

Chesterfield Parish Church

Additional COVID-related Health & Safety Risk Assessment and Procedures – Advent & Christmas 2021

General – applies in all cases

1. These procedures reflect the current advice offered by HM Government and the Church of England, together with our understanding (and measurement) of the effects of the size, natural ventilation, and air movement of our medieval building on aerosol transmission, and are to be observed until further notice.
2. Anyone entering the building outside published hours of opening 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. 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. The wearing of face coverings is currently a legal requirement inside the church building.
 - 7.1. Exceptions to this are detailed below in paragraphs 9, 13.1 and 45.1.
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 the wearing of face coverings.
12. Anyone handling books or Orders of Service is encouraged to maintain careful hand and face hygiene.
13. Congregational singing is permitted at the 10.30 a.m. and 6.30 p.m. services at the Parish Church.
 - 13.1. Face coverings may be removed for the purpose of singing.
14. Test & Trace sign-in QR codes are provided to comply with the requirements of the NHS COVID-19 App

Provisions for Visitors

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. Continue through Baptistry and into East End
 - 15.3. Move from the East End past the organ and down the North Aisle
 - 15.4. Through the Gift Shop and out through the SW Door
16. Hand sanitiser is available at the SW Door.
17. At least three team members (including shop volunteers) are available to supervise during visitor opening times.

18. 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.
19. Adequate supplies of hand sanitiser and basic PPE are available on the premises.
20. If we become aware that a known COVID19 case has entered the church then we will follow current PHE procedures.
21. Visitor opening hours: 10.00 to 16.00 Monday-Saturday. The building is only open outside these hours when there are services or events taking place.

Sunday Mass (10.30)

22. 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 has also been 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.
23. Mass is celebrated with a full altar party and processions.
24. Two sidespeople will be on welcoming duty, and to direct people to suitable places.
25. Books, Orders of Service, and Pew Leaflets will be found set out on or in the pews.
26. Sensitivity should be shown when sharing the Peace.
27. 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.
28. Hand sanitiser is to be used by anyone handling the elements or sacred vessels prior to handling them.
29. 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.
30. 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.
31. 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.
32. Communicants wearing face coverings will be requested to remove them on arrival at the altar rail.
33. Those not wishing to receive from the chalice should leave the communion rail immediately after receiving the host, to avoid unnecessary confusion.
34. Anyone who has knelt against the altar rail or received from the chalice should sanitise their hands again afterwards.
35. Communicants will return to their places using the side aisles, and will be directed to do so by the stewards.
36. When the choir sings during communion, it shall be from the East End and not from the choir stalls.

Weekday Masses

37. Daily Mass takes place in the designated chapels.
38. If the numbers attending mean that two-metre distancing is not possible, those attending will be encouraged to wear face coverings.
39. Communion is distributed as above, with appropriate distancing.

Concerts & Services arranged by Guest Organisations

40. Those attending events are required by law to wear a face covering.
41. Government advice also recommends that people who anticipate mixing with others they do not regularly meet should take a Lateral Flow Test prior to attending the event.
42. If large numbers of people arrive at the same time, crowding shall be avoided by requiring them to queue outside to allow a steady and reasonable flow of people into the building.
43. Welcome announcements will emphasise the need for COVID safety, and repeat any legal requirements.
44. Where numbers are such that safe movement in the South-West porch is not possible, those exiting the church will also be directed through the great West Door.
45. Audience/congregational singing is permitted; organisations are asked to arrange space in the North Aisle for anyone who is not comfortable with this.
 - 45.1. Face coverings may be removed for the purpose of singing.
46. As detailed above, the general government advice to attend to hand hygiene and use a face covering where in close contact with others, applies at all times.
47. The church does not require or recommend any restrictions beyond the above.

Agreed with the PCC

Patrick Coleman, Vicar, 10th December 2021