



Risk Assessment for Opening St Mary's Charlton Kings to the Public: individual prayer, and Worship

Church: St Mart's Charlton Kings	Date completed: Dec 2021	Review date: March 2021
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Access to church buildings for clergy for purposes of private prayer and/or livestreaming	One point of entry to the church building clearly identified.	West Door	Welcomers & Church Wardens (CW) & Vicar/Curate	Before each service
	Buildings have been aired before use.		Church Wardens & Vicar/Curate	
	Exit from church is via South Door.	Before each service notice given.	Entire Congregation/CW/Vicar/Curate	
Preparation of the Church for individual prayer	West Door only opened. Social Distancing observed. Seats spaced apart in chapel.		Vicar/Curate/CW	
	Where possible, doors and windows should be opened to improve ventilation.		Welcomers/CW/Vicar/Curate	

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	Consider if pew cushions/kneelers need to be removed.	Ongoing consideration But not as of Dec 2021.	N/A	
	Inform people on entry to the church to observe social distancing, including whilst sat in the pews.		Welcomers	
	Determined placement of hand sanitiser available for visitors to use.		CW	
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.		Already in place	
	Put up notices to remind visitors about important safe practices e.g. the wearing of face masks.		CW	
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		Verger	
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.		Verger	
Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)	If the church building has been closed for 72 hours between periods of being open then there is no need for cleaning.		N/A	N/A
Cleaning the church after known exposure to	If possible close the church building for 72 hours with no access permitted.			

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someone with Coronavirus symptoms	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.			As Required
Choir	<ol style="list-style-type: none"> 1. Screen around organ 2. Members of the choir should maintain social distancing wherever possible, and utilise the full length of chancel. 3. All members of the choir must take a lateral flow test before the 10.00am service and before choir practice on a Monday 4. Choir to rehearse in the church allowing social distancing. 5. Choir should be social distanced within the choir stalls and including chancel for extra space. 6. Choir should not sing in close proximity to any of the congregation e.g. during communion. 7. Choir should wear a 3 layer mask in any processions. 		Individual choir members. Choirmaster, Vicar and CW's.	
Acton by Clergy	Before each service inform congregation of their responsibilities to wear masks/socially distance/ use hand sanitiser and exit via south door. They must only come forward to take communion once invited to do so.		Vicar/Curate/CW or Verger	

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	At the distribution – face mask to be worn/hand sanitised. Sunday Communion wafers must be prepared and stored in Covid secure receptacles, no later than the previous week's Thursday. The Thursday services communion wafers prepared the Sunday before and stored in Covid secure receptacle (i.e. a ciborium with lid).		Vicar/Curate/CW or Verger	