**PART 2: RISK ASSESSMENT TEMPLATE**

Having worked through the checklist, complete the risk assessment proforma below. This should be approved and dated by an authorised representative of the PCC/MAC/LMAC. The completed form should be approved by your Archdeacon.

| **Name of Church:** | **Address:** | | **Date:** | |
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| **Area of Focus** | **Control Measure**  *These are the main themes from the checklist and guidance. They may not apply in each case.* | **Detailed arrangements**  *Set out below the detailed arrangements you will implement under each control measure. The boxes will expand as you complete them.* | **Action by?** | **Completed** |
| PREPARATIONS | Do you need to open at this time?  Defined Opening Times  Proposed services and times |  |  |  |
|  | Staffing arrangements |  |  |  |
|  | Airing and Cleaning |  |  |  |
|  | Check services e.g water, electrical, heating systems |  |  |  |
|  | Fire Risk Assessment |  |  |  |
|  | Heating and Ventilation |  |  |  |
| PHYSICAL DISTANCING | Staffing arrangements incl PPE |  |  |  |
|  | Signage |  |  |  |
|  | Entry and Exits |  |  |  |
|  | One-way system |  |  |  |
|  | Taped/barriered routes |  |  |  |
|  | Seating arrangements |  |  |  |
|  | Restricted areas |  |  |  |
| HYGIENE | Hand washing sanitising |  |  |  |
|  | Face coverings |  |  |  |
|  | Prayer books and worship sheets |  |  |  |
|  | Shared objects |  |  |  |
|  | Music |  |  |  |
| CLEANING | Cleaning team |  |  |  |
|  | PPE |  |  |  |
|  | Cleaning regime |  |  |  |
| SPECIFIC ACTIVITIES | Holy Communion |  |  |  |
|  | Baptisms |  |  |  |

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| **Compiled By:** | **Approved by:**  **Incumbent/Area Dean:**  **Archdeacon:** | **Date:** |