

St Mary the Virgin Church, Godmanchester
Covid Risk Assessment 15 June 2020

Areas of Focus	Controls required	Additional information	Action by who	Completed date and name
Preparation of the Church for Private Prayer	<p>One-point entry to the church building clearly identified.</p> <p>A suitable lone working policy has been consulted.</p> <p>Building will be aired before use.</p> <p>Ensure water system is flushed through before use.</p> <p>Switch on and check electrical and heating systems if needed.</p> <p>Fonts are to remain empty.</p>	<p>Entry/Exit is via the South door</p> <p>Church LWP document available</p> <p>Church to be aired 24 hrs before opening</p>	<p>Vicar/Church Wardens/ PCC</p> <p>Ditto</p> <p>Ditto</p> <p>Ditto</p> <p>Ditto</p> <p>Ditto</p>	<p>Policy to be reviewed by PCC 16 Jun</p> <p>15 June 2020 R. Hurd</p>
Preparation of the Church for construction workers and professional contractors	<p>Confirm all steps (above) for access's by clergy have been carried out before anyone else accesses the building.</p> <p>Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and subcontractors) and has employers and public liability insurance in place.</p>		<p>Vicar/Church Wardens/ PCC</p> <p>Ditto</p>	<p>15 June 2020 R. Hurd</p>

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<p>Preparation of the Church for individual worshippers</p>	<p>Have hand sanitiser available for people to use on entry and exit from church building.</p> <p>Confirm who has responsibility for locking and unlocking the building.</p> <p>Confirm who is responsibly it will be to carry out the cleaning including: frequently touched surfaces e.g. doors, pews, handrails</p> <p>Confirm who is responsible for the removing potentially contaminated waste e.g. Hand Towels from site.</p>	<p>Sanitiser to be check each day and replaced when required.</p> <p>List of the volunteers to be posted on the internal notice board. Along with detailed list of daily cleaning routine.</p> <p>New locking and unlocking times need to be reviewed as the day light hours change.</p> <p>Protective gloves to be worn and disposed of into waste bins. All cleaning clothes to be used only once and also disposed also into waste bins.</p>	<p>Vicar/Church Wardens/ PCC</p> <p>Ditto</p> <p>Ditto</p>	<p>15 June 2020 R. Hurd</p>

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	<p>All waste bins to have disposable liners (e.g. polythene bin bags) to reduce the risk of responsible for removing them being exposed.</p>	<p>Waste bins containing used clothes and gloves to be disposed of in general waste.</p>	<p>Vicar/Church Wardens/ PCC</p>	<p style="text-align: center;">15 June 2020 R. Hurd</p>
	<p>Prepare a suitable form to record contact details of people entering the building.</p>	<p>Form to record name and telephone number</p>	<p style="text-align: center;">Ditto</p>	
	<p>Confirm evacuation procedures in case of an emergency</p>	<p>Poster at entry point.</p>	<p style="text-align: center;">Ditto</p>	
	<p>Direct all users to leave the building by one exit only, avoiding bottle neck.</p>	<p>2m social distancing to be maintained.</p>	<p style="text-align: center;">Ditto</p>	

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Cleaning the church after general use (no known exposure to anyone with Coronavirus symptoms.	<p>Check all cleaners are not in a vulnerable group or self-isolating.</p> <p>Check PCC/Chapter liability is up to date.</p> <p>All cleaner to be provided with gloves (Disposable) to protect their skin from exposure to cleaning materials.</p>		<p>Vicar/Church Wardens/ PCC</p> <p>Ditto</p>	<p>15 June 2020 R. Hurd</p>
Cleaning the church after exposure to someone with Coronavirus	<p>If possible, close church building for 72 hours, with no access permitted.</p> <p>Confirm that the building has been quarantined for 72 hours the carryout cleaning as per normal advice on cleaning</p>	<p>Any waste from that know date is to be disposed of as clinical waste. I.e. Special waste.</p>	<p>Vicar/Church Wardens/ PCC</p>	<p>15 June 2020 R. Hurd</p>

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<p>Use of the organ for practice.</p>	<p>Only organists approved by the vicar or church organist are permitted to use the organ. Organists are to follow the general rules for entering and leaving the church and maintain the appropriate separation. In particular, they are to use the hand sanitiser before and after playing the organ.</p>	<p>A cloth dampened with water may be used to clean the keyboard and console and a small quantity of mild soap, mild detergent or mild disinfectant may be used. Under no circumstances should any alcohol, oil, solvent, abrasive or silicone-based cleaners or polishes be used for cleaning ivory, bone or celluloid keys or consoles. A follow up wipe with a cloth dampened with water only should then be done. Do not use excessive wetness.</p>	<p style="text-align: center;">Organists</p>	<p style="text-align: center;">15 June C Thirlwall</p>