

## CHURCH OF SCOTLAND St Paul's Church, Dunning

### COVID-19 RE-OPENING OF CHURCH BUILDINGS CHECKLIST

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	<input type="checkbox"/>	<input type="checkbox"/>	Currently: For services when we reach Phase 4. Earlier for smaller groups, subject to Kirk Session approval.
2. Has the minister been consulted in respect of the desire of the Kirk Session to reopen the church building(s) and are they in agreement?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Church only. Not kitchen (save where water required in an emergency situation, for access to toilet or for disabled access) or Hall. A small supply of bottled water will be available for use where someone becomes unwell during attendance at Church.
4. Is the Kirk Session aware of the current restrictions in place for places of worship and understand that their buildings can only reopen for those activities contained with the Scottish Government's four-phased plan?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>What is the current condition of the building?</b> It is important that the church building(s) be inspected before reopening to see if any problems have occurred whilst the building has been closed.				
5. Is there any evidence of a roof leak or other forms of water ingress/damage?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two leaks identified in August and repaired.
6. If you have any asbestos containing materials (ACM) in your church building(s), have these been disturbed or damaged?	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	
7. Is there any evidence of dampness?	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	
8. Has there been any escape of water or other fluids from pipes?	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	
9. Are there any problems with flooding or with the drains?	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	
10. Is there any evidence of subsidence or building movement?	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	
11. Are there any signs of malicious damage?	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	
12. Are there any signs of damage to the	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	

building(s) by trees or ingress of foliage?				
13. Is there any evidence of fly tipping?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Has there been any theft of materials of equipment from either inside or outside of the building?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15. Has there been any damage to the lightning system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Building security</b>				
16. Have you inspected the condition of the perimeter fencing/gates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Have you checked the condition of all external doors, windows ensuring that all locks operate correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Have you confirmed that any external security lights are working properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Have you inspected the intruder alarm and CCTV systems to ensure that they are working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
20. Do you think that any additional security measures are required for your church building(s)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23. Has the Covid-19 risk assessment been completed for your building(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Have suitable control measures for Covid-19 been identified and implemented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identified and will be implemented on the formal re-opening of Church
<b>Fire Safety</b>				
25. Have you reviewed and updated the fire safety risk assessment for your building(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Have you checked that emergency lights are working?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Have you inspected the condition and operation of all fire doors and fire exit routes, including emergency exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Have you checked that any evacuation equipment such as an	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Evac chair is in good order?				
29. Have you checked all fire extinguishers are in the correct place and within their service dates?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher(s) in correct place. Service technician will be contacted for updating service.
30. Have you checked that the fire detection and alarm system is working and within its service date?			x	
31. Have people been advised of any new emergency fire safety procedure?			x	
<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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection is within the 5 year period
<b>Gas/Oil supply</b>				
33. Have the gas isolation valves been exercised and checked by a GasSafe engineer including any interlocks on any equipment?	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	
34. Has the gas/oil boiler been inspected in the last 12 months and do you have an appropriate safety inspection certificate?	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	If you have less than six months to go before your next inspection/service, congregations should consider having their boiler inspected before reopening.
<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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no water tanks within the building. Taps are run on a regular basis.
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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no water tanks within the building. Taps will be run for 20 minutes and toilets flushed before re-opening.
<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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Undertaken by a contracted company. They will resume prior to any partial/general re-opening. Volunteer cleaners for an emergency.
38. Do you have an adequate supply of cleaning materials including	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See No.37 Adequate supply of cleaning materials

disinfectant, detergent, cloths and mops?				available to be used by volunteer cleaners if required in an emergency.
39. Are people aware of their responsibilities for cleaning and disinfection and what areas require cleaning and when?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See No.37
<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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE has been ordered and will be kept in a separate container.
41. Are volunteers trained in the correct storage, use and disposal of PPE?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training session will be provided prior to formal re-opening of Church.
<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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All of this has been discussed and preparations have been made. They will be in place before any partial/general re-opening.
43. Is alcohol based hand sanitiser/hand gel available for use upon entry/exit and throughout the church building?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See No. 42
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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage prepared and ready to be put up once approval given and prior to formal re-opening of Church.
45. Are there provisions in place to ensure that anyone who enters your church building(s) can comply with physical distancing requirements? For example, signage on doors, corridors and toilets and/or suitable markings on the floor,	x			See No.42 and No.44
<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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All volunteers have been or will be given the HPS leaflet, version 4.6 of 30.07.20, and the HSE leaflet 'First Aid During the Covid-19 Outbreak'. There will be a named volunteer and the recommended equipment is on site and in one place.
47. Has this procedure been communicated to all volunteers and anyone else who may be responsible for your church building?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All volunteers have been or will be given the HPS leaflet, version 4.6 of 30.07.20, and the HSE leaflet 'First Aid During the Covid-19 Outbreak'. There will be a named volunteer and the recommended equipment is on site and in one place.

<b>Control of Waste</b>				
48. Is PPE available to anyone who undertakes cleaning?	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See No.s 37-39 and No.s 40-41
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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50. Has the local authority and/or your waste service provider been informed that you intend to reopen your building?		x		Will be informed before any partial/general re-opening.