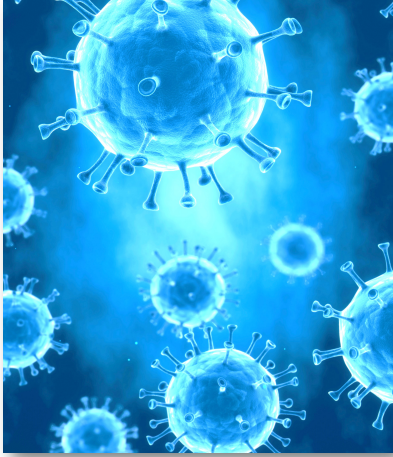



Appendix 2

CIS Advice on Safe Operation of Ancillary Church Buildings





Making your Parish Centre Secure

A guide to COVID-secure Parish Centres for clergy, staff and volunteers

Our Objectives are to ensure that . . .

Parish Centres are safe to work in and to visit despite the continued prevalence of Covid-19.

All those who use Parish Centres know how to behave safely in an environment where Covid-19 remains endemic to help keep themselves and others safe.

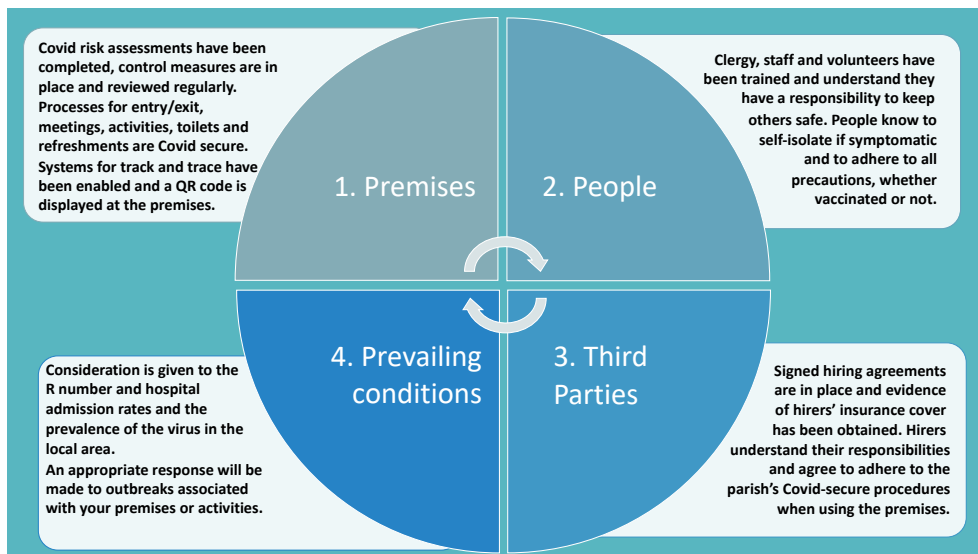
The Parish and Diocese discharge their duties under health and safety legislation to minimise the risks of incidents and claims.

Ensuring a Covid-secure Parish Centre

Please ensure you refer to the rules for your jurisdiction and local area, and only open your Parish Centre when you are permitted by law to do so.

Making and keeping a Parish Centre Covid-secure for the protection of all who participate in the life of the parish is everyone's mission, and there are four key areas to address.

These four areas are shown on the next page. Each area has several steps to complete and on the following pages those steps are explained, with links to further guidance and templates.



1. The Premises

Make your buildings safe to work in and visit

- ✓ **Full Covid risk assessments have been completed.**
 See: [Catholic Insurance Service template Covid risk assessment \(Members Area\)](#)
TIP: Don't forget your usual risk assessments and building inspections, it's not just about Covid
- ✓ **Adequate measures are in place to address the risks identified in your assessments and they are reviewed regularly.**
- ✓ **Processes for entry/exit, meetings/activities, toilets and refreshments are Covid-secure.**
 See our [10 Tips on the next page](#)
- ✓ **An NHS QR code is displayed in the premises.**
 This should assist you to enable track and trace in compliance with data protection rules, see: [Create a coronavirus NHS QR code for your venue - GOV.UK](#)
[Maintaining records of staff, customers and visitors to support NHS Test and Trace - GOV.UK](#)
- ✓ **Covid posters and signage are displayed.**
 Display this notice to show you are managing the risks: [Staying COVID-secure notice - GOV.UK](#)
 Use signs to direct people around one-way systems & posters to remind them to socially distance

10 Tips to Help make your Buildings Safe

1. Calculate the maximum safe capacity with social distancing and advise all who need to know.
2. If you can, create a one-way system through the building, with separate entrances and exits.
3. Put sanitiser stations at all entrances, encourage people to sanitise regularly, and ensure adequate supplies of **liquid (not bar)** soap and paper towels in kitchens and toilets.
4. Have a plan and adequate supplies for regular cleaning, including cleaning high touch points (e.g. door handles) during activities and the wider area (including furniture) between activities or groups.
5. Ensure good ventilation by keeping windows and doors open (except fire doors).
6. Ensure confined spaces such as kitchens and toilets are used only by those visiting the premises for legitimate purposes, are included in your cleaning plan and that social distancing is maintained.
7. Consider how to maintain social distancing outside the premises if there may be queues to get in and consider a pre-booking system for popular events or activities.
8. Ensure your re-opening plans offer fair access to all members of the parish community.
9. Plan how to manage complaints from those who may disagree with your measures.
10. Have a plan for what to do if someone who has visited the premises tests positive for Covid-19.

2. People

Key behaviours to keep everyone safe

- ✓ **Clergy, staff and volunteers have read your risk assessments and have been trained in your procedures.**
This should help everyone to feel safe and to understand they have a responsibility to keep others safe.
TIP: You could have a Zoom/Teams meeting to share your assessments and procedures with staff/volunteers and ask for feedback to ensure everyone feels safe.
- ✓ **Posters are displayed reinforcing key messages (e.g. Hands-Face-Space).**
Posters are available to download here: [Posters - Coronavirus Resource centre \(phe.gov.uk\)](#)
- ✓ **Provide clear communication to people before they visit the premises.**
This will help ensure everyone knows what they must do (e.g. wear a face mask) and what to expect (e.g. toilet facilities may be unavailable, wrap up warmly as windows will be open for ventilation).
- ✓ **People know to self-isolate if symptomatic and that they must follow all protocols, even if they have been vaccinated.**
- ✓ **Clergy, staff and volunteers know what to do if someone wants to enter the premises without a face mask.**

3. Third Parties

Requirements to which they must adhere

TIP: Consider re-opening for limited activities before hiring out your premises again to third parties or only allowing one group to use the premises per day at first to minimise and get used to managing the risks.

- ✓ **You have clearly set out to hirers what are their responsibilities and what are yours.**
(e.g. hirers must ensure their activities are permitted under Covid regulations and must undertake their own Covid risk assessment in respect of their activities).
- ✓ **Signed hiring agreements incorporating indemnities are in place.**
See: [Catholic Insurance Service templates \(Members Area\)](#)
- ✓ **Hirers understand and agree to adhere to your Covid-secure rules and to discharge their responsibilities when using the premises.**
See: [Catholic Insurance Service 'Covid-19: Special Conditions of Hire' template \(Members Area\)](#)
- ✓ **Evidence of hirers' Public Liability insurance cover has been obtained.**
TIP: if you aren't sure what to ask for, contact Catholic Insurance Service.
- ✓ **If your premises are being used as a vaccination or testing centre, you have notified Catholic Insurance Service of the change in use of the premises. This is an insurance requirement.**

4. Prevailing Conditions

Be mindful of local epidemiology

- ✓ **You monitor the prevailing conditions.**
Before re-opening and regularly thereafter, you consider the R number, hospital admission rates and the prevalence of the virus in your local area and will close the premises if the risks increase too far or you are required to do so.
See: [Daily summary | Coronavirus in the UK \(data.gov.uk\)](#)
- ✓ **You have a plan in place for an appropriate response to be made to outbreaks associated with your premises or activities.**
(e.g. advice will be sought from H&S consultants and the local authority) See: [CIS Emergency Action Plan Template \(Members Area\)](#)
- ✓ **You treat your COVID risk assessment as a live document.**
Reflect on the prevailing conditions, the efficacy of your control measures, people's behaviours and up to date advice received, updating your risk assessment as necessary.

Further Guidance

Helpful sources of information

- ✓ For access to template documents, insurance and risk management advice, contact Catholic Insurance Service:

Tel: 01296 422030 or email: enquiries@catholicinsuranceservice.co.uk

- ✓ [Enter details of diocesan H&S contacts/external consultants or the HSE]
- ✓ The Bishops' Conferences have a range of advice for worshipping safely during the pandemic:
<https://www.cbcew.org.uk/home/our-work/health-social-care/coronavirus-guidelines/>
<https://www.bcos.org.uk/COVID19/tabid/127/Default.aspx>
- ✓ Visit the gov.uk websites for information and advice relevant to your jurisdiction:
<https://www.gov.uk/coronavirus>
<https://www.gov.scot/coronavirus-covid-19/>
<https://gov.wales/coronavirus>



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