

NOTE: From 15 June churches in England were allowed to open for individual prayer provided measures are in place to ensure the least possible risk of transmission. Premises in Wales fall under the guidelines issued by the Welsh Government which, at the time of writing, differ from those in England. From 4 July, churches in England will be permitted to offer communal worship, provided COVID-Secure measures are in place to protect everyone.

This checklist is designed to assist Parish Priests to ensure that COVID-19 infection control requirements are being met as they prepare to reopen churches for private prayer and church halls (where these are used to provide essential services e.g. a registered preschool). If you are intending to provide communal worship, in addition to this checklist you should complete the COVID-19 Resuming Communal Worship Checklist.

COVID-19 is a new illness primarily affecting the lungs and respiratory system. It is caused by a virus called Coronavirus. Symptoms can vary from mild to fatal. Risk of serious illness seems to be greater with age. People over 40 years old appear to be more vulnerable than the under 40s and people with weakened immune systems and conditions such as diabetes, heart and lung disease are more susceptible to serious illness. There is also evidence that men, Black, Asian and Minority Ethnic (BAME) groups may be more vulnerable.

COVID-19 spreads in a similar way to flu when someone with the virus coughs or exhales, releasing droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects e.g. desks, tables, chairs, telephones. When people touch contaminated surfaces and then touch their eyes, nose or mouth, they can catch the virus and so the cycle goes on. Where people are near someone infected with COVID-19 (less than one metre between individuals) they can breathe in droplets which have been coughed out or exhaled by them.

The simple, low cost ways to prevent the spread of COVID-19 involve:

- Clean and hygienic church premises
- Promoting regular and thorough handwashing by clergy, paid and volunteer workers, contractors and other people visiting Diocesan premises
- Promoting good respiratory hygiene
- Limiting contact with people and promoting the stay at home message if people have symptoms.

For more detail on the issues to consider when reopening premises, refer to the guides in the COVID-19 section of Resources.

Address	
Buildings covered in this checklist <i>e.g. church, church hall, parish office</i>	
Person completing this checklist: Name and role	
Person signing off this checklist:	

Name and role	
Date:	
Review date: <i>This checklist should be reviewed every few weeks or as the COVID-19 situation changes</i>	

		Yes/ No/ N/a	Comments/ notes
Property, plant and equipment			
1.	Has the building been thoroughly visually checked to identify any obvious hazards that might result in an accident? <i>Use the online Premises Inspection Checklist to guide and record these checks</i>		
2.	Is there any evidence of insect or animal infestation or unwanted human activity requiring professional pest control or cleaning? <i>For example, animal or human waste, drugs paraphernalia</i>		
3.	Is there any evidence of forced entry or metal theft? <i>For example, damage to the lighting conductor ribbon or leadwork</i>		
4.	Is there any reason to suspect that the electrical installation, gas or other heating plant or fire safety system is not working properly? <i>The advice of a suitably qualified engineer must be sought where there is reason to believe any of these items may be faulty before the building is reopened to the public.</i>		
5.	Where equipment requires a statutory thorough examination e.g. lifting equipment is the examination up to date? <i>Where the examination is overdue, the equipment must not be used until the examination has been carried out and any required remedial work implemented.</i>		
6.	Has the water system been flushed through where this or parts of it have been dormant or underused?		

		Yes/ No/ N/a	Comments/ notes
	<i>As a precaution against legionella, the water system should be flushed through entirely by running outlets for around 5 minutes. Care should be taken to avoid breathing in potentially contaminated aerosol during this process.</i>		
7.	Are any adjustments required to heating, ventilation or air conditioning systems? <i>COVID-19 can be spread through shared, inefficient or poorly maintained HVAC systems. Where these systems are installed you should seek the advice of your HAVC engineer to ensure the system on in your building does not increase the risk of transmission of COVID-19.</i>		
8.	Have you established COVID safety procedures for when contractors are on site to ensure everyone stays as safe as possible? <i>Refer to the guide COVID-19: Implications for building, repair and maintenance work in the COVID-19 section of Resources</i>		
9.	Are COVID protocols discussed with agency staff suppliers to avoid inconsistencies in expectation? <i>For example: Will you receive the same agency workers to minimise the number of contacts? What precautions will agency workers take to minimise transmission and do these precautions match what you do? Do you need to advise of vulnerable people on site?</i>		
Social Distancing As a general rule, government guidelines require a distance of at least 2 metres between individuals. This means changing the way some tasks and activities are carried out e.g. restricting the number of people in the church or areas of the church e.g. work areas. For more information about social distancing measures, refer to the guide in the COVID-19 section of Resources.			
10.	Have you established an approximate safe number of people that can occupy the church at any given time when it is open for prayer allowing for social distancing of people who don't live in		

		Yes/ No/ N/a	Comments/ notes
	the same household and areas of the church that may be temporarily out of bounds?		
11.	Are social distancing requirements highlighted to remind people to observe them? <i>For example: banners, stickers or signs reminding people about social distancing and/ or stickers to indicate where people should sit/ stand to achieve the required distance.</i>		
12.	Can social distancing requirements be observed during tasks carried out by paid/ volunteer workers?		
13.	For those tasks where social distancing cannot be achieved, could they be postponed or carried out a different way to achieve social distancing? <i>For example, limiting duration, restricting tasks to regular pairs or teams, working side by side or back to back rather than face to face and providing face coverings</i>		
14.	For those tasks which cannot be carried out at a safe social distance but can be altered to make them safe, have the adaptations been communicated to everyone involved? <i>Tasks which cannot be altered to achieve safe social distancing should not be carried out. Contact the person in your diocese responsible for health and safety to discuss how best to resolve this issue.</i>		
15.	Are changes to working methods to make tasks COVID secure communicated to everyone involved where necessary?		
16.	Where a passenger lift is installed, has usage been restricted to prioritise people with disabilities and to ensure that only one person uses the lift at any one time?		
17.	Have congestion points been identified and measures introduced to reduce contact with other people e.g. one way routes, different entry and exit points, staggering occupancy and using floor tape or similar to help people to keep two metres apart?		

		Yes/ No/ N/a	Comments/ notes
<p>Stay at home</p> <p>No one should be on site if or working in an in person capacity if they should be self-isolating, shielding or to leave home for work purposes is conflicts with other government guidelines in your area. The stay at home priority should also apply to people who live with someone who has been advised to shield.</p> <p>Volunteers should NOT come to church for work purposes in the following circumstances:</p> <ul style="list-style-type: none"> • If doing so increases their risk of infection e.g. the volunteer is vulnerable due to age or underlying health issues • If they increase the risk to others e.g. should be self-isolating, live with someone who is extremely vulnerable 			
18.	<p>Is there a suitable plan for managing someone who becomes ill with symptoms associated with COVID-19?</p> <p><i>For example, isolating the person from others, getting them home safely, closing the building pending deep cleaning, notifying people who may have been in contact with the individual and informing the local health authority and the person responsible for health and safety in the diocese.</i></p>		
19.	<p>Are all clergy, paid and volunteer personnel and other relevant people e.g. people responsible for groups hiring the building, aware of the circumstances in which they should report a suspect or confirmed case of COVID-19 linked to them or their activity?</p> <p><i>Suspect of confirmed cases of COVID-19 which can be linked to the building e.g. a member of staff, the priest, a contractor or parishioner should be reported to the Parish Priest or Line Manager who should report this on to the person in the diocese responsible for health and safety. Affected persons should be reminded to stay at home and self isolate with other members of their household for 14 days.</i></p>		
20.	<p>Have you made arrangements to record the names and contact details of stewards on duty at any given time to assist with contact tracing?</p> <p><i>Details should be kept in the parish office.</i></p>		

		Yes/ No/ N/a	Comments/ notes
<p>Cleaning</p> <p>An essential measure to limit the spread of COVID-19 is regular cleaning of surfaces that are frequently touched e.g. light switches, door handles, handrails, pews. Textile and other difficult to clean surfaces which are likely to be touched frequently by multiple users e.g. kneelers, upholstered chairs in church halls, at shared workstations and in reception areas, should be removed from use.</p> <p>For more details on cleaning during COVID-19, refer to the guide in the COVID-19 section of Resources.</p>			
21.	Are arrangements in place to ensure that the building (or those areas which have been closed for some time) are thoroughly cleaned prior to reopening?		
22.	Has a cleaning plan been prepared which identifies those surfaces which will be touched frequently by multiple people and outlines how they should be cleaned and disinfected? <i>A template cleaning plan is available from the COVID-19 section of Resources</i>		
23.	Have you established reliable supply chains to ensure you have enough cleaning materials and equipment, personal hygiene materials and personal protective equipment? <i>For example, cleaning/ disinfectant products, cloths or wipes. NOTE: Not all surface cleaners work effectively on viruses. Always check with the supplier before purchasing.</i>		
24.	Have arrangements been made to ensure that internal rubbish bins are emptied more frequently? <i>Bin liners should always be used and these should be double bagged and removed to general waste storage bins for collection in the usual way. Internal bins should be emptied at least daily.</i>		
25.	Are alcohol based cleaning and sanitising products stored away from ignition sources? <i>These products are vulnerable to ignition and should be kept in dry, well ventilated conditions away from sources of ignition. Don't keep them near boilers, electrical equipment or candle lighting stations.</i>		
26.	Are cleaners fully aware of the changes to their previous cleaning regime and how to work safely?		

		Yes/ No/ N/a	Comments/ notes
<p>Hand washing</p> <p>Personal hygiene is essential to control the spread of infection. Everyone must get used to frequent hand washing for 20 seconds especially after being in a public place, blowing your nose, coughing or sneezing.</p> <p>Toilet facilities must be available for clergy, paid and volunteer workers but should not be available to members of the public.</p> <p>For more details about handwashing measures during COVID-19 refer to the guide in the COVID-19 section of Resources.</p>			
27.	<p>Are hand washing facilities provided for staff, with an adequate supply of hot and cold water, soap or other hand washing substance and disposable hand towels or other hand drying method that does not involve sharing materials?</p>		
28.	<p>Are hand sanitising materials available on entrances and other places where hand washing facilities are not readily available? <i>In the church, alcohol hand gel should be provided at the doors with notices asking people to sanitise their hands as they enter and leave the church.</i> <i>Beware of installing alcohol based hand sanitising gel close to prayer stations where people may light candles. There is the potential for the gel to ignite causing burns.</i></p>		
<p>Toilet facilities</p> <p>As a general rule, toilets should be available to members of the public on request rather than having unrestricted access. This is so that social distancing can be observed more easily and to make it easier to control the contact points and consequent cleaning requirement.</p> <p>Toilets must be well ventilated, supplied with liquid soap and water for hand washing and disposable towels for hand drying (reusable towels and hand dryers should not be used). It is also useful to remind people to close the toilet lid before flushing to avoid a contaminated vapour plume to develop and to wash their hands. Posters or notices can help with this (a hand washing poster is available in the COVID-19 Signs and Notices section of Resources).</p> <p>If you allow free access to toilets, you will also need to clarify social distancing by markings on the floor, notices about maximum numbers and consider what to do about congestion where queues develop.</p> <p>If the toilet is used, it will have to be cleaned. Cleaning in toilets is higher risk than elsewhere, particularly if this is done within 72 hours of use. Cleaners should NOT be from the vulnerable group.</p>			

		Yes/ No/ N/a	Comments/ notes
29.	How do you intend to allow access to toilet facilities? <i>Delete as appropriate</i>	On Request OR unrestricted access	
30.	Are you confident you can manage the additional cleaning requirements and that social distancing will be observed?		
31.	Are toilet facilities well ventilated and supplied with appropriate facilities for hand washing during COVID-19?		
32.	Have you included toilet facilities in your cleaning arrangements? <i>Adjust the cleaning plan (use the template in the COVID-19 section of Resources)</i>		
<p>Registered preschools</p> <p>Some church premises are used as a venue for registered preschools. Some of these groups may have continued to operate in line with government guidelines to provide childcare for key workers and vulnerable children. Others will be preparing to welcome back children from as soon as 1 June (subject to government guidelines).</p> <p>Depending on the terms you agreed with the preschool operator, you are likely to need to ensure the venue is safe to reopen if it has been closed for a period of time, and that COVID precautions incumbent on the preschool operator work to protect everyone likely to be coming and going from the venue, including the car park. Until restrictions ease, it is not recommended that groups other than registered preschools operate in church halls used by other groups.</p> <p>The preschool operator should share the findings of their COVID-19 Risk Assessment with you so that you can identify areas where precautions may need to be revised. Keep a copy of the risk assessment findings with this checklist.</p> <p>Early years settings other than registered settings should not operate from parish premises until government guidelines allow and you are satisfied that COVID-19 precautions can be satisfied.</p> <p>For more details on managing registered preschools during COVID-19, refer to the guide in the COVID-19 section of Resources.</p>			
33.	Is the building a venue for a registered preschool?		
34.	Where the parish is responsible for maintenance of the building, is all relevant statutory compliance being kept up to date or plans in place for contractors to attend as soon as possible?		

		Yes/ No/ N/a	Comments/ notes
	<i>For example, maintenance tasks and fire risk assessment. Where statutory maintenance tasks have lapsed by more than a few months you should not open the building until you have discussed the position with the person in your diocese responsible for health and safety.</i>		
35.	Where the building has been closed for a period of time, and where the parish is responsible for cleaning, will this be carried out BEFORE the building reopens?		
36.	Where the parish is responsible for pre-opening and/ or ongoing cleaning, has a cleaning plan been prepared and communicated to cleaning staff?		
37.	Do the activities of the preschool impact other non-preschool activities e.g. shared use of the church car park, church hall kitchen and toilet facilities?		
38.	Have the findings of the registered preschool COVID-19 risk assessment been shared, any concerns discussed and a final set of measures agreed to ensure that the venue is COVID secure for everyone likely to be coming and going from the venue and any shared facilities?		
39.	Are parish personnel involved in opening up and securing the preschool venue, cleaning or other service relating to the preschool?		
40.	Has an assessment of the risks and precautions necessary to protect relevant parish personnel from infection and from spreading infection been carried out in consultation with the individuals concerned?		
Use of the church hall At the time of writing, most activities that would normally operate from the church hall are suspended, however some church halls are already being used to provide a venue for a COVID-19 volunteer service or to provide additional teaching space for a local school. It is essential that the building is safe both from a property management perspective and in respect of COVID-19 precautions e.g. social distancing and cleaning.			
41.	Is the building you are reopening or planning to reopen a parish hall?		

		Yes/ No/ N/a	Comments/ notes
42.	Other than a registered preschool are there any other activities already running from the church hall or planned in the near future? <i>For example, a temporary venue for a food bank or other voluntary service during COVID 19 or by a local school to provide additional teaching space.</i>		
43.	Are you satisfied that, in addition to the issues that usually apply to good property management, the key factors for the prevention of transmission of COVID 19 can be met by everyone using the hall? <i>For example, statutory maintenance and fire risk assessment is up to date, social distancing can be observed and the building can be kept clean and hygienic including the temporary removal of soft furnishings which are likely to be regularly touched by multiple users and which cannot be cleaned and disinfected easily e.g. upholstered chairs, cushions.</i>		
44.	Have COVID-19 precautions been discussed and agreed with the person organising the activity being carried out in the church hall?		
45.	Where the activity is being run by a commercial third party organisation have their liability insurance details being checked?		
46.	Are parish personnel involved in cleaning and/ or maintenance tasks?		
47.	Has an assessment of the risks and precautions necessary to protect relevant parish personnel from infection and from spreading infection been carried out in consultation with the individuals concerned?		

Private Prayer

Some practices associated with private prayer must be adapted to observe social distancing, hand sanitising and to ensure that surfaces that are frequently touched by multiple people are easily cleaned and disinfected. For example, removal of shared hymn books, service books, parish library books, magazines, lighting candles* and restricting access to historic or delicate elements that cannot easily be cleaned regularly.

Children typically experience minor or no symptoms of COVID-19, however they can assist in spreading the virus. Children are naturally tactile and should be supervised by their parents or guardians for their own safety. People under 16 years should be accompanied by an adult when visiting the church.

		Yes/ No/ N/a	Comments/ notes
<p>*Most sanitisers contain alcohol which can ignite when exposed to an ignition source. Allow a full minute to pass after sanitising hands before wiping the hands with a disposable tissue before lighting candles. Careful consideration must be given to providing votive candles for public prayer to avoid the risk of ignition when lighting the candles; the increased potential for fire spread where churches are unmanned for longer periods than usual due to social distancing; and to minimise contact points e.g. shared lighting materials.</p>			
48.	Is the building reopening for private prayer?		
49.	Has the church been adapted to private prayer in line with government and Catholic Bishops of England and Wales Conference (CBEWC) guidelines to be COVID secure?		
50.	Have soft furnishings likely to be touched frequently by multiple users been temporarily removed from use e.g. upholstered chairs, cushions and kneelers? <i>These items are a source of transmission and are difficult to clean and sanitise properly.</i>		
51.	Are there any essential prayer practices which cannot be adapted to be COVID secure? <i>Prayer and worship practices which cannot be adapted to be COVID secure must not be carried out. Contact the person in the diocese responsible for health and safety to discuss a way forward.</i>		
52.	Does everyone with a role in delivering church practices understand the risks and the measures necessary to protect everyone from transmission of COVID 19? <i>For example, avoiding shared materials and equipment or thorough disinfecting of shared items before and after use, observing social distancing, taking extra care to avoid unsafe practices that could result in an accident and increase the demand on the NHS.</i>		

		Yes/ No/ N/a	Comments/ notes
53.	<p>Is it clear to members of the public what they are being asked to do to observe COVID safety precautions when participating in prayer/ worship?</p> <p><i>For example, signs and notices are clearly displayed, barriers are installed to prevent access to areas of the church which are temporarily out of bounds and information about where to seek help is readily available.</i></p>		
<p>Office Workstations</p> <p>An office workstation means typically a desk which may also include desk top equipment such as a desk lamp, computer equipment and a telephone.</p> <p>Wherever possible, people should work from home. Where this is unavoidable, infection control measures must be applied to work stations including social distancing, cleaning and handwashing. In addition, workstations and equipment which are regularly touched, must be subject to frequent sanitising and the need to share workstations and equipment should be avoided. Where this is unavoidable, the workstation and equipment must be sanitised between uses.</p> <p>Where the work station falls within the priest's home, it may not be possible to allow access e.g. where the priest is self-isolating or shielding. Otherwise, access must be strictly limited to those areas essential for work. All frequently touched surfaces must be regularly cleaned during and at the end of the work period.</p>			
54.	<p>Are there any office work stations in the building you are planning to bring back into use?</p> <p><i>Do not include the priest's study where this is a private area.</i></p>		
55.	<p>Is the work area well ventilated?</p> <p><i>Bear in mind that mechanical ventilation systems can increase the risk of transmission. (See Property, Plant and Equipment section of this checklist re heating, ventilation and air conditioning systems)</i></p>		
56.	<p>Are sanitising materials available to enable staff to sanitise high contact areas of their workstation e.g. the desk, keyboard and mouse and telephone?</p>		
57.	<p>Where soft furnishings are likely to be regularly touched by multiple people from different households, have these items</p>		

		Yes/ No/ N/a	Comments/ notes
	<p>been temporarily removed and replaced with easy to clean alternatives?</p> <p><i>For example, upholstered seating and cushions at workstations, in reception areas, staff rest rooms and meeting rooms.</i></p>		
58.	Can staff achieve the 2 metre social distance between themselves and other people in the same work area?		
59.	<p>Where staff share workstations, are you confident that your cleaning and disinfecting regime will ensure that shared workstations are thoroughly cleaned at least daily and before and after each user throughout the day?</p> <p><i>Sharing of workstations should be avoided during COVID-19</i></p>		
60.	Where staff handle deliveries of post, packages or have to handle cash are they provided with disposable gloves and reminded to wash their hands immediately after these tasks?		
61.	Are signs/ notices displayed to remind staff about the COVID secure measures they need to apply e.g. social distancing, cleaning and handwashing?		

Food and drink

Kitchen facilities must be managed to observe social distancing requirements and enhanced cleaning of frequently touched surfaces. This is IN ADDITION to the cleaning requirements in order to maintain food hygiene standards.

In staff kitchens where staff make their own drinks and meals, the practice of preparing meals should be discouraged and staff asked to bring pre prepared snacks to minimise the time they need to occupy kitchen space and reduce contact points. Materials should be made available to enable workers to clean and disinfect surfaces before and after they have used the kitchen. Consider replacing crockery and cutlery with disposable alternatives and use disposable towels for hand washing and washing up. A notice reminding kitchen users of the additional precautions to take should be displayed.

Alternatives to the Priest's kitchen must be found where the Priest is self-isolating or shielding.

		Yes/ No/ N/a	Comments/ notes
<p>For staff canteens, cafes and the like, at the time of writing, government restrictions only allow a food takeaway and delivery service. This means that seating areas in staff canteens, cafes and restaurants must remain closed and social distancing must be observed front of house and within food preparation and service areas.</p> <p>If you are reopening a food operation which is registered with the local authority, you should inform your local authority and complete the Food Standards Agency Reopening Checklist available from the Food Standards Agency website (see the link below) or download the form from the COVID-19 section of Resources.</p> <p>Providing food and drink for parishioners and members of the public should only recommence when restrictions permit and as authorised by the (Arch) Bishop.</p> <p>For more information about COVID-19 safety measures around food preparation and a checklist for reopening food services which have been closed for a period of time, refer to the Food Standards Agency website at https://www.food.gov.uk/business-guidance/reopening-checklist-for-food-businesses-during-covid-19</p>			
62.	Does the building you are reopening or planning to reopen, include food preparation activities?		
63.	If you are a registered food business, have you informed the local authority of your intention to reopen and completed the Food Standards Agency Reopening Checklist for Food Businesses during COVID-19?		
64.	Have you carried out a COVID-19 assessment of food preparation and service areas to ensure that the additional measures needed to keep everyone safe from the virus will be in place when these facilities reopen? <i>Use the Food Standards Agency template for registered food operations. Otherwise, the following questions should help to identify the key issues to consider.</i>		
65.	Can correct social distancing be achieved in the kitchen?		
66.	Are cleaning and disinfecting materials handy to enable people using the kitchen to clean and they go?		

		Yes/ No/ N/a	Comments/ notes
	<i>Make sure that cleaning products are food safe; are effective on viruses AS WELL AS bacteria; and can be used safely without the need for additional personal protective equipment.</i>		
67.	Where the kitchen will be used by people who don't live in the same household, have cleaning and drying cloths been replaced with disposable alternatives?		
68.	Is the kitchen clean, free from evidence of pests and stored food stuffs checked to remove items which have passed their safe use by date?		
69.	Are people asked to bring their own drinking and eating utensils (crocery and cutlery) to avoid the risks associated with shared equipment?		
70.	Are people asked to bring ready to eat snacks to avoid the need to cook meals on site?		
71.	Are notices displayed to remind people using the kitchen of the extra precautions they must take during COVID-19?		
<p>Meetings</p> <p>Meetings should be conducted remotely unless there is absolutely no alternative. Where in person meetings are unavoidable, the 2 metre social distance MUST be maintained throughout.</p> <p>Sharing of items such as notepads, pens and presentation tools should be avoided, and hand sanitiser should be available in the meeting room.</p> <p>Meeting rooms should be well ventilated. If the weather is favourable and space and privacy allows, in person meetings should take place in an outside space.</p> <p>A record of all in person attendees should be kept so that people can be contacted if any attendee subsequently reports a suspect or confirmed case of COVID-19 linked to them or someone they have been in close contact with up to 14 days after the meeting.</p>			
72.	Do arrangements for meetings follow the guidelines outlined above?		

		Yes/ No/ N/a	Comments/ notes
<p>Car park and external pedestrian pathways</p> <p>When some buildings reopen, a one in one out policy may be required to ensure social distancing. This might result in periods where people have to queue outside. You must consider how social distancing will be achieved where people queue to enter the building and the affect this might have on neighbouring premises and passers by. You also need to consider whether queues might put people at risk of an accident e.g. if the queue results in people standing in the road.</p> <p>Where the car park is available to visitors e.g. the church car park it is important to consider how social distancing will be observed, particularly where car parks could become over-subscribed.</p> <p>The risk of transmission is considered low in situations where people pass each other by at a distance of less than 2 metres for very brief periods.</p> <p>For car parks shared with other premises e.g. a school, discuss concerns with the Head Teacher or preschool operator and agree arrangements that will work to protect everyone e.g. staggered drop off and pick up times, managing congestion points, school staff monitoring car park etiquette, physical barriers to remove parking spaces in order to achieve correct social distancing. These measures may also be necessary in some form or other to protect visitors to your premises.</p> <p>If stewarding the car park is a necessary precaution to achieve correct social distancing, make sure stewards understand the general COVID-19 risks and safety precautions to be observed. Car park stewards should be provided with high visibility clothing and may require other PPE such as gloves and face coverings.</p>			
73.	Are you confident that social distancing can be achieved within car park areas (where relevant) and on pedestrian pathways if people have to queue to enter the building?		
74.	Where car parks and pedestrian pathways on the premises are shared e.g. for school drop off and pick up, have social distancing requirements been discussed with the relevant third parties and any additional measures agreed?		
<p>Accidents and emergencies</p> <p>Changes in layout to achieve social distancing and issues around the availability of personnel to help in the event of an emergency due to self isolation might mean a review of emergency procedures.</p> <p>If someone needs first aid and social distancing cannot be achieved to administer the help they need, the person or persons assisting should observe basic hygiene including the following:</p> <ul style="list-style-type: none"> • Be mindful of the risk of infection to yourself and the injured person. 			

		Yes/ No/ N/a	Comments/ notes
<ul style="list-style-type: none"> • Wash your hands before and after administering first aid. • Don't cough or sneeze over someone while helping them. Wear a face covering if possible. • Cover any open sores or wounds on your hands before putting on disposable gloves before beginning treatment. • Don't touch a wound with your bare hands and don't touch any part of a dressing that will come into contact with a wound • Dispose of all waste including dressings and protective equipment safely. <p>All accidents must be entered in the Accident Book. Serious accidents where the injured person was taken to hospital for treatment and suspected or confirmed cases of COVID-19 linked to the building must be reported to the person in your diocese responsible for health and safety.</p>			
75.	Are any adjustments to emergency procedures required? <i>For example, where reduced staff means gaps in first aid or fire marshal cover</i>		
76.	Have all relevant people been made aware of adjustments to emergency procedures?		
77.	Are people with a role in implementing emergency fire procedures or providing first aid aware of the additional risks in respect of infection from COVID-19 and, in the case of administering first aid, the additional precautions to take?		
78.	Is there a readily available supply of disposable gloves and, if possible, disposable face coverings in or near first aid equipment?		
<p>Safeguarding</p> <p>With opportunities to seek in person pastoral and spiritual support having been restricted, church stewards may face potentially difficult encounters e.g. visitors reaching out for help, expressing extreme views or becoming abusive or threatening. Church stewards should be aware of the appropriate response to these situations. For this reason, it is important that volunteers are recruited from the existing volunteer pool in the parish and at least one steward on duty is trained in safeguarding for another role in the parish.</p>			

		Yes/ No/ N/a	Comments/ notes
79.	<p>Are the safeguarding guidelines outlined above understood and incorporated into your arrangements for stewarding the church?</p> <p><i>Some dioceses require volunteer church stewards to have an up to date DBS check. Check with the person responsible for safeguarding in your diocese if you're not sure.</i></p>		
80.	<p>Is the Diocesan Safeguarding Poster clearly visible in the church with all details up to date?</p>		
<p>Risk to individual paid and volunteer workers</p> <p>Implementing all the required COVID-19 precautions will need a team of people. How many will vary according to the size and complexity of the building.</p> <p>In churches, the Parish Priest will not be able to do all that is required alone. Guidelines for when churches are permitted to reopen indicate that at least two stewards (one of which may be the Parish Priest) will need to be present throughout the time the building is open to visitors. This is to ensure that social distancing is achieved and visitors sanitise their hands on entry and exit. If a pre-determined capacity is reached, stewards may have to operate a "one in, one out" policy.</p> <p>Other people may be needed to ensure that enhanced cleaning and disinfecting regimes can be observed. During COVID-19 stewards should be recruited from the existing volunteer pool in the parish and should not include those who have been advised to shield or are from groups considered more vulnerable to the virus. Volunteers who live with someone who is shielding should also be asked to carefully consider the additional risk they incur.</p> <p>A template for a COVID-19 staff return to work consultation and flyers reminding staff and parish workers of the basic precautions to keep everyone safe are available in the COVID-19 section of Resources.</p>			
81.	<p>Have enough people been recruited to support the implementation of all reasonable and necessary precautions required to avoid the transmission of COVID-19?</p> <p><i>If you are unable to recruit enough people to support the measures needed to ensure the building is COVID- secure, it must remain closed.</i></p>		

		Yes/ No/ N/a	Comments/ notes
	<i>Contact the person in the diocese responsible for health and safety to discuss this if necessary.</i>		
82.	Have all employees and volunteer workers who are returning to work on site been consulted with to determine the risk to them and others in respect of infection from COVID-19 and the measures to be put in place to avoid infection?		
83.	Is this consultation documented and kept under review?		

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