

Church: Arlington Baptist Church	Assessor's name: Sharon Petchey/Hannah Gallardo Petchey writer	Date completed: 28/07/2020	Review date: As regs. change
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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 livestreaming	One point of entry to the church building clearly identified and separate from public entry if possible	Cleaning of main door handles before and after use	User, wipes will be available, notice made.	07/28/20
	Buildings have been aired before use.	All windows have been open for ventilation all summer other windows opened for airing today	Sharon Petchey	Sharon 28/07/20
	Check for animal waste and general cleanliness.	Hoovering and weekly inspections undertaken	Sharon Petchey	Sharon 28/07/20
	Ensure water systems are flushed through before use.	Completed	“ “	07/28/20
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Heating not needed. Service to be scheduled by Debbie or Sharon	“ “	

	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	New equipment purchased on 27/07/20. All wireless systems and tripod legs are on top of a low table to reduce tripping hazard. Kettles moved out of kitchen to stop boiling water being carried to schoolroom for refreshments	“ “	Sharon 28/07/20
Deciding whether to open to the public	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not applicable.	“ “	Sharon 28/07/20
	Update your website, A Church Near You, and any relevant social media.		Simon Brown	Simon Brown 28/07/20
	Consider if a booking system is needed, whether for general access or for specific events/services	Invitations to attend on Sunday have been sent with a request to book a place to ensure social distancing is carried out. Anyone turning up at the door will be admitted if there's available space.	Sharon Petchey	Sharon 28/07/20
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Not opening to tourists yet.	“ “	Sharon 28/07/20
Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.	Can be confirmed that it's been cleaned and is fit for public access.	“ “	Sharon 28/07/20

	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.	Small congregation but will open both front door to create wider doorway, enabling good access and exit. No problems with crowding.	Sharon Petchey	Sharon 28/07/20
	Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Not applicable	“ “	Sharon 28/07/20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Windows have been open all summer. The church is very well ventilated.	“ “	Sharon 28/07/20
	Remove Bibles/literature/hymn books/leaflets	Removed from pews and sign placed asking not to touch them, new screen and projector will be in place for Sunday	“ “	Sharon 28/07/20
	Consider if pew cushions/kneelers need to be removed as per government guidance	Cushions in reserved places for elderly members of congregation and pew mats will stay but will be isolated for at least 72h before next service. Also, have been sprayed with antibacterial.	“ “	Sharon 28/07/20
	Remove or isolate children's resources and play areas	Removed from areas of church accessible to congregation.	“ “	Sharon 28/07/20

Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).	All pre-planned visitors have been allocated distanced seating around the church. All areas have been marked and named for each individual/family. The front doors will both be open for wide entrance and exit. If needed the large doors at the front of the church can be opened for a possible exit route if more people turn up than expected.	“ “	Sharon 28/07/20
Clearly mark out seating areas including exclusion zones to maintain distancing.	Completed to match the amount of members invited and additional space in case extras attend.	“ “	Sharon 28/07/20
Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Safety instructions will be announced at the door as people enter and also repeated before the service starts. Entry and exit doors to the schoolrooms toilets will be clearly marked.	“ “	Sharon 28/07/20
Limit access to places where the public does not need go, maybe with a temporary cordon in needed.	All areas that aren't necessary have been closed off to the public . Toilets will be marked so there won't be confusion.	“ “	Sharon 28/07/20
Determine placement of hand sanitisers available for visitors to use.	Hand sanitiser is placed at the entrance/exit for all to use. Signs placed next to it for encouragement.	“ “	Sharon 28/07/20
Determine if temporary changes are needed to the building to facilitate social distancing	Only difference made is blocking off alternate pews where needed so people from separate households aren't placed too close together. All doors are pinned back to reduce cross contamination.	“ “	Sharon 28/07/20

	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Signs will be placed in toilets above sinks to remind church goers to wash their hands thoroughly.	“ “	Sharon 28/07/20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	All surfaces have been sprayed and wiped with antibacterial spray/wipes. All handles are cleaned and internal doors tied open to stop the need to touch handles.	“ “	Sharon 28/07/20
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	All cloth towels have been removed and replaced with paper towels. Lined Bins have also been placed in both toilets.	“ “	Sharon 28/07/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Antibac. Soap in both loos	“ “	Sharon 28/07/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	All bins checked for liners	“ “	Sharon 28/07/20
	If possible, provide safe means for worshippers and visitors to record their name and contact details;	Track and trace numbers will be obtained on entry.	“ “	Sharon 28/07/20

	retain each day's record for 21 days			
	Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.	Due to the small size of congregation, all members will be notified before arrival (via email) and black board will be set up outside for neighbours to be notified of the service.	“ “	Sharon 28/07/20
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms) Advice on cleaning church buildings can be found here.	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.	There is only one service a week therefore the church will be safe to use the following service.	“ “	Sharon 28/07/20
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	It is possible depending on Simon setting up screen and projector -will update.	“ “	Sharon 28/07/20
	Set up a cleaning rota to cover your opening arrangements.	Cleaning is carried out weekly by Sharon, Simon or Debbie.	Sharon, Debbie or Simon	Sharon 28/07/20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Antibacterial sprays, wipes, disinfectants all used and provided.	Sharon Petchey	Sharon 28/07/20

	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Sharon Petchey	Sharon Petchey	Sharon 28/07/20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	After every service.	Sharon Petchey	Sharon 28/07/20
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	Always possible and notice will go out to members with keys	“ “	Sharon 28/07/20
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	It is possible	“ “	Sharon 28/07/20
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Cleanimng will be done under these guidelines.	“ “	Sharon 28/07/20