

## Chesterfield Parish Church

### Additional COVID-related Health & Safety Risk Assessment and Procedures – updated 19<sup>th</sup> July 2021

#### 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. **While they do not have the force of the criminal law, they are the minimum policy agreed by the Incumbent and PCC for the Health and Safety of all who use church premises, and are therefore to be observed by all users (and are, in theory at least, legally enforceable).**
2. Anyone entering the building outside the published opening hours (for services or to accompany visitors, or for any other reason) may do so only with written permission from the Vicar or churchwardens.
3. Team members are encouraged to 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).
4. All regularly touched surfaces are to be washed or sanitised on a regular basis, unless they are unused for a period of not less than 48 hours.
5. Items used during Mass should be washed in hot water and disinfected before being reused.
6. **Where possible, a distance of at least two metres is still to be maintained between individuals AT ALL TIMES AND IN ALL SITUATIONS.**
7. Face coverings should be worn in cases where there is crowding, or a distance of two metres cannot reasonably be maintained.
8. Signage has been produced to communicate the above requirement to those entering the church building.
9. Those speaking in the course of services should remove any face covering while they are doing so.
10. Outside of acts of worship (Mass; Morning & Evening Prayer; Occasional Offices) team members are subject to the relevant advice for retail or visitor economy settings.
11. It is **not** required of any team member to police or enforce individual choices on face coverings.
12. Anyone handling books or Orders of Service is encouraged to maintain careful hand and face hygiene.
13. Congregational singing will resume at the 10.30 a.m. and 6.30 p.m. services at the Parish Church, and twice a month at Saint Leonard's.
14. Test & Trace sign-in QR codes are provided to comply with the requirements of the NHS COVID-19 App
15. An attendance and contact list for people attending services will be offered; a single-use A5 pro-forma will be provided to be completed by the congregants, and these will be placed in the appropriate box as people leave following the service. If congregants have already signed in using the App, they should indicate this on the form.

#### Provisions for Visitors

16. A one-way system enables considerable reduction in the risk of infection through lack of distancing or uncontrolled touching of surfaces.
  - 16.1. Entrance through SW Door into South Aisle as far as votive stands
  - 16.2. Exit through centre aisle and thence back to SW Door
17. Hand sanitiser is available at the SW Door.

18. One designated area of pews is available for prayer/devotion (the corporation pews – five rows of five) and the rest are roped off.
  - 18.1. This area is signposted and regularly cleaned in line with current advice.
19. At least three team members (including shop volunteers) are available to supervise during visitor opening times.
20. The Gift Shop has a one-way system in place, and a perspex protective barrier is placed across the counter. Contactless payments are encouraged. Active supervision is required to direct traffic and ensure distancing is maintained.
21. The Prayer Tree is available again, and hand sanitiser is available for those wishing to write labels to place on it.
22. Adequate supplies of hand sanitiser and basic PPE are available on the premises.
23. If we become aware that a known COVID19 case has entered the church then we will follow current PHE procedures.
24. Visitor opening hours: 10.00 to 16.00 Monday-Saturday. The building is only open outside these hours when there are services taking place.

### **Sunday Mass (10.30)**

25. The last ten rows of the north side of the nave and the north aisle are designated and set out with distanced seating, and signage indicating that face coverings are to be worn in this area, and singing not to take place. This is to accommodate those who remain uncomfortable with perceived risks associated with singing or lack of face covering. It will also be made clear through all available communication methods that seven out of the nine Masses celebrated in the church throughout the week do not have singing.
26. Mass will again be celebrated with a full altar party and processions.
27. Two sidespeople will be on welcoming duty, and to direct people to suitable places.
28. Books, Orders of Service, and Pew Leaflets will be found set out on or in the pews.
29. Sensitivity should be shown when sharing the Peace.
30. 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, but the collection plate will be brought forward together with the elements at the start of the Offertory.
31. Hand sanitiser is to be used by anyone handling the elements or sacred vessels prior to handling them.
32. Those wishing to receive communion will be invited to do so by joining a single file in the central aisle, and maintaining a two-metre distance.
33. Hand sanitiser will be available on either side of the nave for use by anyone intending to kneel at the altar rail or to receive from the chalice.
34. Communicants will be directed by sidespeople to an appropriate part of the altar rail, remembering to keep a distance between them. They may kneel, or retain the practice of standing.
35. Communicants wearing face coverings will be requested to remove them on arrival at the altar rail.
36. Those not wishing to receive from the chalice should leave the communion rail immediately after receiving the host, to avoid unnecessary confusion.
37. Anyone who has knelt against the altar rail or received from the chalice should sanitise their hands again afterwards.

38. Communicants will return to their places using the side aisles, and will be directed to do so by the stewards.
39. When the choir sings during communion, it shall be from the East End and not from the choir stalls.

#### **Weekday Masses**

40. Most weekday Masses will continue to take place in the East End, where it is possible to set out distanced chairs, and where the late arrival of one individual will not trigger a crisis.
41. All chairs are sanitised after Mass before further use.
42. Communion is distributed as above, with appropriate distancing.

#### **Lunchtime Recitals – in addition to the above**

43. Pews to be used for the recital audience will be roped off until 15 minutes prior to the recital; they will be roped off again immediately afterwards, and sanitised (if necessary) in the course of the afternoon.

#### **Choir Practices and Choral Services – in addition to the above**

44. Choir rehearsals will continue to take place in the church building where possible.
45. 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, 19<sup>th</sup> July 2021**