

Chichester Cathedral



Risk Assessment for Opening Church Buildings to the Public: individual prayer/ Public Worship

Version Control

Issued	Ver	Issued by	Issued	Ver
22/05/20	1	The House of Bishops Covid-19 Recovery Group	11/11/20	4a
08/06/20	2	The House of Bishops Covid-19 Recovery Group	14/01/21	5
11/06/20	2.4	Head of Estates – Cathedral		
13/06/20	2.5	Visitor Experience Manager - Cathedral		
30/06/20	3	The House of Bishops Recovery Group		
03/07/20	3.1	Visitor Experience Manager - Cathedral		
01/10/20	4	Visitor Experience Manager - Cathedral		

THIS IS A PLANNING DOCUMENT ONLY. IT WILL BE UPDATED AND CONTENT MAY CHANGE. Chichester Cathedral will update this document as further information becomes available from both the Government and Church of England.

On 7th June 2020 the government announced that places of worship may open for individual prayer in line with social distancing guidelines from 15th June. The government requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for individual private prayer. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for individual private prayer or not, based on their local circumstances, resources and context.

On June 23rd 2020 the government announced that places of worship may reopen for public worship from the 4th of July in line with social distancing guidelines.

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Future versions of this document will be produced when small services such as weddings and funerals with limited numbers are allowed.

Consolidation Risk Assessment (Supplemented by departmental / bespoke services assessments)

Church: <i>Chichester Cathedral</i>	Date completed: <i>1st October 2020</i>	Reviewed: <i>14th January 2021</i>
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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 General advice on accessing church buildings can be found here.	One point of entry to the church building clearly identified.	Access Via Eastern or western Arm	Vergers	May 2020 – Vergers
	A suitable lone working policy has been consulted if relevant.	Radios to be used and provided for attending staff – No Lone working during opening times currently envisaged.	RLG	June 2020 - RLG/Vergers
	Building has been aired before use.	Building opened and aired daily	Vergers	Ongoing - Vergers-
	Check for animal waste and general cleanliness.	Checked – Guano Cleared and areas pressure washed. No other animal waste.	Estates / Vergers	Ongoing – Vergers/Estates
	Ensure water systems are flushed through before use.	Taps to flower ladies area (closed off) and Pantaleon area has water supply which is used daily.	AW / Vergers	Ongoing - Vergers
	Switch on and check electrical and heating systems if needed.	Not required- electric fans switched off in Vergers office – Hamworthy gas boilers in operation via Timers and stats 24/7.	AW / Vergers	January 2021 - AW
	Holy water stoups and the font are empty.	Empty	Vergers	Ongoing - Vergers
Preparation of the Church for individual prayer	Confirm that all steps (above) for access by clergy have been carried	Vergers confirmed- JAN 2021	Vergers	Jan 2021 – Vergers

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	out before anyone else accesses the building.			
	Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below).	Reviewed (See Appendix A)	Vergers	Jan 2021 – RLG/Vergers
	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.	Signage available and single point of entry established with separation screen constructed in conjunction with guidance.	Vergers	Jan 2021 – RLG/Vergers
	Where possible, doors and windows should be opened to improve ventilation.	Where possible this is carried out – all accessible windows fixed.	Vergers	Ongoing
	Remove Bibles/literature/hymn books/leaflets.	Removed	Vergers	May 2020 – ONGOING by VERGERS
	Consider if pew cushions/kneelers need to be removed.	Removed / NA	AW/SW	May 2020 – AW/SW
	Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including	Walk thru carried out OT/RLG and AW/SW Distances measured & plans created. Further safe distancing applications in relation to processing, concerts, choir, and streaming attendances. VERGERS CONFIRMED MEASURES	RLG/AW/OT/Charles/Vergers	Jun 2020 – ONGOING by VERGERS/OT /Charles

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	safe flow of visitors. Remember 2m in all directions from each person.			
	Determine placement of hand sanitiser available for visitors to use.	Registered with Parish Buying AW – Hand sanitiser dispensers to entrance and separate 500ml pumps in cathedral for clergy – staff issued with personal 30ml pumps – stocks / refill in vergers office. VERGERS TO CHECK DAILY AND THOROUGHLY CLEAN AREAS ADJACENT	AW/SW	Jan 2021 – ONGOING by VERGERS & ATTENDING STAFF
	Determine if temporary changes are needed to the building to facilitate social distancing	Advice on gaining temporary permissions consulted. No physical changes – Temp barriers etc. constructed and temp floor signage to apply.	AW	Jun 2020 – AW/RLG AW Confirmed still current Jan 2021
	Clearly mark out seating areas including exclusion zones to maintain distancing.	RLG/SW/OT/AW - Site walkover Monday 15 th AW/RLG VERGERS CONFIRM SAFE DISTANCING of 2.5-3m	RLG/Vergers	RLG/ VERGERS - Ongoing
	Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.	Additional free standing signage and wall / door signage applied VERGERS CONFIRMED MONITORING AND MANAGEMENT WHEN OPEN	RLG/Vergers	Jun 2020 – RLG/Vergers - Ongoing
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	As Above RLG HAS ARRANGED to REVIEW SIGNAGE LOCATIONS AND PRESENCE AND CONFIRM AS IN PLACE	RLG / Vergers	RLG/Vergers

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	Anti Bac sprays and cloths, gloves, shields, masks available from Vergers, Additional advice On cleaning can be found in appendix A. VERGERS TO USE SCHEDULE FOR CLEANING INCLUDING CANDLE STATION AND WICK CLEANING/DISPOSAL	RLG/Vergers	Jan 2021 – RLG/Vergers
	Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	Hand washing facilities available in Pantaleon with anti bac soap pump, paper towels and bin. Vergers to empty bins using appropriate PPE & top up as necessary.	Vergers	Jun 2020 – Vergers
	PPE provided for Staff/volunteers onsite.	Personal face shields available for staff and volunteers (Stewards, Private Prayer Stewards).	RLG/AW/Vergers	Jan 2021 – Vergers / RLG / AW - ongoing
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Alterations to cloisters café have been carried out and wc facilities opened for worshippers use only so are closed off when cathedral is close off – cleaning carried out 2 times daily by external cleaning specialist with vergers carrying out periodic checks to empty bins using appropriate PPE & top up as necessary.	AW/Vergers	Jan 2021 – Vergers / Lunaclean Ltd
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.	Vergers to empty bins using appropriate PPE & remove and replace liners as necessary.	Vergers	Jun 2020 – Vergers
	An updated maximum capacity of Cathedral building to be tracked and enforced.	Capacity management software used by Vergers and additional staff on entrance. [Appendix B attached]	Vergers/RLG	ONGOING

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	Cash donation boxes removed.	AW Removed June 2020 & cash slots in votive stands blocked. These have however been reinstated along with additional risk measures put in place to ensure no cash handling of contents within minim 72 hours. This has also been supplemented with electronic touchless giving points.	RLG/Vergers	Jan 2021 – RLG/Vergers
Staff	Ensure all staff wear face masks when working within the cathedral where there is a potential to mix with public and or other staff	Adequate stocks of face masks, shields and gloves available in Pantaleon. VERGERS TO CONFIRM STOCKS AND USE/ wearing is being adhered to	RLG/Vergers	Jan 2021 – RLG/Vergers
	Ensure safe distancing is observed when using office facilities	Vergers to ensure no more than two persons at a time are to be in the verger's office. Where this occurs, it is a mandatory requirement that face masks are to be worn.	RLG/Vergers	Jan 2021 – RLG/Vergers
Preparation of the Church for Public Worship	Seating area laid out for services. Using minimum distance of 2m	Single socially distanced seating placed in Nave, Presbytery, Lady Chapel. [Appendix B attached]	RLG/Vergers	Jan 2021 - RLG/Vergers
	PPE provided for congregation onsite due to increased dwell time during worship.	PPE available for congregation from entry point. This is mandatory as from December 2020 RLG	HW/ Vergers/ RLG/ OT	Jan 2021 - HW/RLG
	Changes made to services	Shorter services planned, with no singing (due to infection risk), communion processes amended. [Appendix B attached]	Clergy/ HW	July 2020
	Worship schedule amended to safely accommodate reduced building capacity	Capacity in worship spaces to be reduced. [Appendix B attached]	HW/Vergers/RLG	Jan 2021- HW/Vergers/RLG
	NHS Track and Trace system supported on site with QR code and paper slips.	% of (free) tickets for services available online, visitors to log 'check ins', Volunteers to inform.	RLG/Vergers	ONGOING 2021

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
Preparation of the Church for Tourists	South Transept and Eastern end of the Cathedral opened for tourist access- cleanliness	Additional hand sanitising stations provided around Cathedral floor, Cleaning rota updated to reflect additional spaces.	AW/RLG/Vergers	Jan 2021 – Ongoing - CURRENTLY N/A – NO TOURS @ Jan 2021
	PPE provided for visitors, due to change in governmental guidance.	PPE available for visitors from entry point (use is mandatory, unless exempt for medial grounds), Comms department to inform.	AW/RLG/Vergers	ONGOING 2021 - CURRENTLY N/A – NO TOURS @ Jan 2021
Volunteer Preparation for Touring Groups	Groups for guided tours to be strictly limited to 6 pax (excluding guide).	Governmental ‘Rule of 6’ adapted for tourism industry- guide not counted as providing a ‘service’.	RLG/CA	ONGOING 2021 - CURRENTLY N/A – NO TOURS @ Jan 2021
	PPE provided for Staff/volunteers onsite.	PPE available for volunteers and staff for use when in building.	RLG / Vergers/CA/AW	ONGOING - CURRENTLY N/A – NO TOURS @ Jan 2021
	Touring visitors must pre-book online.	Enabling contact information to be gathered and numbers to be strictly controlled.	RLG/Vergers	ONGOING – CURRENTLY N/A – NO TOURS @ Jan 2021
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 cleaning.	Initial clean to be performed pre-opening by Vergers then daily cleans with anti-bacterial sprays to handles and low level surfaces likely to be touched.	HW/Vergers	Jan 2021 – Vergers
	If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	N/A	N/A	N/A
	Set up a cleaning rota to cover your opening arrangements.	Rota to be agreed pre-opening with Vergers and schedule completed daily to confirm areas attended to.	HW/Vergers	Jan 2021 – Vergers ONGOING
	All cleaners provided with gloves (ideally disposable).	Gloves and PPE provide and available in vergers office	HW/Vergers/AW	Jan 2021 – Vergers ONGOING

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	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Existing cleaning materials to be used.	HW/Vergers	Jan 2021 – Vergers ONGOING
	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	CDC waste collection Services – Initial storage in lidded waste bins in separated external bin store which is a secure area.	AW/Vergers	Jan 2021 – AW/Vergers ONGOING
	Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Daily removal from building to separate waste site with collections carried out weekly by CDC & Lunaclean Ltd..	CDC/AW/LCL	Jan 2021 – AW/Vergers ONGOING
Cleaning the church after known exposure to someone with Coronavirus symptoms	If possible close the church building for 72 hours with no access permitted.	TBC – Recommended that in the event of known contamination cathedral is closed 72 hours and deep clean of areas carried out by vergers wearing PPE.	Dean/Communar/ AW/Vergers	ONGOING
	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.	HW/Vergers	Jan 2021 – AW/Vergers
	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.	HW/Vergers	Jan 2021 – AW/Vergers

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- (AW)* Andy Wright
Head of Estates
- (HW)* Howard Waddell
Head Verger
- (CA)* Carolyn Atkinson
Volunteer Coordinator
- (OT)* Oliver Tubb
Communications & Marketing Manager
- (RLG)* Rebecca Lewry-Gray
Visitor Experience Manager

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APPENDIX A

Keeping Church Buildings Clean

Issue Date	Version	Issued by
2 nd December 2020	3	The House of Bishops Recovery Group
Updates from version 2: This version contains new questions on deep cleaning, and updated simplified advice on general cleaning.		

This document will be kept under review and updated as events develop, with each update issued as a new version. The current version will always be available to download from the Church of England website via the [Coronavirus FAQs page](#).

This advice is based on the government's [guidance on cleaning in non-healthcare settings](#) (updated 16 October 2020) and [guidance on the safe use of places of worship](#) (updated 6 November 2020). Advice on cleaning of historic surfaces is based on the guidance issued by Historic England (24 July 2020) and the Canadian Conservation Institute (24 July 2020), neither of which was written specifically for churches, so this advice needs to be interpreted based on the local context and situation.

This advice should be read alongside the government guidance and the Church of England's advice on [opening cathedrals and church buildings to the public](#).

1. When should we clean, and when should we clean & disinfect?

The PHE guidance is clear to clean where no one has symptoms of, or confirmed COVID-19, and to clean and disinfect after an individual with symptoms of, or confirmed COVID-19 has left the setting or area.

The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.

In situations where someone has symptoms of COVID-19, they advise storing personal waste for 72 hours as an additional precaution.

This guidance follows PHE advice in that if appropriate cleaning is not possible, a time period of 48 hours should be allowed. However, churches can choose to extend that period of time if there are any specific concerns.

Cleaning where no one has symptoms of, or confirmed COVID-19

2. We have not re-opened yet. Do we have to deep clean our church building before we do?

If your building has been closed and nobody has been in it for at least 2 days, it is unlikely the virus is present. Your building will therefore not need to be disinfected for the virus. You can follow your routine cleaning procedure. Please see the [Risk Assessment template](#) for more information on opening your church building.

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3. We only open our church building once a week (when not in lockdown). Do we need to deep clean every week?

If your building has been closed and nobody has been in it for at least 2 days, it is unlikely the virus is present. Your building will therefore not need to be disinfected for the virus. You can follow your routine cleaning procedure. Please see the [Risk Assessment template](#) for more information on opening your church building.

4. How often and what should we clean?

This will depend on the local situation and your local risk assessment. You will want to consider things like footfall, the nature of your building, whether you have restricted access to some parts, access to hand washing and hand sanitising facilities, and the need to clean those parts that are more frequently used more often (such as door handles, light switches, remote controls, electronic devices, kitchens and toilets).

If a church building is closed for **at least 2 days**, this will reduce the need for cleaning. If you are opening every day, you need to clean the frequently touched areas when you open the church every morning or evening. The PHE recommends that as a minimum, frequently touched surfaces should be wiped down twice a day. Clean non-heritage surfaces that are frequently touched (door handles, light switches, kitchens and toilets, etc.) using your usual cleaning products.

For historic surfaces, consider if you can remove them or reduce access to them, to reduce the amount of cleaning needed. When this is not possible and these surfaces do need to be cleaned frequently, please see the advice below about cleaning historic elements.

5. How can we reduce the amount of cleaning we need to do?

Regular cleaning plays a vital role in limiting the transmission of COVID-19, therefore cleaning does need to be done more frequently. To make cleaning easier, think about how your building is being used. Reduce clutter, remove difficult to clean items or reduce access to them, to make cleaning easier.

You may want to consider restricting access to certain parts of the church to reduce the area of cleaning required. Alternating access to certain areas (such as pews) on a weekly basis may also reduce the amount of cleaning you have to do. To reduce the amount of cleaning of door handles you may want to consider propping open doors if this is appropriate. You can also consider providing cotton gloves that are disposed of in a bin, and laundered daily. If you are worried about heritage surfaces being touched regularly, some type of temporary non-damaging cover that is laundered, cleaned or replaced daily could be considered, with attention to causing any potential trip hazards and avoiding any fragile surfaces.

6. What should we do about general hand hygiene: hand washing, sanitation facilities and toilets?

Signs and posters can help encourage good hygiene practice: such as increasing the frequency of hand washing, avoiding touching your face, and coughing or sneezing into a tissue which is binned safely. Try not to stick posters and signs to historic fabric - use free standing signs or noticeboards. Please avoid locations where there will be high 'glare' and ensure the poster is on a flat surface so that QR codes can scan properly.

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7. What signage should we provide for the public?

For visitors, it is necessary to place a sign on or near the door and upon entry to the church requesting that the public use the hand sanitiser provided, wear a face mask inside the church, and avoid touching any historic furnishings.

8. Should we wear face coverings?

Government advice is that face coverings should be worn at all times whilst inside the church.

9. What kind of hand sanitiser should we provide?

There is some evidence that excess hand sanitiser can damage sensitive heritage surfaces if it hasn't fully dried on your hands. Current advice is that water-based hand sanitisers are better, although they can take longer to dry.

10. What about toilets?

Ensure toilets are kept clean, use liquid hand soap rather than a bar of soap, and where possible, provide paper towels as an alternative to hand dryers in hand washing facilities.

If regular cleaning of toilets is challenging, you may need to think about shutting them or limiting access.

11. Who can clean?

Anyone who is considered vulnerable and with an underlying health condition should not assist in cleaning. Numbers going in to clean should be kept to a minimum, and social distancing complied with at all times.

12. What about personal protection equipment (PPE) for cleaning?

A face covering is now required inside the church, and cleaning gloves, as always, are recommended. The Government advises that additional PPE over and above what you would usually use is not necessary. Unless you are in a situation where the risk of COVID-19 transmission is very high or there is a problem with mould or bat droppings (which would have required the use of PPE in any case), additional PPE is not necessary.

13. Do we need to disinfect the church between uses?

No. You shouldn't need to disinfect unless there has been a known or suspected case of COVID-19.

14. What about cleaning the historic elements of church buildings?

If historic fixtures and fittings have been restricted from access, they should not need to be cleaned more regularly. If they form part of the accessible areas that will be touched by the general public, for example pews, the following advice should be followed. Please also refer to the more detailed [Historic England](#) advice on cleaning historic features of buildings.

For metal, wood, stone, glass, ceramic, and modern painted surfaces, these can be cleaned with a dilute solution of non-ionic conservation-grade detergent or sensitive washing up liquid and distilled water, rinsed with distilled water and dried immediately with white paper towel. Follow the manufacturer's instructions for dilution, application and contact times (a minimum contact time of 20 seconds is currently advised by Public Health England) for all detergents.

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Getting hold of conservation grade materials may be difficult. If you can't get hold of conservation grade materials, try to use products with as few additives as possible but that will still clean a surface, such as detergents with no added perfumes and no harsh chemicals. The Ecover range, for example, has few harsh chemicals but will be effective if used correctly. Other examples include Boots Sensitive, and SurCare Sensitive Washing Up Liquid.

Distilled water is preferable. This is water that contains no salts, so that there are no residues or corrosives to interact with delicate surfaces. However, distilled water may be difficult to obtain, so in these circumstances tap water or filtered tap can be used instead.

If there is no water source in the church, bringing in spray bottles filled up at home may be useful.

Try not to spray surfaces directly. Spray the cloth with the detergent and not the object, to ensure the detergent goes exactly where it is meant to, and to prevent staining.

If none of the above options are possible, then cleaning wipes can be used instead, but be aware this is not a good solution for delicate surfaces, and wipes with alcohol in them should be avoided. Use of wipes is not recommended for long-term use on historic or varnished surfaces, but will work as a temporary measure to keep frequently-touched areas such as door handles clean.

Metal surfaces can also be cleaned with industrial denatured alcohol (IDA), such as methylated spirits or isopropanol.

Do NOT use any household detergents or disinfectants containing **chlorine** (1000 ppm dilution) on any historic surface since these could cause permanent damage.

Cleaning materials should be disposed of appropriately, wrapped up and binned daily. Waste does not need to be wrapped separately unless an individual in the setting shows symptoms or tests positive for COVID-19.

Seek advice from [a conservator](#) before undertaking any cleaning to more fragile historic surfaces.

15. What about upholstery and soft furnishings?

Available information suggests that unless they have been soiled, soft furnishings do not need to be cleaned other than as part of your usual cleaning processes, which may include vacuuming with a soft brush attachment.

16. What about using a fogger to disinfect the church?

Fogging should not be used instead of cleaning. Although fogging may be useful for disinfection in non-heritage settings such as kitchens or bathrooms, fogging systems are not recommended for use on historic interiors, including historic floors. The World Health Organisation has questioned their efficacy in disinfecting complex interiors that have not been fully cleaned first. They may also leave harmful residues on historic fixtures, fittings and floors.

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Cleaning where there has been a person with symptoms of, or confirmed COVID-19

17. What if someone with symptoms has attended the church building?

If there is a known or suspected case of COVID-19 then cleaning and disinfection will be necessary; or closing for **at least 48 hours**. Public Health England has [specific guidance](#) on this. Any objects handled by the person where cleaning is not possible should be quarantined for at least 3 days.

Given the damage that may be caused through the use of disinfectants on historic surfaces, closing for **at least 3 days** where there has been a suspected or confirmed case may also be a preferable course of action for historic church buildings.

18. Further advice can be found at

- Public Health England
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- Historic England
<https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>