



Covid-19 Risk Assessment for the Dutch Church in London

Church: Dutch Church	Assessor's names: George Rudolph Rein Roos	Date completed: 16 July 2020 Updated: 14 September 2020	Review date: 01 Nov 2020
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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 and separate from public entry if possible	Staff entry at Nr 7 (office)	n/a	n/a
	A suitable lone working policy has been consulted if relevant.	Verger present at all times	n/a	n/a
	Buildings have been aired before use.	Windows open	Vergers	On-going
	Check for animal waste and general cleanliness.		Vergers	RR/GR
	Ensure water systems are flushed through before use.	System has not been stagnant more than 5 days	n/a	n/a
	Switch on and check electrical and heating systems if needed. Commission system checks as necessary.	Annual check to be completed summer 2020	vergers	RR/GR
	Holy water stoups and the font are empty.	Not in use	vergers	RR/GR
	Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard		Vergers	RR/GR On-going
Deciding whether to open to the public	Update your website, A Church Near You, and any relevant social media.	Website updates and email notices	Vergers; webmaster	RR, AJvdM 16/07/20
	Consider if a booking system is needed, whether for general	Cap attendance at 30 persons;	vergers	RR/GR



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	access or for specific events/services	Advance booking for special events, i.e. Stichting Zondag		
	If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark	Open to tourists at later date TBD		
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.		vergers	RR/GR 15/07/20
	Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).			
	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.	Entry through main church doors for services, exit through side doors (handrail).	vergers	RR/GR 15/07/20
	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 necessary for church services; stakeholders such as DC to implement measures as required		
	Where possible, doors and windows should be opened temporarily to improve ventilation.	Lavatory doors open; Windows open; Fans in Social Hall	Vergers	RR/GR On-going
	Remove Bibles/literature/hymn books/leaflets	Hymn books and bibles out of use; Liturgy booklets disposed of individually. All literature removed from racks/ displays	Vergers	RR/GR 15/07/20
	Cordon off or remove from public access any devotional objects or items (if they are	Communion silver not in use;	Vergers	RR/GR 15/07/20



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	liable to be touched or closely breathed on)	Altar area with candle/ silver/ font not in use; Remove votive candle stand at entrance		
	Consider if pew cushions/kneelers need to be removed as per government guidance	Cushions quarantined at least 72 hours in advance in place on seats; after service, again quarantined for at least 72 hours	Vergers	RR/GR 15/07/20
	Remove or isolate children's resources and play areas	Keep patio /games closet closed	Vergers	RR/GR On-going
	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).	Seats arranged to maintain social distancing requirements	Vergers	RR/GR 15/07/20
	Clearly mark out seating areas including exclusion zones to maintain distancing.	Only place required number of chairs with ample spacing	vergers	On-going
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Markers at steps for one-way traffic flow church to Lobby; Using rt/left sides of staircase	vergers	RR/GR 15/07/20
	Limit access to places were the public does not need go, maybe with a temporary cordon in needed.	Kitchen limited to 5 persons; Crypt/Library/ toilets 3 maximum-signage posted.	Vergers	RR/GR 15/07/20
	Determine placement of hand sanitisers available for visitors to use.	At entry points and Lobby/ SH	vergers	RR/GR 15/07/20



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	Determine if temporary changes are needed to the building to facilitate social distancing	Close middle wash basin in lavatories;	vergers	RR/GR 15/07/20
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing; Use of facemasks- required throughout venue but may be removed temporarily when participating in events which require speaking/singing	Signage placed in restrooms and public areas	Vergers	RR/GR 15/07/20
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Enhanced cleaning protocol in place	Vergers	RR/GR On-going
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Checked regularly	Vergers	RR/GR On-going
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Checked regularly	Vergers	RR/GR On-going
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	Checked regularly	Vergers	RR/GR On-going
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Maintain log sheet of visitors as they arrive or through pre-booking	Vergers	RR/GR 15/07/20
	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.	Through the website, Kerknieuws and Social Media	Webmaster Vergers	AJvdM; RR/GR 16/07/20
Cleaning the church before and after general use (no	If the church building has been closed for 72 hours between periods of being open then there is no need for extra	Church will be closed for 72 hours between services;	Vergers	RR/GR On-going



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known exposure to anyone with Coronavirus symptoms)	cleaning to remove the virus from surfaces.	monitor with extra cleaning as the building opens for other activities		
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.			
	Set up a cleaning rota to cover your opening arrangements.	In consultation with church cleaner	Vergers	RR/GR On-going
	All cleaners provided with gloves (ideally disposable).	Cleaning gloves are available		
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Suitable cleaning materials are available		
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Cleaner will remove all waste and has training at NHS hospital site	vergers	RR/GR 07/07/20
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Depending on use of building; usually after each event-monitor the situation	Vergers	RR/GR On-going
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.			
	If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	Public Health England guidance available here.		
	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Advice on cleaning church buildings can be found here.		