



OPENING CHURCH BUILDINGS TO THE PUBLIC

Covid-19 Risk Assessment Checklist for Parish Churches

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The government guidance for the safe use of places of worship during the pandemic requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This risk assessment is based on the template issued by the House of Bishops Covid-19 Recovery Group (Version Number 4, 1st July 2020) and relates to opening up the church building to clergy and members of the public entering for any permitted purposes.

This risk assessment will be updated regularly as required, or when further access to church is allowed for.

11/6/2020 At present, access to the church building is allowed as follows:

- by the Vicar and members of her household, for the purposes of worship and prayer;
- by contractors, by arrangement with the Vicar

From **13/6/2020**, access for private prayer and small funerals is permitted by the government.

From **21/06/2020** we are opening each Sunday between 1pm and 4pm for private prayer. At all other times, access is restricted as above (11/6).

Public worship has been permitted since 4th July 2020. However, the PCC passed a resolution to delay this slightly. At Holy Trinity we will be open for public worship from Sunday **26/07/2020**.

Last updated: 24th October 2020

Review date: 24th November 2020, or earlier, if required

SECTION 1: Access by Clergy and Key Volunteers

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
<p>Access to church buildings for clergy for purposes of private prayer and/or livestreaming</p> <p>General advice on accessing church buildings can be found here.</p>	One point of entry to the church building clearly identified.	Door by the Vestry is the only point of access in use.	KC	KC Ongoing
	A suitable lone working policy has been consulted.	Adhere to parish lone-working policy.	KC	KC Ongoing
	Buildings have been aired before use.		KC	KC
	Check for animal waste and general cleanliness.	Church is dusty but no evidence of animal waste or other problem waste.	KC	KC continue to monitor
	Ensure water systems are flushed through before use.	Water supply in church is very limited anyway but water run for a while before use.	KC	KC
	Switch on and check electrical and heating systems if needed.	Systems have remained on on a low level throughout closure; this level continues to be sufficient and will likely remain so over the summer	KC	KC
	Holy water stoups and the font are empty.	All empty – no holy water in church	KC	2/6/20 KC
	Ensure safe use of equipment needed for livestreaming eg avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Live streaming is done via an iphone and a wireless mic. There is no use of sockets and no cables.	KC	8/7/20 and ongoing KC

SECTION 2: Access by Construction Workers and/or Professional Contractors

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Preparation of the Church for: - construction workers and/or professional contractors Advice on access for construction workers and advice on access for contractors available here.	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		KC	2/6/20 KC
	Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has employers and public liability insurance in place.	Ensure they have included any work equipment, emergency equipment (such as fire extinguishers), ventilation systems and access routes.	KC / Wardens	As required
	Have hand sanitiser available for people to use on entry and exit of the church building.	There is sufficient available in church for use by contractors	KC	2/6/20 KC
	Confirm who has responsibility for locking and unlocking the building.	KC or Wardens will enable access when required	KC / Wardens	As required
	After use, frequently touched surfaces e.g. doors, light switches will be cleaned.	Cleaning materials and gloves are available at church. Gloves will be disposed of after use and cloths washed.	KC	As required
	A supply of soap and paper hand towels will be available.	There are additional supplies in the vestry.	KC	2/6/20 KC
	All small bins (that have to be physically emptied) to have disposable liners to reduce the risk to those responsible for emptying them.	There is a supply of bin bags in the vestry	KC	
	Prepare a suitable form to record contact details of people entering the building.	On table as you enter the choir vestry area.	KC	2/6/20 KC
	Confirm evacuation procedures in the case of an emergency.	To be communicated to any contractor prior to work commencing.	KC or Wardens	As required
	Direct all users to leave the building by one exit only, avoiding bottlenecks.	To be communicated to any contractor prior to work commencing.	KC or Wardens	As required.

SECTION 3: Access by members of the public for any permitted purpose

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Preparation of the Church for access by members of the public for any permitted purpose. To be read in conjunction with risk assessments for the following specific purposes: - Private Prayer - Holy Communion; - Funerals; - Baptisms; - Weddings.	Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building.		KC	2/6/20 KC
	Confirm who has responsibility for locking and unlocking the building.	Clergy or Wardens to unlock and lock church, entering and exiting through the door by the vestry. Everyone else to enter and exit through the main doors and access the nave only. If the weather permits, main doors shall be kept open to minimize touching of handles etc and allow air flow through the building.	KC	21/6/20
	Choose one point of entry into church to manage flow of people and indicate this with notices.	Entry and exit for all people, other than Clergy / Wardens to be through the main doors at the back of church. Emergency exits are still accessible, if required.	KC	21/06/20
	Determine placement of hand sanitisers available for visitors to use.	Large hand-sanitising station is set up at the back of church, as well as one as you enter the choir vestry, for all to sanitise on arrival and exit. Bottles also available in each available seating area. Signs are displayed reminding people to use it, to maintain social distancing and not to enter if they have any symptoms of CV, however mild.	KC	16/06/20
	Make any temporary arrangements for people to wait or queue outside the building.	The numbers we expect do not lead us to anticipate a need for waiting or queuing outside but we will continue to monitor.	KC	08/07/20
	Where possible, doors and windows should be opened temporarily to improve ventilation.	If at all possible with the weather, the main doors at the back of church will be kept open.	Wardens / KC	21/06/20

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
	Remove from use all books , leaflets etc	All items removed to the choir vestry	KC	18/06/20
	Consider if pew cushions/kneelers need to be removed as per government guidance	All removed to choir vestry	KC	18/06/20
	Remove or isolate children’s resources and play areas	Children’s resources moved to choir vestry	KC	18/06/20
	Cordon off or remove from public access any devotional objects or items	All items removed from area for public access	KC	18/06/20
	<p>Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).</p> <p>Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements.</p> <p>Clearly mark out seating areas including exclusion zones to maintain distancing.</p> <p>Limit access to places were the public does not need go, maybe with a temporary cordon in needed.</p>	<p>Generally, public access to be limited to the nave pews only.</p> <p>For private prayer, Church is sufficiently large for the number of people we anticipate coming for physical distancing to take place without a one-way system and specific seats being allocated.</p> <p>However, now that public worship is allowed, it is necessary to mark out seating for 2 m social distancing – see plan in Appendix. Red and green ribbon to be used to indicate where people can and cannot sit and access.</p> <p>Candle stand moved to the entrance of the St John Chapel.</p>	<p>KC, Wardens, Sidespeople, and volunteers on duty</p> <p>KC</p> <p>KC</p>	<p>ongoing</p> <p>ongoing</p> <p>24/07/20</p> <p>18/06/20</p>
	Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing	Notices all in place	KC	20/06/20

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
	Advise those at greater risk and who are vulnerable / shielding to pay attention to government advice in deciding whether or not to come to church. There should be no pressure to do so and online worship will continue for the time being.	To be communicated in publicity, social media, conversation and posters displayed at church.	KC	Ongoing
	If the church has been used in the last 72 hours ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	Public access is limited to the nave; other (daily) access by the Incumbent is in the sanctuary. From September we have two services in the nave on a Sunday morning and one on a Monday evening. Seating areas and high-risk surfaces and touch points will be cleaned between each of these.	Clergy / Wardens / Sidespeople	ongoing
	After use, frequently touched surfaces e.g. door handles, light switches, and pews will be cleaned – see next section for detail.	Cleaning materials and gloves are available at church. Gloves and cloths will be disposed of after use.	KC / person on duty	Ongoing
	Have adequate soap provision and paper towels, and a bin for the paper towels.	There are no adequate handwashing facilities available in church, and no access to the toilets in the hall. A good quality hand santising station is in place, instead. Paper towels and a bin are in place, if required.	KC	16/06/20
	Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	No toilets in church and access is not being given to the toilet in the church hall at this stage. See church hall RA for further details on the use of the toilets.	KC	06/09/20
	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	There is a bin at the back of church and a supply of bin bags. There is no other public access to bins.	KC	21/06/20

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
	Confirm evacuation procedures in the case of an emergency, ideally using one exit only (the main doors) but avoiding bottlenecks	Evacuation plan remains unchanged. Those on duty to be briefed.	KC	Ongoing
	Minimise risk of cross-contamination	<p>Any non-essential items shall be removed (eg leaflets, prayer box, table covers etc) as above</p> <p>Seating areas and high-risk surfaces and touch points will be cleaned between and after the Sunday services. The nave area will then be left to quarantine from Monday evening to the following Sunday. If, for any reason, that's not possible, additional cleaning will take place.</p> <p>Candle lighting – to take place in the entrance to the St John Chapel. Candles shall be stood up, spaced apart in a tray of stand so people can take a candle without touching others. They will be lit from a candle already lit, rather than from a lighter.</p>	<p>KC</p> <p>Clergy / wardens / sidespeople</p>	<p>18/6/20 KC</p> <p>Ongoing</p> <p>12/6/20 KC</p>
	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days.	<p>One form for those who enter 'privately' on the table in the choir vestry area.</p> <p>An additional form, on a clipboard, by the main door to record contact details of those attend worship or come to pray. Privacy notice to be displayed. Form to be completed by a person on duty, so that the clipboard and pen are not handled by multiple people.</p> <p>Details kept in locked cabinet in the Vicarage for 21 days then destroyed.</p>	KC / Warden Sidespeople	Ongoing

Access to the toilet	There is no toilet in church. The Church Hall (where there are toilets) is still closed and will not generally be accessible.	<p>Communication to tell people that there will not be access to the toilets.</p> <p>In an emergency, the Wardens / Stewards can arrange access and appropriate cleaning will then have to take place.</p> <p>See church hall RA regarding use of the toilet.</p>	<p>KC</p> <p>KC</p>	<p>15/7/20 KC</p> <p>06/09/20</p>
Distribution of Poppies for Remembrance	The box of poppies is not to be used due to the risk of many people rummaging around in the box and touching many poppies, and the sheet of pins.	Poppies and pins arranged in oasis so that people can take a poppy and pin without touching any others. Collection pot nearby and money can be inserted without touching the pot.	DL	24/10/20
Foodbank collection box	Lid to be removed from box so people can place items in the box without needing to touch it.	Items to be kept in box for a week, being removed before the following Sunday's services and then delivered on the Monday.	KC / DL	24/10/20

SECTION 4: Access by members of the public for private prayer

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
<p>Specific risk and arrangements for public access for private prayer.</p> <p>To be read in conjunction with section 3, above.</p> <p>NB this is permitted from Saturday 13th June.</p> <p>We will be open for private prayer on Sunday afternoons, from 1 pm – 4pm, from 21st June.</p>	Confirm that all steps (above) for access by clergy and general public access have been carried out.		KC	2/6/20 KC
	Confirm that public liability insurance in place and covers us.	<p>21/06/20 Advised by Diocese that insurance is valid as long as those on duty are not in vulnerable or shielding categories.</p> <p>07/07/20 Bishop wrote to advise that those in vulnerable categories may now take on duties if they are happy to do so.</p> <p>09/07/20 Statement from EIG that, provided a risk assessment has been carried out, insurance is valid even with those in vulnerable categories on duty.</p>		<p>21/6/20</p> <p>7/7/20</p> <p>9/7/20</p>
	Lone working policy to be followed so two people must be 'on duty' at any time church is open.	<p>13/06/20 They must not be in any of the vulnerable groups and neither they, nor members of their household, can have any symptoms of coronavirus, however mild.</p> <p>07/07/20 Bishop wrote to advise that those in vulnerable categories may now take on duties if they are happy to do so.</p>	KC	13/06/20
	Monitor the number of people admitted at any one time.	Numbers to be limited to allow for social distancing, at the discretion of those on duty. If necessary, people will be asked to queue outside.	KC and volunteers on duty	Ongoing
	Clearly mark out seating areas including exclusion zones to maintain distancing.	People will be instructed to take a laminated sign when they enter and leave it where they have been sitting when they leave, so others know not to sit there. The sign will be removed and cleaned, once that pew and area has been cleaned.	Volunteers on duty	Ongoing

SECTION 4: Access by members of the public for services of Holy Communion

These specific arrangements for Holy Communion must be read in conjunction with section 3, above.

NB Public services of Holy Communion are permitted from Saturday 4th July. We are working towards beginning on Sunday 26th July.

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
General	Confirm that all steps (above) for access by clergy and general public access have been carried out.		KC	2/6/20 KC
	Confirm that public liability insurance in place and covers us.	<p>21/06/20 Advised by Diocese that insurance is valid as long as those on duty are not in vulnerable or shielding categories.</p> <p>07/07/20 Bishop wrote to advise that those in vulnerable categories may now take on duties if they are happy to do so.</p> <p>09/07/20 Statement from EIG that, provided a risk assessment has been carried out, insurance is valid even with those in vulnerable categories on duty.</p>		<p>21/6/20</p> <p>7/7/20</p> <p>9/7/20 KC</p>
	There will be no congregational singing, no servers, no incense or bells, for the time being.	<p>Organ music is allowed and, when available, will be used before and after the service, as the altar is prepared, and during the distribution of communion.</p> <p>It is strongly advised that everyone wears a face mask, sanitizing their hands before and after removing it and replacing it at Communion.</p> <p>From 8th August face masks will be mandatory.</p>	<p>KC</p> <p>KC</p> <p>KC</p>	<p>15/07/20</p> <p>25/7/20 notification on social media and in e-news.</p> <p>1/8/20 communication</p>

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
	Children are to remain with their parents throughout the service. Little Trinities begins from October – see separate risk assessment.	Those that are old enough to do so should be encouraged to join in the service as much as possible. However, it is recognized that the restrictions mean the services are not very child-friendly. If toys / books etc are brought, they are to remain in the household's pew and only be used by members of that household in that space. They must be taken away.	KC	15/07/20
Setting up for Mass	Clergy to set up for Mass and tidy away / clean vessels afterwards		KC	ongoing
The Peace	There is to be no sharing of the peace through physical contact	Information to be on 'what to expect' document published online and posted out to those not online, in advance of first service. Clergy to remind in service.	KC / MS	Ongoing
The Offertory	The collection plate will not be passed round during services	Large collection plate and contactless payment machine to be set up on table at the back of church.	KC / Wardens	Ongoing
	No offertory procession	Bread and wine to be placed on the credence table before the start of the service.	KC	Ongoing
The Eucharistic Prayer	President is not to speak over uncovered bread and wine other than that which they will consume.	Communion to be in one kind (bread only)	KC / MS	Ongoing
		Small priest's host on paten, which shall all be consumed by the President. Individual hosts to be placed in the ciborium. The lid will remain on the ciborium throughout the Eucharistic Prayer, and be removed only at the distribution. Silent distribution		KC

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
The Distribution of Communion	<p>Silent distribution</p> <p>Only the President to handle the wafers during the distribution</p>	<p>At the distribution, the President will move to stand, in turn, at the end of each aisle. The congregation come forward one household / bubble at a time to receive at the end of their aisle. They then return to their seats before the next household / bubble comes forward.</p>	<p>KC</p> <p>Warden / Steward</p>	<p>Ongoing</p>
	<p>After communicating themselves, President to sanitise hands thoroughly.</p>	<p>Each seating area will have a bottle of sanitizer so that all communicants can also sanitise their hands before coming forward to receive.</p>	<p>KC</p> <p>KC</p>	<p>25/07/20 KC</p> <p>Ongoing</p>
	<p>President to wear a mask for the distribution.</p>	<p>Congregation will be told so they don't try to take it, or expect to receive in the mouth. In the event that physical contact is inadvertently made during the distribution, the President will re-sanitise hands before continuing with the distribution. The communicant should also re-sanitise their hands.</p>	<p>KC</p>	<p>Ongoing</p>
	<p>Wafer to be dropped into the hands of communicants.</p>		<p>KC</p>	<p>Ongoing</p>
	<p>No physical contact to be made when giving blessings.</p>		<p>KC</p>	<p>Ongoing</p>
	<p>Floor to be marked (using tape) to show where the communicant should stand. The President will stand as far back from this as possible, while still being able to reach</p>		<p>KC</p>	<p>25/07/20 KC</p>

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Entrance and exit - congregation	<p>Physically distanced seating in operation (see Appendix for plan). Attendance is limited to 16 households / bubbles.</p> <p>On arrival at church, congregation encouraged not to 'linger' at the back but to take their seats in an appropriate place (with direction from the stewards, if necessary).</p> <p>At the end of the service, congregation to remain in seats until it is their turn to leave, as directed by the stewards. They must exit straightaway.</p>	<p>This can be increased to 18 if a) FH is playing the organ and the rest of his bubble sit in the pews next to the organ; and b) the seats where the choir usually sits are used.</p> <p>It also does not include the Wardens' pew where one Warden can sit.</p> <p>We will, however, work on 16 households / bubbles.</p>	<p>Wardens / sidespeople</p> <p>Wardens / sidespeople</p>	<p>KC 14/07/20</p> <p>Ongoing</p> <p>Ongoing</p>
Entrance and exit – clergy	<p>At the start of Mass, the clergy will ring the bell and then enter from the vestry. They will not process round the church, but go directly to reverence the altar and to their places.</p> <p>At the end of mass, they will leave by the same way and go outside, through the vestry door, to greet the congregation outside as they leave the church.</p>		<p>Clergy</p> <p>Clergy</p>	<p>Ongoing</p> <p>Ongoing</p>

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Vestments	<p>Clergy to ensure use of disinfectant fabric spray after each use</p> <p>Clergy to each wear their own vestments, which should be kept separately</p> <p>Vestments should not be used elsewhere (eg when covering at another church, or at the crematorium) without first being washed or having been quarantined for 72 hours.</p>	There will currently be no servers or choir so their vestments are not currently used and do not need to be considered.	Clergy	Ongoing
Service Sheets	Reusable service sheets will not be used.	<p>The service will be very simple and familiar to regular church go-ers. Those who do not need a service sheet should be encouraged to manage without.</p> <p>Electronic copies will be available in advance so that people can bring their own (and take it away again) or read it off their phone during the service.</p> <p>A few laminated service cards will be available for people to take if they have no other option (they must not be handed out). They should be left on their seats after the service to be cleaned and left for 72 hours.</p>	<p>KC / all</p> <p>KC / Wardens</p>	<p>15/07/20 KC</p> <p>15/07/20 KC</p>
Refreshments	There will no refreshments served after the service, for the time being.			Ongoing

SECTION 5: Access by members of the public for Funeral Services

To be read in conjunction with section 3, above.

If a funeral is to be a Requiem Mass, section 4 (Holy Communion) will also apply.

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
General	Confirm that all steps (above) for access by clergy and general public access have been carried out.		KC	2/6/20 KC
	Confirm that public liability insurance in place and covers us.	<p>21/06/20 Advised by Diocese that insurance is valid as long as those on duty are not in vulnerable or shielding categories.</p> <p>07/07/20 Bishop wrote to advise that those in vulnerable categories may now take on duties if they are happy to do so.</p> <p>09/07/20 Statement from EIG that, provided a risk assessment has been carried out, insurance is valid even with those in vulnerable categories on duty.</p>		<p>21/6/20</p> <p>7/7/20</p> <p>9/7/20</p>

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
The Service	<p>There is to be no singing.</p> <p>It is permissible for an organist to play and/or for recorded music to be used.</p> <p>Communal hymn books/service books should not be used.</p> <p>Bespoke orders of service may be used.</p> <p>In order to minimize the length of time in an enclosed space, the service should normally be concise, a similar to the length it would be at a crematorium (20 minutes).</p>	<p>To be communicated to funeral director.</p> <p>To be discussed with families when planning a service.</p> <p>To be placed on pews before the service and taken away by mourners or safely disposed of afterwards.</p> <p>To be communicated to funeral director.</p> <p>To be discussed with families when planning a service.</p>	<p>KC</p> <p>KC / MS</p> <p>KC / Verger / FDs</p> <p>KC</p> <p>KC / MS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Clergy	<p>Clergy should sanitise before and after the service, and again on arrival at the crematorium / graveside and afterwards.</p> <p>Clergy should avoid shaking hands / hugging those attending.</p> <p>There should not be a gathering after the funeral but, if there is one, clergy should not attend.</p>		<p>KC / MS</p> <p>KC / MS</p> <p>KC / MS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Physical Distancing	<p>Seating to be physically distanced at 2m.</p> <p>Mourners to be advised that there should be no physical contact with those outside their own household.</p>	<p>See above</p> <p>Discussed in conversations with family and announced, sensitively, in the service. Notices are also displayed in church.</p>	<p>KC / MS</p>	<p>Ongoing</p>

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Communication with the family	All interaction with the bereaved should be done safely and in accordance with government guidelines.	<p>Most discussions will take place on the phone or via video call.</p> <p>Any in person discussions, either meeting outside or inside, will only take place following a risk assessment. They should not take place in the house of anyone who is self-isolating or who is in a vulnerable group.</p>	KC / MS	Ongoing
Cleaning	<p>If church has been used within the past 72 hours, a thorough clean will be required before the service.</p> <p>If it will be used within the following 72 hours, a thorough clean will be required after the service.</p>	<p>See section 8 on cleaning church.</p> <p>Volunteers will be required to do this.</p>		
Vestments	All vestments worn should either be washed after the service, or quarantined by 72 hours.		KC / MS	Ongoing

SECTION 6: Access by members of the public for Weddings

To be read in conjunction with section 3, above.

If the marriage is within a celebration of Holy Communion, section 4 (Holy Communion) will also apply.

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
General	Confirm that all steps (above) for access by clergy and general public access have been carried out.		KC	2/6/20 KC
	Confirm that public liability insurance in place and covers us.	<p>21/06/20 Advised by Diocese that insurance is valid as long as those on duty are not in vulnerable or shielding categories.</p> <p>07/07/20 Bishop wrote to advise that those in vulnerable categories may now take on duties if they are happy to do so.</p> <p>09/07/20 Statement from EIG that, provided a risk assessment has been carried out, insurance is valid even with those in vulnerable categories on duty.</p>		<p>21/6/20</p> <p>7/7/20</p> <p>9/7/20</p>
Cleaning	<p>If church has been used within the past 72 hours, a thorough clean will be required before the service.</p> <p>If it will be used within the following 72 hours, a thorough clean will be required after the service.</p>	<p>See section 8 on cleaning church.</p> <p>Volunteers will be required to do this.</p>		

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Attendees	<p>The maximum number of people that may attend a wedding is currently 15. This does not include those working (vicar, organist, verger, photographer) but does include the couple.</p> <p>Physical distancing within Holy Trinity limits the number of households / bubbles able to attend to 16, to be seated as per the plan in the Appendix.</p> <p>Those with CV symptoms should not attend.</p>	<p>To be discussed with couple at time of booking and preparation.</p> <p>Church does not have facilities to live-stream a wedding service, nor is there wifi in church. However, if an attendee wishes to record or live-stream the service to those unable to attend, that is permissible provided that a) the minister is aware and has agreed and b) they are discreet in doing so and do not cause an interruption or distraction in the service.</p> <p>Copies of the service and prayers etc used may be provided in advance by the minister, to be shared with those unable to be present. A service of thanksgiving at a later date may also be offered.</p>		
The Service	<p>In order to minimize the length of time in an enclosed space, the service should normally be concise, focusing on those parts of the marriage that are required, legally.</p> <p>Anyone wishing to lodge an objection to the marriage is legally entitled to do so and must be permitted to enter for that purpose.</p> <p>Other than the bride and groom, who join hands as an essential part of the ceremony, 2m physically distancing should be observed.</p>	<p>To be discussed with couple at the time of booking and planning.</p> <p>Warden / Verger / Steward on duty to be aware.</p>	<p>KC</p> <p>KC</p>	<p>Ongoing</p> <p>Ongoing</p>

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
The Service (continued)	<p>The rings should not be touched by anyone other than the bride and groom. If they are, hands should be sanitized before and after.</p> <p>The minister should not touch the couple when blessing them, and neither should the stole be wrapped around their hands.</p> <p>Those participating should not project their voices.</p> <p>Singing is not allowed but an organist may play and/or recorded music may be used.</p> <p>If the bride is walked down the aisle, she should only be accompanied by a member of her household or bubble.</p> <p>Bridesmaids etc must observe physical distancing in procession as well as seating, unless from the same household.</p> <p>Hand sanitizer must be available at the singing of the registers. Each signatory must sanitise, complete all their signatures, and then sanitise again. Apart from the bride and groom, physical distancing should be maintained.</p>	<p>All of this to be discussed and communicated with the couple at the time of booking and during preparation so they can decide whether to go ahead or postpone.</p> <p>Communal hymn books/service books should not be used.</p> <p>Bespoke orders of service may be used, placed on pews before the service and taken away by guests, or safely disposed of afterwards.</p>	KC	

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Communication with the couple	All interaction with the couple should be done safely and in accordance with government guidelines.	<p>Most discussions will take place on the phone or via video call.</p> <p>Any in person discussions, either meeting outside or inside, will only take place following a risk assessment. They should not take place in the house of anyone who is self-isolating or who is in a vulnerable group.</p> <p>Attendance at meetings and the rehearsal should be limited only to those who need to be present.</p>	KC / MS	Ongoing
Vestments	All vestments worn should either be washed after the service, or quarantined by 72 hours.		KC / MS	Ongoing
Clergy	<p>Clergy should sanitise before and after the service.</p> <p>Clergy should avoid shaking hands / hugging those attending.</p> <p>There should not be a gathering after the wedding but, if there is one, clergy should not attend.</p>		<p>KC / MS</p> <p>KC / MS</p> <p>KC / MS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

SECTION 7: Access by members of the public for Baptism services (separate to regular acts of public worship)

To be read in conjunction with section 3, above.

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
General	Confirm that all steps (above) for access by clergy and general public access have been carried out.		KC	2/6/20 KC
	Confirm that public liability insurance in place and covers us.	<p>21/06/20 Advised by Diocese that insurance is valid as long as those on duty are not in vulnerable or shielding categories.</p> <p>07/07/20 Bishop wrote to advise that those in vulnerable categories may now take on duties if they are happy to do so.</p> <p>09/07/20 Statement from EIG that, provided a risk assessment has been carried out, insurance is valid even with those in vulnerable categories on duty.</p>		<p>21/6/20</p> <p>7/7/20</p> <p>9/7/20</p>
Communication with the family	All interaction with the family should be done safely and in accordance with government guidelines.	<p>Most discussions will take place on the phone or via video call.</p> <p>Any in person discussions, either meeting outside or inside, will only take place following a risk assessment. They should not take place in the house of anyone who is self-isolating or who is in a vulnerable group.</p>	KC / MS	Ongoing

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Attendees	<p>If within the regular pattern of the church’s worship, numbers are the capacity of the church which, at Holy Trinity is 16, to be seated as per the plan in the Appendix.</p> <p>If it is a private service, outside the normal pattern of worship, the number is limited to 6.</p> <p>Those with CV symptoms should not attend.</p> <p>Those who are in vulnerable groups who wish to attend, should be enabled to do so.</p>	<p>To be discussed with couple at time of booking and preparation.</p> <p>Church does not have facilities to live-stream a baptism service, nor is there wifi in church. However, if an attendee wishes to record or live-stream the service to those unable to attend, that is permissible provided that a) the minister is aware and has agreed and b) they are discreet in doing so and do not cause an interruption or distraction in the service.</p> <p>Copies of the service and prayers etc used may be provided in advance by the minister, to be shared with those unable to be present. A service of thanksgiving at a later date may also be offered.</p>		
Clergy	<p>Clergy should sanitize before and after the service.</p> <p>Clergy should avoid shaking hands / hugging those attending.</p> <p>There should not be a gathering after the baptism but, if there is one, clergy should not attend.</p>		<p>KC / MS</p> <p>KC / MS</p> <p>KC / MS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Vestments	<p>All vestments worn should either be washed after the service, or quarantined by 72 hours.</p>		<p>KC / MS</p>	<p>Ongoing</p>

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
The Service	<p>Only clergy and parents should be close to the font; godparents and other attendees should maintain physical distancing.</p> <p>Communal hymn / service books should not be used. Laminated service cards can be used but must be quarantined for 72 hours after use.</p> <p>If it is an infant being baptised, they should be held by a parent for the duration of the service, including the baptism itself.</p> <p>Minister to before and after signing with the cross. Oil should be applied with an implement which can be disposed of.</p> <p>Water to be poured using baptismal shell (not direct from the hand).</p> <p>Paper towels should be used to wipe the forehead, if necessary. This should be done by a parent and the towels immediately disposed of.</p> <p>No water to be sprinkled or people invited to sign themselves with the baptismal water.</p> <p>Minister to before and after giving the lighted candle.</p> <p>There is to be no singing although organ / recorded music may be used.</p>	<p>Minister to explain during service</p> <p>They should be placed on pews in advance (not handed out) and left on pews at the end.</p> <p>Minister to explain</p> <p>Long sponge make-up applicator to be used</p>	<p>KC / MS</p> <p>KC / MS / steward</p> <p>KC / MS</p> <p>KC / MS</p> <p>KC / MS</p>	Ongoing

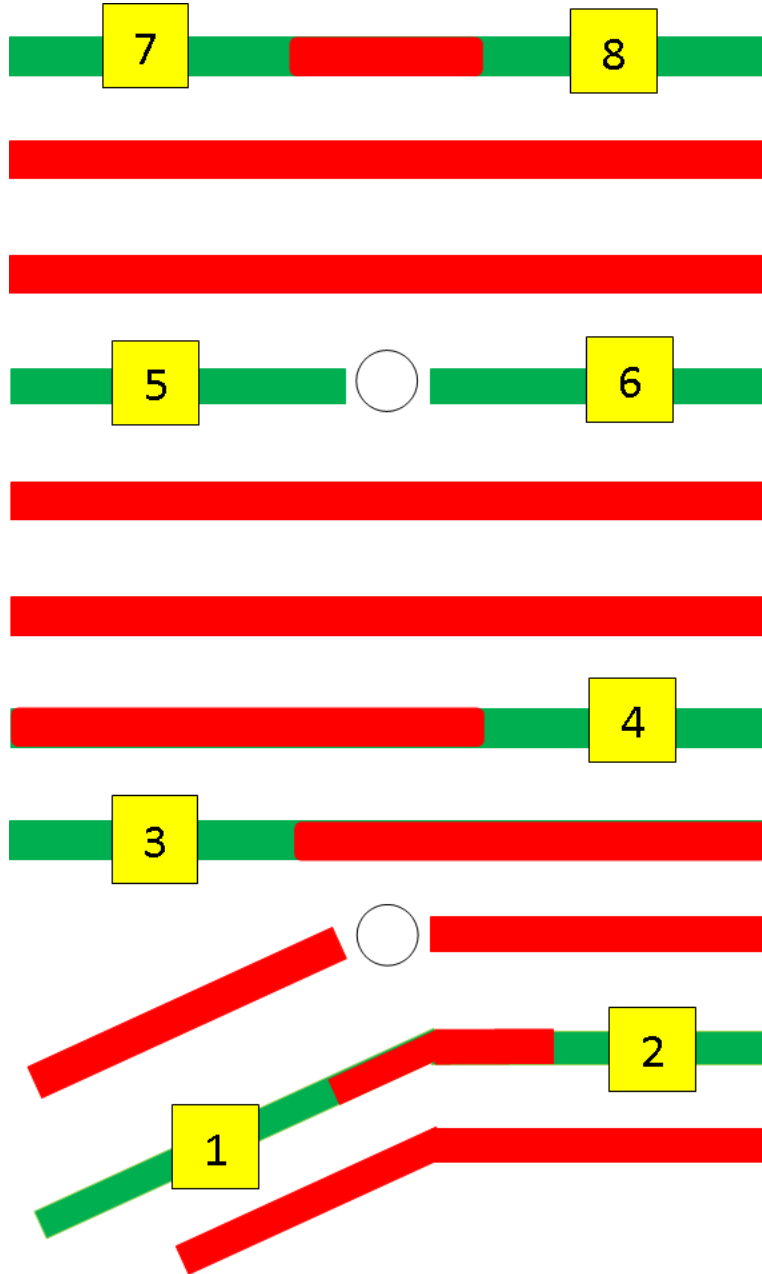
Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Cleaning	<p>If church has been used within the past 72 hours, a thorough clean will be required before the service.</p> <p>If it will be used within the following 72 hours, a thorough clean will be required after the service.</p>	<p>See section 8 on cleaning church.</p> <p>Volunteers will be required to do this.</p>		

SECTION 8: Cleaning church after use

If Church is not being used for 72 hours, thorough cleaning is not necessary.

Area of Focus	Controls required	Additional information	Action by who?	Completed – date & name
Cleaning the church after general use (no known exposure to anyone with Coronavirus symptoms)	Cleaners must not be in a vulnerable group or self-isolating	No volunteers are in these categories		
	All cleaners provided to be with gloves (disposable) to protect their skin from exposure to cleaning materials. Facemasks are also available, if desired.	Supply of gloves and disposable face masks at back of church	KC	18/06/20
	Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Suitable cleaning materials are available at the back of church.	KC	18/06/20
	Confirm person responsible for removing potentially contaminated waste from the site and frequency of removal.	Bins to emptied at the end of the each public access (usually, weekly) by the Warden / volunteer on duty	Person on duty	Ongoing
Cleaning the church after known exposure to someone with Coronavirus symptoms	Close the church building for 72 hours with no access permitted.		KC	As required
	Once the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.			As required

APPENDIX: Seating Plan for public worship with 2m physical distancing



**PUBLIC
WORSHIP
SEATING
PLAN**

2 metre
physical
distancing

16 households /
bubbles can be
accommodated

