



# The Church of Scotland

## Covid-19 (Coronavirus) Reopening of Church Buildings Checklist

### EXAMPLE DOCUMENT

Congregations should use this property checklist when preparing to reopen their buildings that have closed due to Covid-19. The property checklist should be used alongside the Covid-19 risk assessment and the Church of Scotland guidance on the reopening of church buildings. Your presbytery may request a copy of this checklist and risk assessment as they work with the Kirk Session to reopen church buildings.				
Description	Yes	No	NA	Comments
<b>General</b>				
1. Has the Kirk Session agreed that their building(s) should reopen?	X			KS agreed 14/06/2020 to delegate decision to Holding Committee. Reopening plan approved 16.07.2020.
2. Has the minister been consulted in respect of the desire if the Kirk Session to reopen the church building(s) and are they in agreement?	X			Minister updated and consulted 01.07.20 by representatives of Safe Re-opening Group (SRG) and is a member of Holding Committee that took the re-opening decision on behalf of KS.
3. If only part of the building is to reopen, has the Kirk Session confirmed which areas? If the answer is yes, please indicate which areas are to reopen in the comments box.	X			For Safe Reopening of Church – main doors, front toilet and safe pews only. Balconies, Galleries, Hall, Kitchen, NE side door and adjacent areas all closed except for staff /volunteers. Centre kitchen to remain closed for foreseeable future.
4. Is the Kirk Session aware of the current restrictions in place for places of worship and understand that their buildings can only reopen in line with for those activities contained with the Scottish Government's four-phased plan?	X			This is covered in report / recommendations from SRG to Kirk Session.
<b>What is the current condition of the building? It is important the building be inspected before reopening to see if any problems have occurred whilst the building has been closed.</b>				
5. Is there any evidence of a roof leak or other forms of water damage?		X		Buildings have been subject to weekly inspection during lockdown period.
6. If you have any asbestos containing materials (ACM) in your church building(s), have these been disturbed or damaged?		X		Asbestos inspection carried out annually and there has been no disruption or damage to these limited area while buildings have been closed.
7. Is there any evidence of dampness?		X		
8. Has there been any escape of water or other fluids from pipes?		X		
9. Are there any problems with flooding or with the drains?		X		
10. Is there any evidence of subsidence or building movement?		X		
11. Are there any signs of malicious damage?		X		
12. Are there any signs of damage to the building(s) by trees or ingress of foliage?		X		

13. Is there any evidence of fly tipping?		X		
14. Has there been any theft of materials of equipment from either inside or outside of the building?		X		
15. Has there been any damage to the lightning system?		X		
<b>Building security</b>				
16. Have you inspected the condition of the perimeter fencing/gates?	X			
17. Have you checked the condition of all external doors, windows ensuring that all locks operate correctly?	X			
18. Have you confirmed that any external security lights are working properly?	X			
19. Have you inspected the intruder alarm and CCTV systems to ensure that it is working properly?	X		X	CCTV (Centre) has continued to operate while building has been closed. CCTV (Church) n/a. Alarm n/a
20. Do you think that any additional security measures are required for your church building(s)?		X		Weekly inspection for insurance and security purposes considered sufficient. Imminent expiry of insurance arrangement for buildings during lockdown now extended to 05/08/20. Referred to Session Clerk who has passed to Finance Convenor / Treasurer who deal with insurance matters.
<b>Risk assessment including Covid-19 risk assessment</b>				
21. Have all of the risk assessments that you have in place relating to, and the use of the church building(s) been reviewed??	X			Up to date as at 31/05/2020
22. Do any of the risk assessments require amending or updating? If you answer yes, please explain why and confirm that they have been updated			X	
23. Has the Covid-19 risk assessment been completed for your building(s)	X			Attached as Appendix 2 to report to KS.
24. Have suitable control measures for Covid-19 been identified and implemented?	X			As above.
<b>Fire Safety</b>				
25. Have you reviewed and updated the fire safety risk assessment for your building(s)?	X			List of questions at 6.4 (CoS Guidance) reviewed. Main issues / differences are: reduced max capacities, possible storage of furniture /pew cushions in church hall, small amounts of hand sanitiser in buildings (70%), physically distancing / mustering. Will be covered by volunteer training, worship leader announcement and communication to Centre users and any required addendum to policies.
26. Have you checked that emergency lights are working?	X			

27. Have you inspected the condition and operation of fire doors and fire exit routes, including emergency exits?	X			
28. Have you checked that any evacuation equipment such as an Evac chair is in good order?	X			Applies to Centre only.
29. Have you checked all fire extinguishers are in the correct place and within their service dates?	X			Covered by contract with service dates being monitored by XXXX name – all in date.
30. Have you checked that the fire alarm is working and within its service date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checks will be reinstated ahead of reopening and this section of the check list updated. (ACTION: XXXX name)
31. Have people been advised of any new emergency fire safety procedure?	X			See 25
<b>Electrical Installation</b>				
32. Has the fixed wire electrical installation for your church building(s) been inspected and tested as required under the Electricity at Work Regulations 1998 and IET Wiring Regulation and have all C1 and C2 faults been repaired?  For the purpose of this checklist, your electrical installation should have been tested at least once in the previous 5 years.	X			Electrical inspection / testing of Church and Centre was undertaken in 2019.  Agreed plan of work arising from the inspection has been delayed due to lockdown and shielding but this is not a material risk to reopening of buildings.
<b>Gas/Oil supply</b>				
33. Have you exercised gas isolation valves and checked any interlocks on any equipment?		X		Centre boiler on throughout lockdown.
34. Has the gas/oil boiler been inspected in the last 12 months and do you have an appropriate safety certificate?	X		X	Y - Yes – major repair and service of Centre boiler recently completed. N/A – Church as electric
<b>Legionella and water safety plan</b>				
35. Do you have a water management risk assessment in place and if so, have you followed the water management plan specific to your building?	X			Legionella checks were in place pre-lockdown and have restarted effective 07/07/2020 with results recorded.
36. Have you implemented suitable Legionella control measures? Please refer to the Church of Scotland guidance on the reopening of church buildings for further information.	X			Refer to CofS Guidance and take appropriate measures as described at para 6.5 (CoS Guidance) as water supply not isolated during lockdown.  Action taken per 35 above.
<b>Cleaning and disinfection</b>				
37. Have you made provisions for the cleaning of your building(s) including the regular cleaning and disinfection of all hand touch surfaces?	X			It is recognised that significant changes to existing provisions will be required to deal with this section, including deep clean ahead of reopening, sanitising of touch points by volunteers, cleaning before and after use, and additional day time cleaning of the Centre. Centre Convenor has arranged for deep clean

				of buildings by ACS at the appropriate time (Church - wk com 27/07/2020). Increased cleaning by contractor envisaged with CoS guidance to be shared / discussed with contractor to ensure understanding and compliance. (ACTION: XXX name) SRG in favour of move to contractor cleaning for Church and discussion are on going in this connection.
38. Do you have an adequate supply of cleaning materials including disinfectant, detergent, cloths and mops?	X			Centre Manager maintains good stock levels of cleaning materials. Stocks checked. Some stock not effective against COVID-19. James Mutch Ltd have sent information and additional supplies have been ordered and will be in place ahead of reopening (ACTION:XXX name)
39. Are people aware of their responsibilities for cleaning and disinfection and what areas require cleaning and when?	X			Changes arising from Q 37 will be communicated as required. (ACTION: XXX name)
<b>Personal Protective Equipment (PPE)</b>				
40. Have the PPE requirements identified from the COVID-19 risk assessment been implemented to ensure that suitable and appropriate PPE is provided and available?	X			Stocks in place. Visors, masks, gloves, aprons, clothes will be available for responding to emergencies. Gloves and aprons for cleaning. Gloves required for cash handling (collections and at Centre). SG recommends use of face coverings in enclosed public spaces and congregation will be asked to adhere to best practice via pre-reopening communication and signage.
41. Are volunteer's trained in the correct storage, used and disposal of PPE?	X			Requirements will be addressed by short video clip. (ACTION: XXX name) . Noted Presbytery looking at simple on-line training.
<b>Hand hygiene and general safety precautions</b>				
42. Is there an adequate supply of hot running water, soap and paper towels? Please refer to the Church of Scotland guidance on the reopening of church buildings for further information.	X			Adequate supplies of soap and paper towels in place. CoS Guidance on reopening to be checked for any other requirements. Ensure on going replenishment. (ACTION: XXX name)
43. Is alcohol based hand sanitiser/hand gel available for use upon entry/exit and throughout the church building?	X			Stock in place of 70% alcohol based hand sanitiser. Sanitiser not to be placed in toilets.
44. Is appropriate signage in place to remind people to wash and/or decontaminate their hands and to comply with other infection prevention and control measures?	X			Signage to cover: hand washing, sanitising, not shaking hands, use face coverings, max room & lift numbers, toilets, no waiting / gathering in common areas of Church Centre. Full use to be made of CoS downloadable signage with most now printed / laminated.
45. Are there provisions in place to ensure that anyone who enters your church building(s) can comply with physical	X			4 "A" Frame and 10 large vinyl 2m physical distancing floor signs purchased plus hazzard tapes.

distancing requirements? For example, signage on doors, corridors and toilets and/or suitable markings on the floor.				<p>Further stocks will be ordered as necessary as above likely to be fully utilised for Church reopening.</p> <p>XXX name to consider any additional Centre requirements E.g screens.</p> <p>Food Safety to looked at a later stage as will not be offered anytime soon.</p>
<b>Covid-19 emergency procedures</b>				
46. Have you written an emergency procedure based on the HPS guidance for non-healthcare settings for responding to someone who falls ill with Covid-19 symptoms when visiting your church building?	X			<p>Guidance reviewed by XXX name <a href="http://www.hps.scot.nhs.uk">www.hps.scot.nhs.uk</a></p> <p>Procedure produced and forms Appendix 4 of report to KS.</p>
47. Has this procedure been communicated to all volunteers and anyone else who may be responsible for your church building?	X			<p>Volunteer check list makes reference to above guidance with all volunteers to familiarise themselves with procedures ahead of being on duty.</p>
<b>Control of Waste</b>				
48. Is PPE available to anyone who undertakes cleaning?	X			<p>Gloves, aprons, masks (CE compliant) sanitiser (70%) purchased.</p> <p>Presbytery Group buying initiative noted.</p>
49. Is PPE available to use when dealing with waste that could be contaminated with Covid-19 and can this waste be disposed of correctly?	X			<p>See above. Double bagging, label and wait 72 hours before disposal.</p> <p>(ACTION: XXX name to supply small stock of red bags, labels will also be organised).</p>
50. Has the local authority and/or your waste service provider been informed that you intend to reopen your building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will be done when dates have been agreed.</p> <p>(ACTION:XXX name)</p>