**Risk Assessment Template for Contractors and Construction Workers**

*A separate risk assessment template for access to church buildings for clergy, volunteers, lay staff and members of the public entering for individual prayer can be found on the* [*Church of England Coronavirus pages*](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches)*.*

| **Area of Focus** | **Controls required** | **Additional information** | **Action by who?** | **Completed – date and name** |
| --- | --- | --- | --- | --- |
| **Preparation of the Church for:**  **- construction workers and/or professional contractors** | One point of entry to the church building clearly identified. |  |  |  |
| Buildings have been aired before use. |  |  |  |
| Holy water stoups and the font are empty. |  |  |  |
| Check for animal waste and general cleanliness. |  |  |  |
| Ensure water systems are flushed through before use. | See [Government Guidance for organisations on supplying safe water supplies](https://www.gov.uk/government/publications/guidance-for-organisations-on-supplying-safe-water-supplies?utm_source=a85cd421-5f76-4767-95f7-da69aa76fe3d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) |  |  |
| Switch on and check electrical and heating systems if needed. |  |  |  |
| Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place. | Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes. |  |  |
| Have hand sanitiser available for people to use on entry and exit of the church building. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. |  |  |
| Confirm who has responsibility for locking and unlocking the building. |  |  |  |
| Confirm whose responsibility it will be to carry out cleaning, including:   * Toilets * Kitchen/servery areas if it is necessary for these to be used * Frequently touched surfaces e.g. doors | Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** |  |  |
| Whoever has responsibility for toilets, ensure a supply of soap and disposable hand towels will be available. | Register with [Parish Buying](https://www.parishbuying.org.uk/) for procurement options. |  |  |
| Confirm who is responsible for removing potentially contaminated waste e.g. hand towels from the site. |  |  |  |
| All waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them being exposed |  |  |  |
| Prepare a suitable form to record contact details of people entering the building. |  |  |  |
| Confirm evacuation procedures in the case of an emergency. |  |  |  |
| Direct all users to leave the building by one exit only, avoiding bottlenecks. |  |  |  |