staff/volunteers unable to comply with safe working practice for cleaning	<ul style="list-style-type: none"> <li>• Ensure that cleaners are properly briefed on a safe method of cleaning.</li> <li>• Provide gloves and aprons for those using cleaning materials.</li> <li>• Use warm soapy water for wiping surfaces but be aware that if this conflicts with preserving historic artefacts or listed buildings specialist advice must be sought.</li> <li>• Hands must be washed thoroughly after removing and disposing of PPE</li> <li>• PPE MUST be disposed of in designated receptacle.</li> <li>• Waste must be double-bagged and securely stored for 72 hours before being placed in bins.</li> </ul>			Cleaning regime must be in place prior to opening	
23	Materials not available to properly clean surfaces	<ul style="list-style-type: none"> <li>• Delay opening until materials are available.</li> </ul>			Cleaning regime must be in place prior to opening	
24	Contamination from high-touch areas such as door handles and switches	<ul style="list-style-type: none"> <li>• Implement a practice of cleaning high-touch areas before the building is opened</li> <li>• Clean at regular intervals (Weekly) during the period of opening and when the building is closed for the day.</li> <li>• Where consistent with fire safety and security, use wedges/hooks to hold doors open and ensure doors are closed when the building closes to maintain fire safety.</li> <li>• Signs and posters to build awareness of good hand-washing technique, the need to increase hand-washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available</li> <li>• providing hand sanitiser in multiple locations in addition to toilet facilities</li> <li>• providing hand drying facilities (preferably paper towels)</li> </ul>			Cleaning regime must be in place prior to opening	
25	Someone with Coronavirus is found to have visited the building	<ul style="list-style-type: none"> <li>• Close the building immediately for min.72 hrs.</li> <li>• After that period ensure as a minimum that all surfaces are washed with warm soapy water or household disinfectant unless damage to historic artefacts or listed buildings might be incurred, in which case seek specialist advice</li> <li>• Double bag waste and store it securely for 72 hours before placing it in bins.</li> <li>• Wash hands thoroughly after PPE kit has been removed and disposed of in designated bin</li> </ul>			This process MUST be followed and all relevant individuals briefed	
26	People may carry Coronavirus into the building on their hands	<ul style="list-style-type: none"> <li>• Require everyone to sanitise their hands upon entry.</li> <li>• Provide warm soapy water for hand-washing on arrival with disposable paper towels which must be double-bagged and stored securely for 72 hours before putting them into outside bins.</li> <li>• If water is not available, provide hand sanitiser.</li> <li>• Display clear signage on the importance of washing hands regularly and avoiding face touching.</li> </ul>			This process MUST be followed and all relevant individuals briefed	

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27	Toilet facilities cannot be cleaned adequately between users	<ul style="list-style-type: none"> <li>• Cleaning regime to be in place to ensure toilet facilities safe to use. Provide antibacterial wipes so that the person using the toilet when finished can wipe down all the surfaces and handles they have touched. and wipe disposed of in a designated container.</li> </ul>			Close off toilet facilities until arrangements can be made. Display signage by the entrance making it clear that no toilet facilities are available in the building	
28	Increased risk of airborne transmission of disease	<ul style="list-style-type: none"> <li>• Limit the duration of opening times and ventilate the building during and between opening times where possible</li> </ul>			Keep building well ventilated	
29	Someone starts to feel unwell/develops coronavirus symptoms whilst on the premises	<ul style="list-style-type: none"> <li>• Isolate the person in a separate room whilst arrangements are made for them to be taken home or into medical care.</li> <li>• Anyone sitting with the person or helping them to move into another room must wear a face mask, disposable gloves and apron (either disposable or washable at 60°C) throughout the period of supervision/support</li> <li>• Church and isolation room must be closed for 72 hours before deep cleaning with soapy water and/or household disinfectant</li> <li>• Cleaning cloths and PPE to be double-bagged and stored securely for 72 hours before placing in outside bins.</li> <li>• Hands must be washed thoroughly immediately after removing &amp; disposing of PPE</li> <li>• Anyone supervising/caring for the person who is unwell should return home, shower and change clothes ASAP.</li> </ul>			Limit the contact with others and use PPE for those assisting	
30	Collection of offertory	<ul style="list-style-type: none"> <li>• Where possible ministers should discourage cash donations and continue to use online or contactless giving and resources.</li> <li>• Where this is not an option, cash should be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.</li> </ul>			Discourage cash collections	
31	Church Cleaning regime	<ul style="list-style-type: none"> <li>• All surfaces, especially those most frequently touched such as door handles and rails, should be cleaned regularly, using standard cleaning products. See guidance on cleaning and waste disposal.</li> <li>• Historic England has also produced guidance on cleaning historic surfaces, which might not be suitable for cleaning using standard cleaning products.</li> <li>• Sufficient time needs to be allowed for this cleaning to take place, particularly before reopening. Frequently used objects, surfaces or spaces, including for example doorways between outside and inside spaces should be given particular attention when cleaning.</li> <li>• Where possible, doors and windows should be opened to improve ventilation in the premises.</li> </ul>			Little and often cleaning with a good practise regime is better than a complete deep clean every few weeks	

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32	Cleaning in NON-healthcare buildings	<ul style="list-style-type: none"> <li>• cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</li> <li>• wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>• if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul>			Dispose of all materials in a controlled manner	
33	Entry & Exit	<ul style="list-style-type: none"> <li>• On entering and leaving a place of worship everyone, including stewards, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available.</li> </ul>			Sanitiser at entry and exit points	
34	Face Coverings	<ul style="list-style-type: none"> <li>• Worshippers, and staff at the venue, may wear face coverings to offer protection to others and it is important to use them properly and thoroughly wash hands before putting them on and taking them off.</li> <li>• Face coverings are not a replacement for the other ways of managing risk, including social distancing, minimising time spent in contact, and increasing hand and surface washing.</li> <li>• Face coverings should not be used by children under the age of 2 or those who may find it difficult to manage them correctly.</li> </ul>			Consider having spare face covering on the premises	

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35	Children at Worship	<ul style="list-style-type: none"> <li>Parents or guardians should ensure children maintain social distancing. The general advice is that children and young people should ensure they clean their hands more often than usual and use a tissue to catch coughs and sneezes.</li> <li>Young children should be supervised by the parent or guardian. They should wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> <li>Any facilities for children (play corners, books, toys) should be removed, and any outdoor play equipment (climbing frames, slides) should remain closed. Particular attention should be paid to cleaning frequently touched services which are at child height.</li> </ul>			Children need to be with their parents at all times	
36	Individuals aged 70 years	<ul style="list-style-type: none"> <li>Individuals who fall within this group are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household.</li> </ul>				
37	Individual prayer within a place of worship	<ul style="list-style-type: none"> <li>Individual prayer within a place of worship is defined as a person or household entering the venue to pray on their own and not as part of a group, led prayer or communal act. They should be socially distanced from other individuals or households.</li> </ul>				

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38	Communal worship Capacity	<ul style="list-style-type: none"> <li>Limits for communal worship should be decided on the basis of the capacity of the place of worship following a risk assessment.</li> <li>The number of people permitted to enter the place of worship at any one time should be limited, so that a safe distance of at least 2 metres, or 1 metre with risk mitigation (where 2 metres is not viable) between households.</li> <li>The size and circumstance (including ventilation) of the premises will determine the maximum number of people that can be accommodated whilst also facilitating social distancing; this may therefore be lower than the maximum 30 people who can attend life-cycle events such as weddings.</li> <li>The safe number of people should be decided by the Church Trustees</li> <li>In defining the number of people that can reasonably follow social distancing, the total floorspace as well as likely pinch points and busy areas should be taken into account (such as entrances, exits) and where possible alternative or one-way routes introduced.</li> <li>This guidance applies to places of worship when being used for a religious purpose or in preparation for a religious purpose.</li> <li>Where a place of worship's premises is used by other user groups, only those activities permitted by law should take place.</li> </ul>			Be careful with numbers start low and build up numbers slowly	
39	Marriage ceremonies	<ul style="list-style-type: none"> <li>Marriage ceremonies should have no more than 30 people (Or capacity maximum stated in risk 38 if less than 30) in attendance, and social distancing should be strictly adhered to.</li> </ul>				
40	Funerals	<ul style="list-style-type: none"> <li>Funerals should have no more than 30 people (Or capacity maximum stated in risk 38 if less than 30) in attendance, and social distancing should be strictly adhered to</li> </ul>				
41	Baptisms	<ul style="list-style-type: none"> <li>Baptismal ceremonies should have no more than 30 people present, unless the service takes place during routine communal worship. Then it can be up to capacity determined in risk 38</li> </ul>				



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42	Safely opening	<ul style="list-style-type: none"> <li>• Church Trustees will have discretion over when they consider it safe to open and should decide to remain closed if they are not able to safely adhere to the guidelines.</li> <li>• Many places of worship are also workplaces and should therefore be aware of their responsibilities as employers under existing health and safety law. Places of worship also have a duty of care to volunteers, to ensure that as far as reasonably practicable they are not exposed to risks to their health and safety.</li> <li>• Consideration should be given to how fair and equal access can safely be provided for all users to be able to undertake faith practices within a place of worship, in line with government guidelines and considering requirements under the Equality Act 2010 where these apply.</li> <li>• To help decide which actions to take, a COVID-19 risk assessment should be completed by the church. This will be in addition to any risk assessment already in place.</li> <li>• Church Trustees are strongly advised to take action to minimise the potential for spreading of COVID-19 among worshippers, and those working/volunteering within the building and surrounding grounds. You may want to engage worshippers in co-designing an informal community behaviour agreement.</li> <li>• Church Trustees should take all possible steps to ensure the safety of the public, ensuring that gathering limits where set locally are adhered, and where the advised limit is set in this guidance as 30 people.</li> <li>• Individual churches should consider the cumulative impact of many churches re-opening in a small area. This means working with local authorities, neighbouring businesses and travel operators to assess this risk and applying additional mitigations. These could include: <ul style="list-style-type: none"> <li>• Further lowering capacity - even if it is possible to safely seat a number of people inside a church, it may not be safe for them all to travel to and from, or enter and exit the venue.</li> <li>• Staggering entry times with other local venues and taking steps to avoid queues building up in surrounding areas.</li> <li>• Advising visitors to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the church.</li> </ul> </li> </ul>				

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43	Adapting practices	<ul style="list-style-type: none"> <li>Places of worship should adapt religious services, especially where ceremonies would otherwise have taken place over a number of hours or days, to ensure the safety of those present and minimise spread of infection. It is advised that the ceremonies and services should be concluded in the shortest reasonable time.</li> <li>Once completed, participants should be encouraged to move on promptly, to minimise the risk of contact and spread of infection. If appropriate, you should reconfigure spaces to enable worshippers to be seated rather than standing which reduces the risk of contact.</li> <li>It is recommended that, where possible, places of worship continue to stream worship or other events to avoid large gatherings and to continue to reach those individuals who are self-isolating or particularly vulnerable to COVID-19.</li> </ul>				
45	The use of shared items	<ul style="list-style-type: none"> <li>Individuals should be prevented from touching or kissing objects that are handled communally.</li> <li>Individuals should also avoid touching property belonging to others.</li> <li>Reusable and communal resources such as service sheets, religious texts or devotional material should be removed from use. Single use alternatives should be provided as long as they are removed and disposed of by the worshipper.</li> <li>Items owned by the individual to aid worship such as a service or hymn book can be brought in but should be removed again by the worshipper.</li> <li>In circumstances where worshippers cannot bring their own books, places of worship should keep a selection of clean books for individuals to use. Clean books should be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use. Items which cannot be easily cleaned should also be subject to the 48 hour quarantine after use.</li> </ul>				
46	Food & Drink	<ul style="list-style-type: none"> <li>Hospitality spaces within a place of worship, such as cafes, are permitted to open but should be limited to table-service, social distancing should be observed, and with minimal staff and customer contact in line with hospitality guidance.</li> </ul>				

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47	Communion	<ul style="list-style-type: none"> <li>• Where food or drink ('consumables') are essential to the act of worship, they can be used, however the sharing of food should be avoided, as should the use of communal vessels.</li> <li>• If it is necessary to handle consumables as a part of a faith practice, those giving and receiving food items should wash their hands thoroughly before and after consumption, or wear gloves.</li> <li>• The person distributing the consumable should release it, into the hand only, in such a way to avoid any contact between them and those receiving it, or wear gloves. If accidental contact does occur, both people should cleanse their hands immediately.</li> <li>• Other mitigations should also be considered, for example, foodstuffs should be prewrapped, and a system should be in place to prevent individuals from coming into contact with consumables and any dishes.</li> <li>• Speaking, singing and chanting should not happen across uncovered consumables (other than consumables to be used by the celebrant alone). Instead consumables must be securely covered, and prior to the receptacle being opened, should be cleaned, hands must be washed or gloves worn.</li> </ul>				

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48	Singing, chanting and the use of musical instruments	<ul style="list-style-type: none"> <li>• People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from aerosol and droplets.</li> <li>• Therefore, spoken responses during worship should also not be in a raised voice.</li> <li>• Activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided in worship or devotions and in rehearsals. This is because there is a possible additional risk of infection in environments where individuals are singing or chanting as a group, and this applies even if social distancing is being observed or face coverings are used.</li> <li>• Where essential to an act of worship, one individual only should be permitted to sing or chant, and the use of Plexiglas screens should be considered to protect worshippers from them, as this will further prevent transmission and the screen can be easily cleaned.</li> <li>• Where music plays a big part in worship, and recordings are available, we suggest you consider using these as an alternative to live singing.</li> <li>• You are advised only to play musical instruments that are not blown into. Organs can be played for faith practices, as well as general maintenance, but should be cleaned thoroughly before and after use.</li> <li>• microphones should be cleaned before and after use with an antibacterial wipe.</li> </ul>				

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49	Social Distancing	<ul style="list-style-type: none"> <li>• Where possible, adhere to social distancing of at least 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) between households. For frequently used places, mark areas using floor tape or paint to help people maintain social distance.</li> <li>• avoiding any face-to-face seating by changing layouts, reducing the number of people in enclosed spaces, improving ventilation, using protective screens and face coverings, and closing non-essential social spaces.</li> <li>• Queue management is important so the flow of groups in and out of the premises can be carefully controlled in a socially distanced way, reducing the risk of congestion or contact.</li> <li>• Considerations should be made for how to manage those waiting outside a place of worship, including the introduction of socially distanced queuing systems.</li> <li>• All religious practices should be carried out such that adherence to social distancing can be maintained between individuals from different households. This is to reduce the transmission of the virus. There should only be a closer distance when absolutely essential to enable a faith practice to be carried out.</li> <li>• Those leading the worship reminding congregants of the importance of social distancing and hygiene.</li> <li>• Introducing a one-way flow in and out of the premises with appropriate floor markings or signage, with restrictions on accessing non-essential areas.</li> <li>• At the end of worship, this could include worshippers leaving one row at a time, in order to prevent crowding at entry or exit points.</li> <li>• Multiple entry points could be opened, and clear signposting or assistance could be offered to guide worshippers and to avoid congestion.</li> <li>• Staggering arrival and departure times will reduce the flow at exits and entrances as well as reduce any impacts on public transport.</li> <li>• You may want to consider how prioritisation could be given to people who may have a specific need or requirement.</li> <li>• Singing screens, barriers or alternative rooms and spaces to separate worshippers.</li> <li>• Any changes to entrances, exits and queues should take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.</li> <li>• Introducing a booking system to help with managing numbers, particularly for services where demand will be high.</li> <li>• Churches may want to advertise set days or times when places of worship are open solely for those particularly vulnerable to COVID-19, such as those over 70 or clinically vulnerable.</li> </ul>				

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50	Toilets	<ul style="list-style-type: none"> <li>• Using social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).</li> <li>• To enable good hand hygiene make hand sanitiser available on entry to toilets where safe and practical, and ensure suitable hand-washing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand dryers) are available. Communal towels should be removed and replaced with single use paper towels.</li> <li>• Set clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider the use of disposable cloths or paper roll to clean all hard surfaces.</li> <li>• Keep the facilities well ventilated, for example by fixing doors open where appropriate and safe to do so.</li> <li>• Special care should be taken for cleaning of portable toilets and larger toilet blocks.</li> <li>• consider putting up a visible cleaning schedule that is kept up to date and visible.</li> <li>• Consider providing more waste facilities and more frequent refuse collection.</li> </ul>				