

Chesterfield Parish Church

Additional COVID-related Health & Safety Risk Assessment and Procedures – 5th November to 2nd December 2020

General – applies in all cases

1. These procedures reflect the current advice offered by HM Government and the Church of England, and are to be observed until further notice.
2. The only 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 streaming of services without a congregation. No one else is permitted to enter the building except by written permission of the Vicar, save for people coming for person prayer at advertised times. **All team members and other permitted persons must sign in on entering the building, and sign out on departure; there are no exceptions to this. They should enter and leave through the Choir Vestry and not through any other door.**
3. Team members 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. Liturgical 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. Each celebrant has a designated altar, vestments and linen. Sunday Masses will be celebrated at the All Saints Altar; weekday Masses in the Holy Cross Chapel (the Vicar) and the Lesser Lady Chapel (Fr James).
8. Items used during Mass should be washed in hot water and disinfected before being reused.
9. **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. Note that two metres is further than most people seem to think, and that the pews in the side aisles are not quite two metres long!*
10. Individuals should avoid socialising with each other **at all** in the church building – 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.
11. HM Government requires the wearing of face coverings in places of worship.
12. Signage has been produced to communicate the above requirement to those entering the church building.
13. Casual visitors are permitted to enter for the purpose of personal prayer, and for no other reason.
14. It is **not** required of any team member to police or enforce the advice on face coverings.

15. Test & Trace sign-in QR codes are now provided to comply with the requirements of the Test & Trace app; visitors should be encouraged to use this, or to complete an attendance form, which should be placed in the quarantine box for that day.
16. Mass is live-streamed each day on the parish Facebook page, and uploaded to the Crooked Spire YouTube channel.

Provisions for Visitors

17. Visitors are to wear face coverings on coming in to the building, with the exception of those who are exempted.
18. Team members are explicitly *not* required to enforce or police the wearing of face coverings.
19. Visitor access is limited to areas of the church not being used for worship.
 - 19.1. There are ropes across the south aisle just before the Saint Peter altar, a rope in front of the priests' stalls, and one across the gap between the north choir stalls and the pews
20. A one-way system enables considerable reduction in the risk of infection through lack of distancing or uncontrolled touching of surfaces.
 - 20.1. Entrance through SW Door into South Aisle as far as votive stands
 - 20.2. Exit through centre aisle and thence back to SW Door
21. Hand sanitiser is available at the SW Door.
22. One designated area of pews is available for prayer/devotion (the corporation pews – five rows of five) and the rest are roped off
 - 22.1. This area is signposted and regularly cleaned in line with the Recovery Group advice.
23. At most, three team members are available to supervise during visitor opening times.
24. As non-essential retail, the Gift Shop is closed during this time.
25. There is 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).
26. Books and other items likely to be handled are to be made inaccessible to the public or removed altogether.
27. Adequate supplies of hand sanitiser and basic PPE are available on the premises.
28. 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
 - 28.1. Public Health England have detailed instructions on how to carry out such a clean.
29. Visitor opening hours: 10.30 to 14.00 Monday-Saturday.

30. These provisions are in addition to, and do not detract from, any further documents concerning safety in church buildings published by the Archbishops' Council Recovery Group.

Agreed with the PCC

Patrick Coleman, Vicar, 3rd November 2020