

Chesterfield Parish Church

Additional Health & Safety Risk Assessment and Procedures for permitted individuals and people attending church services from July 5th 2020

General – applies in all cases

1. In the light of the relaxing of the UK Government's requirements regarding access to church buildings in England, and following the requirements set out in the relevant Church of England and Government guidelines the following additional measures are to be kept in place until otherwise provided.
2. Team members permitted to enter the building are those who are rotaed to do so as welcomers, those employees who need to enter to carry out their job, any contractors who are entering by prior arrangement, and the clergy team for purposes of prayer and the celebration of services. *They should enter and leave through the choir vestry and not through any other door.* No one else is permitted to enter the building except by written permission of the Vicar save for visitors and congregation members at advertised times.
3. Individuals should sign in and out using their own pen, and wiping door handles using the disinfectant spray and wipes provided. They should wash their hands in the sink in the disabled lavatory using the provided liquid soap and paper towels both on entering and on leaving the building, and frequently in the same way while in the building (in the disabled lavatory or in the Sacristy).
 - 3.1. Normally the disabled lavatory should be used exclusively for hand washing, and the other lavatory used for its usual purpose.
4. Any other door handles and surfaces should be similarly cleaned, and hands washed following contact with them. Surfaces should not be touched unnecessarily.
5. Books should not be handled by more than one person, unless a period of over 48 hours has elapsed.
6. The most direct route from the Choir Vestry to the relevant place for worship or work should be taken. Books should be kept in the space where they are to be used, and not in the sacristy.
7. Items used during Mass should be washed in hot water and disinfected before being reused.
8. A distance of at least two metres is to maintained between individuals **at all times and in all situations.** *This requirement stands, as the space available to us does not require any permitted reduction in distancing.*
9. Individuals should avoid spending more time than is necessary in conversation with each other – this is an anti- infection measure, and also applies especially when the building is open for prayer, as every effort should be made to allow visitors to pray in silence.
10. A quarantine box is provided and labelled for each day of the week; congregation members will be asked to place Orders of Service, attendance slips, and any other paperwork, in them at the end of the service. The boxes will be kept for 48 hours before emptying. Orders of Service can then be re-used, and attendance slips filed for 21 days.
11. It is not envisaged that congregational singing will be permitted initially. Provision will be made for singing – choral or otherwise – as soon as this is permitted, and the Risk Assessments adjusted accordingly. Until then, only the celebrant will sing.
12. An attendance and contact list for people attending services will be held; a single-use A5 pro-forma will be provided to be completed by the congregants in their seated place, and these will be placed in the quarantine box as people leave following the service.
13. Mass will continue to be live-streamed each day, taking care that congregation members are not visible on the stream without their explicit consent.

Provisions for Visitors

14. Visitor access is limited to areas of the church not being used for worship, except the East End, where sanctuary areas are roped off and any chairs used for the congregation are removed during public visiting times.
15. A one-way system enables considerable reduction in the risk of infection through lack of distancing or uncontrolled touching of surfaces.
 - 15.1. Entrance through SW Door into South Aisle as far as votive stands
 - 15.2. Exit through centre aisle and thence back to SW Door
16. Both the SW Door and the glass inner doors are to be wedged open to avoid physical contact with handles &c
17. Hand washing/sanitising to be available at the SW Door
18. One designated area of pews to be available for prayer/devotion (the corporation pews – five rows of five) and the rest roped off
 - 18.1. This area requires regular cleaning (see the recommendations in the CBC advice) and signage
19. Supervision by at least three staff/volunteers will be necessary during opening times – ideally one vergier, one clergy, one shop/welcomer.
20. The North Aisle will continue to be roped off and accessible only to team members, except in case of emergency.
21. The Gift Shop will open from 6th July, with a one-way system in place, and a perspex protective barrier across the counter. Contactless payments will be encouraged. Active supervision will be required to direct traffic and ensure distancing is maintained.
22. There should be no public access to the Prayer Tree, but there is no reason why whoever is supervising the shop part of the Narthex should not write down intentions on prayer labels (not to be touched by the public) which are then attached to the tree (by one designated person only).
23. Books and other items likely to be handled are to be made inaccessible to the public or removed altogether.
24. Adequate supplies of hand sanitiser and basic PPE are available on the premises.
25. If we become aware that a known COVID19 case has entered the church then we will have to close until a 'deep clean' could be carried out, or simply close to the public for 72 hours
 - 25.1. Public Health England have detailed instructions on how to carry out such a clean
26. Opening hours – from 6th July: 09.00 to 16.00

Sunday Mass

27. From Sunday 5th July the church will be glad to welcome congregations back to Mass
28. There is no legal restriction on numbers attending – the requirement is that they be accommodated safely in accordance with this Risk Assessment. *A number will be published if in practice this appears to be useful due to demand.*
29. On Sundays Mass will be celebrated at the All Saints Altar with a small distanced altar party consisting of the celebrant, one deacon and one server, and the congregation distanced in the Nave.
 - 29.1. The areas to be used by the congregation are the central Nave, other than the corporation pews which are to be left empty, and if necessary the side aisles, which are to remain roped off unless required.

- 29.2. Cushions and kneelers are to be removed from the back pews and placed in the pews in front in such a way as to make them inaccessible, thus making every other pew available for occupation. Pews are to be labelled with seating spaces at least two metres apart. It is not anticipated that we will be short of space.
30. There are no requirements in any guidelines for the wearing of face coverings.
31. A sidesperson will be on duty in the porch for half an hour before the service to manage queuing and access so that the two metre distance can be maintained. Another sidesperson will be on duty in the narthex to direct people to suitable seating.
32. As above, those attending the service will be asked to use hand sanitiser on arrival and departure, and those taking part in the music and the altar party to sanitise or wash their hands on frequent occasions.
33. Using disposable gloves, the welcoming team will set out in individual places any necessary books, booklets or service sheets, on the basis that these will not have been used since the previous Sunday, i.e. more than 48 hours before. While books and booklets should be handed back by placing in a quarantine box, any other printed literature should be taken away by the individual using it. Literature should not be shared except by member of a single household or 'bubble'.
34. The New Testament reading will be read from the eagle lectern by a congregation member who will sit at a suitable vantage point and return directly there following the reading. The lectern should as far as possible not be touched.
35. The Gospel will be proclaimed by the deacon from the chancel step; the sermon will be given from a lectern within the sanctuary, or from the pulpit.
36. The collection plate will be available in the Nave for people to place their collection *before the service*. Plates will not be passed around at the offertory.
37. No contact is to be made during the Sign of Peace, nor distancing to be reduced.
38. Only those elements to be received by the celebrant shall be placed in front of the celebrant; the elements to be consecrated for the rest of the congregation should be placed to one side and covered with a cloth. Only the celebrant will prepare the altar, and hand sanitiser is to be used before doing this.
39. Those wishing to receive communion will be invited to do so by joining a single file forward in the central aisle, observing a 2 metre distance at all times. Communion will be in one kind (the sacred Host) and in the hand only.
40. The person(s) distributing communion will stand as far back from the chancel step as is practicable; the persons receiving will stop at the chancel step and receive standing with their hands held forward. The person(s) distributing communion will use hand sanitiser before and after, and also in the case of accidentally making any contact with another person's hand.
41. Communicants will return to their places using the side aisles, and will be directed to do so by the stewards.
42. Save for the celebrant and deacon, there will be no formal procession, servers and choir simply taking their places when they are ready.

Weekday Masses

43. Until there is a reliable idea of the sort of numbers wishing to attend weekday Masses following lockdown, all weekday Masses will take place at the High Altar, where it is possible to set out distanced chairs, and where the late arrival of one individual will not trigger a crisis.
44. All chairs to be cleaned after Mass before further use (or chairs to be used so that no one chair is used until 72 hours following its last use)

45. Orders of Service and attendance slips to be provided and left (for at least 48 hours) in the quarantine box following the service
46. Communion to be distributed as above, with appropriate distancing

Weddings – in addition to the above

47. It is the law that no more than 30 people may be in attendance at a wedding. This number includes the Officiant, any other support team members (e.g. Verger, Organist) and children.
48. Congregational singing will not be permitted. Nor will choral singing.
49. Two-metre distancing will be required between all congregation members except the bride and groom.
50. Care must be taken not to have physical contact between the Officiant and the bride and groom.
51. Separate pens will be provided for the signing of the registers; distancing should also be maintained. Hands should be sanitised before and after signing.
52. Live-streaming can be arranged if requested.
53. Any photographer or videographer will be required to sign an undertaking to observe at least two metres' distancing; an additional small fee will be charged if (exceptionally) recorded music has been permitted, to cover the cost of the Limited Online Music Licence.

Funerals – in addition to the above

54. It is the law that no more than 30 people may be in attendance at a funeral. This number includes the Officiant, any other support team members (e.g. Verger, Organist) and children.
55. Seating arrangements for funerals are to be the same as for Sunday Mass, save that the corporation pews will be available.
 - 55.1. All occupied pews to be cleaned following a funeral, or 48 hours to be left before the pews are permitted to be occupied again.
56. The two-metre rule will still apply in this church, and Funeral Directors will need to be advised of this.
57. A one-way system may be advisable for larger numbers, and if so entrance will be via the SW door and South Aisle; exit through the Central or North Aisles and the West Door.

Baptisms – in addition to the above

58. Baptisms are now permitted. It is the law that no more than 30 people may be in attendance at a baptism. This number includes the Officiant, any other support team members (e.g. Verger, Organist) and children.
59. Baptism parties will be required to enter through the South Aisle and leave through the Central Aisle.
60. The Officiant will not hold the baby, nor make physical contact at any point; oil will be applied using a cotton bud and the baptismal water will be poured using the customary shell. Paper towels – immediately discarded – will be used by the parents to dry the baby's head.
61. These provisions are in addition to, and do not detract from, any further documents concerning safety in church buildings published by the Archbishops' Council Cathedral & Church Division.

Agreed with the PCC

Patrick Coleman, Vicar, 4th July 2020